

100.2004

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY ADMINISTRATIVE SERVICES
	HUMAN RESOURCES	DIVISION HUMAN RESOURCES
		UNIT OR OFFICE Payroll Systems

POSITION NUMBER 23326-0 23200-0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment FRANKLIN	
	USUAL WORKING TITLE OF POSITION Data Systems Scheduler Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 23000 State Payroll Administrator	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) May work overtime. May require travel. Available weekends and evenings in case of emergency.		Page 1 of 2

From: 8:00 AM To: 5:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	JOB DUTIES IN ORDER OF IMPORTANCE	Minimum Acceptable Characteristics
45	Supervises and monitors performance of lower-level data systems schedulers and support staff within the Systems Unit of Payroll Administration. Trains Production Control staff in operation of new and/or modified procedures. Assists staff in correction of production and scheduling problems. Coordinates production staff work with Payroll Systems and ODN (Ohio Data Network). Maintains scheduling libraries and establishes reporting activities documentation. As Documentation Proceduralist and Technical Librarian, is in charge of maintaining the Payroll Administration computer tape and disk library (including file retention timeframes, storage parameters, regular audits for resource availability). In charge of defining, documenting, and maintaining input/output standards in technical manual updates, hardware/software reference guides, job documentation, information (in the form of printed materials, computer tapes, microfiche, etc.) retention schedules.	Knowledge: 8, 9b*, 11b, 13b (office business practices, agency regulation, division work rules), 14 (government regulations), 22 (data processing concepts, data processing practices and procedures, personal computers (PC), Job Control Language (JCL)). Ability: 30f, j, l, 31e, 32q, s, t, 33e, 34c, e. Knowledge of employee training techniques, federal records retention policies. Ability to establish good working relationships. Ability to write computer documentation. Skill in operation of keyboard.
35	Coordinates scheduling of production systems with Payroll Systems, ODN, Production Control. Reviews new job documentation for completeness and adherence to procedural and documentation standards. Develops and implements procedures for normal operation and maintenance of production jobs. Reports production issues/concerns to State Payroll Administrator. Operates personal computer (PC) to access mainframe files and modules utilizing and modifying JCL via ROSCOE to submit production jobs; ensure quality control and proper distribution of materials.	Knowledge: 13b (office business practices, agency regulation, division work rules), 14 (government regulations), 22 (data processing concepts, data processing practices and procedures, PCs, ROSCOE, JCL). Ability: 30f, j, l, 31e, 32q, s, t, 33e, 34c. Ability to write computer documentation. Skill in keyboard operation.

DAS/OFC OF EMPLOYEE SVCS
 99 NOV 23 AM 10:46

* developed after employment

CLASS TITLE app KRM 12/16/99
 Data Systems Scheduler Supervisor

CLASS NUMBER
 12825

List Position Numbers and Class Titles of positions directly supervised.

23202.0

23332.0 Clerk 1, 23210.0 Data Systems Scheduler 2,
 23311.0 Data Systems Scheduler 2 23204.0
 23206.0

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
<i>Robert L. Cruise</i>	11/24/99

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	HUMAN RESOURCES	DIVISION	HUMAN RESOURCES
		UNIT OR OFFICE	Payroll Systems

POSITION NUMBER 23326.0 23200.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change County of Employment FRANKLIN	
	USUAL WORKING TITLE OF POSITION Data Systems Scheduler Supervisor	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 23000 State Payroll Administrator
	NORMAL WORKING HOURS (Explain unusual or rotating shift) May work overtime. May require travel. Available weekends and evenings in case of emergency.	

From: 7:00 AM To: 4:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

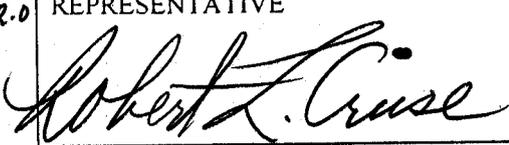
%	JOB DUTIES IN ORDER OF IMPORTANCE	Minimum Acceptable Characteristics
10	Serves as liaison between Production Control and all users in answering technical questions and supplying updated information concerning record formats, problem resolving, scheduling procedures, and testing of new production jobs. Serves in an informational capacity between Production Control and other agencies, government officials, and the public in order to maintain appropriate services, disseminate information, and develop effective working relationships. Develops documentation for procedural manuals and file formats, maintains these manuals, prints and distributes manuals to pertinent personnel. Provides technical advice to data systems schedulers and support staff within the Human Resources Division of DAS.	Knowledge: 13b (office business practices, agency regulation, division work rules), 14 (government regulations), 22 (data processing concepts, data processing practices and procedures, PCs, JCL). Ability: 30f, j, l, 31e, 32q, s, t, 33e, 34c, e. Ability to establish good rapport with users, answer routine telephone inquiries. Ability to write computer documentation.
5	Assists in complex production operations (computer jobs involving multiple tasks such as creation of computer files, microfiche and analytical reports, information distribution) by participating in work plans involving data standards definition. Acts as Education Coordinator by keeping records of all training classes and seminars attended by Payroll Administration staff. Responsible for processing of class requests for in-house training and employee development courses. Maintains records on the education costs incurred by employee development and classes.	Knowledge: 8, 13b (office business practices, agency regulation, division work rules), 14 (government regulations), 22 (data processing concepts, data processing practices and procedures, PCs, JCL). Ability: 30f, l, 31e, t, 33e, 34c, f.
5	Trains on and utilizes new hardware (e.g., PC, modems, laser printers) and software (e.g., EXCEL, WORD, WINDOWS) to facilitate the processing of mainframe and PC data. Attends meetings and training sessions when necessary. Answers phone inquiries pertaining to Production Control. Performs related duties as required (i.e., serves as backup to other personnel when necessary; works on special requests as needed).	Knowledge: 22 (concepts of data processing, PCs). Ability: 30e, 31e, 32q, 34c. Ability to answer routine phone inquiries.

CLASS TITLE
Data Systems Scheduler Supervisor

CLASS NUMBER
12825

99 NOV 23 AM 10:46
DAS/OFC OF EMPLOYEE SVCS

* developed after employment

List Position Numbers and Class Titles of positions directly supervised. 23332.0 Clerk I, 23310.0 Data Systems Scheduler 2, 23311.0 Data Systems Scheduler 2 23204.0	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/22/99
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