

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Payroll Systems

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Data System Scheduler

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
23200.0 Data Systems Scheduler Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Schedules, submits, & monitors computer systems (within the Production Control unit of Systems Administration) production jobs using Job Control Language (JCL). Ensures availability of files & resources necessary for job completion. Checks all output for completeness & accuracy. Makes decisions regarding priority of productions jobs & timeframes needed for completion. Assists Systems staff in correction of production & scheduling problems. Coordinates production work with Systems Programmer & Information Technology Services Deliver (ITSD). Responsible for organizing & controlling activities involved in the maintenance of JCL modules in Production Control unit. Implements documented procedures for normal operation & maintenance of production jobs. Identifies problems, resolves procedural problems & reports other production issues/concerns to unit supervisor. Operates personal computer (PC) to access mainframe files & modules utilizing & modifying JCL via ROSCOE to submit production jobs, ensure quality control & proper distribution of materials.</p>	<p>Knowledge of (1) office business practices & procedures; (2) agency regulation; (3) division work rules; (4) government regulations*; (5) data processing concepts, computer production procedures, personal computer (PC), Job Control Language (JCL), ROSCOE. Skill in (6) using JCL; (7) operation of computer terminal & peripheral equipment (e.g., personal computer (PC) & keyboard, video display terminal, printers, microfiche equipment, photocopies, remote job processor) & related software using word processing & spreadsheet software (e.g., MS, EXCEL, WORD, WINDOWS) & accounting applications (e.g., CICS, ROSCOE). Ability to (8) deal with problems involving several variables in familiar context; (9) communicate orally & in writing with users regarding technical & non-technical matters; (10) define problems, collect data, establish facts & draw valid conclusions; (11) calculating fractions, decimals, & percentages; (12) understand manuals & verbal instructions, technical in nature; (13) use proper research methods in gathering data; (14) gather, collate & classify information about data, people or things; (15) establish good working relationships.</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER
23208.0

CLASS TITLE
Data Systems Scheduler 3

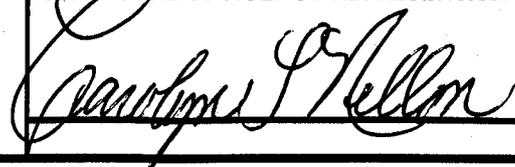
CLASS NUMBER
12823

Upd 8-6-03 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/24/03

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Payroll Systems

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Data Systems Scheduler

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
23200.0 Data Systems Scheduler Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Maintains records of job schedules & run completion dates by logging files & production runs in documentation manual. Ensures timely & accurate distribution of hardcopy reports, diskette files, tapes, & fiche to users. Maintains Production Control fiche files & commonly used paper reports for access by internal & external users. Assists unit supervisor with implementation of Production Unit documentation changes. Develops & maintains work schedule of clerical staff within Production Control area. Instructs & trains clerical & lower-level schedulers within the Production Control unit.	Knowledge of 1, 2, 3, 4*, 5, (16) employee-training techniques. Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15, (17) complete routine forms; (18) maintain accurate records.
10	Researches reports & fiche to provides data in response to information requests from internal & external users. Assists Systems staff & administrative personnel in gathering & analyzing data produced in the course of Production Control operations.	Knowledge of 1, 2, 3, 4*, 5 Skill in 6, 7 Ability to 9, 10, 11, 12, 13, 14, 18, (19) answer routine telephone inquires from users.
15	Serves as liaison between Production Control & all users in answering inquires regarding production jobs. Confers with ITSD & client agencies in reviewing job specification & possible issues/concerns in order to maintain appropriate services, disseminate information, & develop effective working relationships. Corresponds with users to arrange for file pick-up & delivery.	Knowledge of 1, 2, 3, 4*, 5 Skill in 6, 7 Ability to 8, 9, 10, 12, 13, (19) answer routine telephone inquires from users.
5	Trains on & utilizes new hardware (e.g., PC, modems, laser printers) & software (e.g., EXCEL, WORD, WINDOWS) to facilitate the processing of mainframe & PC data. Attends meetings & training sessions when necessary. Answers phone inquires 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 of 1, 2, 4*, 5, 16 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15, 17, 19

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Caroline J. Miller

6/20/13

POSITION CONTROL NUMBER
23208.0

CLASS TITLE
Data Systems Scheduler 3

CLASS NUMBER
12823

upd 8-6-03 CB