SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Information Technology Associate Production Specialist	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Information Technology	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**SALARY GRADE:**	038 OTBS
ISSUED:	December 10, 2002		

BASIC FUNCTION:
Stage production processing, distribution, and on-line data transmission for the data processing control section of Information Technology Department; assist the Information Technology Production Specialist in daily control functions, automated processes, schedules and special projects.

REPRESENTATIVE DUTIES: **(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

E = Essential Functions

Stage production jobs using Control Job Management System (CJMS) software, control procedure documentation and various schedules for the student information systems, financial, payroll/personnel applications, and systems support areas. **E**

Submit jobs to run via an enterprise scheduling system (CBS). **E**

Balance output reports and files; update financial and payroll electronic logs; prepare and update daily computer schedules; audit and distribute customer output reports. **E**

Assist with problem resolution of job failures by interfacing with analysts, customers, and operations staff; communicate production issues to customers. **E**

Create output data on a variety of media, including compact disks, diskettes, and e-mail files from production jobs, and distribute to users. **E**

Transmit district data electronically to banks, credit unions and government organizations. **E**

Assist production specialist with auditing and approving scripts and control procedure documentation; assist with daily control functions, automated processes, schedules and special projects; act as back up to production specialist as needed. **E**

Maintain control procedures; develop various forms, labels and spreadsheets to aid in daily control and production operations functions. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from high school, training from a recognized technical institute, and one year of recent, progressively responsible production control experience in a medium to large scale information technology environment.

LICENSES AND OTHER REQUIREMENTS:
None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Data processing control and job scheduling systems, control documentation and/or basic programming.
Software products used for control functions.
Database systems.
Proficiency in the use of a variety of personal computer systems hardware.
Proficiency in the use of office suite software products including Microsoft Word and Excel.
Financial, payroll, personnel and student information systems is desirable.
Technical aspects of field of specialty.

ABILITY TO:
Operate standard office equipment including microcomputers and related software applications.
Follow directions and work with accuracy and completeness.
Work under pressure and constant interruptions to meet deadlines.
Provide effective customer service by telephone.
Establish and maintain effective working relationships with others.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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