

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Information Technology Production Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Information Technology	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OTBS
ISSUED:	December 10, 2002		

BASIC FUNCTION:

Plan, schedule, and stage production processing, distribution, and on-line data transmission for the data processing control section of Information Technology Department; use current accessing systems, job code language systems, scripts, automated schedulers, on-line screen editors and other software for production scheduling of financial, student and payroll/personnel, and system support areas.

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

Plan, schedule, and automate production processing for financial, student, payroll/personnel and system support areas. **E**

Use on-line editors to screen computer requests for errors and notify users of inadequacies or changes in schedules. **E**

Prepare monthly and year-end master schedules and resolve scheduling conflicts. **E**

Prepare daily schedules, using special handling instructions and processing directions. **E**

Stage production jobs using Control Job Management System (CJMS) software, scripts, 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**

Develop, organize and maintain job definitions, calendars, variable parameters and message coding. **E**

Work closely with operations staff to provide specific directions for production job abends or failures; set up job restarts using current restart systems; act as a resource for systems analyst/programmer staff for updating job control language and new control procedures. **E**

Review processed production jobs for error conditions; balance computer output to control records. **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**

Maintain criteria for tape library and tape transportation system; load, delete, and restore job control language to software library. **E**

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

Respond to inquiries regarding workflow schedules, report deadlines, processing status and control section procedures. **E**

Compile reports and make recommendations on the testing of new and revised programs. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of progressively responsible data processing control experience in a medium to large scale data processing center.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Data processing control systems and procedures.

Job control language, tape management and restart management 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.

Oral and written communication skills.

ABILITY TO:

Plan, schedule, and implement control functions.

Basic clerical skills and operate a ten-key pad.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively and maintain cooperative relationships.

Plan and organize work to meet schedules and time lines with constant interruptions.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting 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.

Revised 4.2.04—PeopleSoft

Job Code 6164

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