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Specifications for the Class:

COMPUTER PRODUCTION SCHEDULER

CLASS DISTINGUISHERS

A position in this class is responsible for supervising the receipt, review, scheduling and control of the input and output data function for a centralized computing facility that utilizes various types of computers in a multi-tasking (multi-programming) environment in which the computer processes two or more independent programs at the same time.

The work involves supervising, through subordinate supervisors, shifts of workers engaged in the review, control and scheduling of input/output work; identifying and addressing discrepancies or inaccuracies in the scheduling and processing of production and test jobs; analyzing and assisting in recovery procedures due to hardware, software or program failures; maintaining and controlling all reel/cartridge media and data sets created on the computing facility's tape library or other computer data storage system; and safeguarding the input data, program documentation, and backups to ensure their security and integrity.

**Examples of Duties** *(A position may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Establishes and implements operational policies and procedures for document control, safeguard of storage media and the review and audit of input/output data.
2. Coordinates the planning and scheduling of production and test jobs for all application systems processed at the State's centralized computing facility to ensure the most efficient and effective use of equipment and personnel.
3. Confers with client agencies, systems analysts, programmers, and others in scheduling the production and test runs to avoid conflict of hardware and input resources.
4. Monitors intra- and inter-departmental schedules to ensure timely submission and processing of production jobs.
5. Supervises the sequencing of production jobs and the preparation of the necessary control statements to initiate the job submission through subordinate supervisors.
6. Reviews and approves priority requests for processing jobs by monitoring the workflow on the computer systems.
7. Adjusts or modifies priorities for job execution by analyzing job resource requirements, hardware allocation and estimated processing time.
8. Initiates timely investigation and appropriate resolution for abnormal termination of production and test jobs.

9. Develops schedules for the maintenance of the various computer systems and peripheral equipment.
10. Participates in the recovery of data due to hardware, software, or program failures.
11. Maintains and monitors the data stored in the tape library to ensure sufficient amount of open slots and scratch cartridges to process production and test jobs.
12. Extracts and replaces cartridges or tape data sets for new/existing projects, or as requested by the computer analyst or programmer.
13. Reviews the maintenance logs to identify problem areas in the scheduling and execution of production and test jobs, problem reel/cartridge tapes, and unusual software and hardware messages. Determines and implements appropriate precautionary measures to prevent reoccurrence of similar problems.
14. Participates in resolving problems in operations.
15. Plans, assigns, reviews and evaluates the work of subordinates engaged in the control and review of input/output data.
16. Establishes job performance standards and conducts or coordinates training.

**KNOWLEDGE AND ABILITIES REQUIRED** The knowledge and abilities required in order to effectively perform the key duties of the class are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in the class.

*“P” indicates prerequisite knowledge and abilities, which must be brought to the job.*

*“A” indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.*

| <b>KNOWLEDGE OF:</b> |  |   |
|----------------------|--|---|
| 1.                   | Practices and procedures of electronic data processing production scheduling                                     | P |
| 2.                   | Work flow sequence of data processing system   | P |
| 3.                   | Operational capabilities and uses of various types of electronic and electromechanical data processing equipment | P |
| 4.                   | Basic programming and data processing system analysis concepts   | P |
| 5.                   | Data processing production systems and procedures  | P |
| 6.                   | Methods and procedures of electronic data processing input/output document control                               | P |
| 7.                   | Tape library functions and procedures  | A |
| 8.                   | Office practices and procedures  | P |
| 9.                   | Principles and practices of supervision  | P |

| <b>ABILITY TO:</b> |   |   |
|--------------------|---|---|
| 1.                 | Establish and maintain effective operating schedules for production operation   | P |
| 2.                 | Evaluate information as to production capabilities of equipment and estimate time for production runs   | P |
| 3.                 | Detect problem areas and take appropriate actions to maintain efficiency in scheduling production runs  | P |
| 4.                 | Establish and implement data processing document control methods and procedures   | P |
| 5.                 | Maintain reel/cartridge media library resources   | A |
| 6.                 | Maintain effective working relationship with others and communicate effectively on matters involving schedules, production work procedures, priorities and resource allocations | P |
| 7.                 | Plan, assign, review and evaluate the work of subordinates  | P |

**MINIMUM QUALIFICATION REQUIREMENTS**

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts specified below, or any equivalent combination of training and experience.

**Specialized Experience:** Three (3) years of work experience in the operation of an electronic computer and peripheral equipment, or work experience in the review, control and scheduling of input/output data for computer production runs. This experience must demonstrate knowledge of work flow sequence of data processing systems, operational capabilities and uses of various types of electronic and electromechanical data processing equipment, data processing production systems and procedures; and the ability to evaluate information as to production capabilities of equipment and estimate time for production runs, and to detect problem areas and take appropriate actions to maintain efficiency in scheduling production runs. At least one (1) year of the experience must have dealt with various types of computers in a multi-tasking (multi-programming) environment in which the computer processes two or more independent programs at the same time.

**Supervisory Experience:** One (1) year of supervisory experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

**Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.

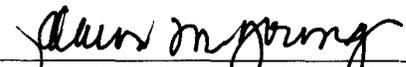
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is the first specification for the new class COMPUTER PRODUCTION SCHEDULER.

DATE APPROVED: 2/6/13

  
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Department of Human Resources Development