

TITLE: <u>Production Controller</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA543</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>6</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

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## **POSITION PURPOSE**

Schedule and run batch production jobs on the University's computer mainframes. An understanding of general computer procedures and routines is used to ensure quality and timely output is available to users.

## **ESSENTIAL JOB FUNCTIONS**

- Maintain schedule of production jobs to be run. Schedule nightly runs with attention to turnaround time required, time allotment for completion and special equipment and supply needs for production; alert requestor if job can not be run in time frame desired; notify supervisor if job run request was received past scheduling deadline. Update run schedule to reflect jobs given priority by supervisor, jobs produced and production problems or downtime.
- Monitor run of batch production jobs. Ensure equipment and supplies are available for use; monitor flow of jobs through system; review job output to document completion and maintain quality control; update and maintain databases used to run production jobs. Sort job output and send for distribution.
- Respond to program errors resulting in run problems. Notify requestors of incomplete job runs; make standard changes to program to ensure completion; alert programmers of errors needing their attention or action. Track system failures and impact on production job runs.
- Report of production job activity. Maintain daily log to reflect activity during three shifts; notify Cashier's Office of checks needing to be voided because of problems occurring during production run; alert programmers of program errors resulting in incomplete or inaccurate runs. Accept job request forms needed to run jobs and sign for blank checks to be used to run payroll, financial aid and accounting jobs.
- Distribute production jobs to Computer Operators to be run. Review output for completeness. Order supplies for office. Keep abreast of production job and program changes which affect runs and output.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level performs responsible and independent scheduling and monitoring of production job runs for computer mainframe users. This level performs tasks which are procedural in nature. Incumbents handle new situations based on information learned through prior experience or exposure. Production jobs are run on a 24-hour a day, 5-day a week basis. Duties are performed according to established routines. This classification is typically found in the Division of Computing and Information Technology and reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Ability to work a variety of shifts.
- Ability to communicate effectively with others.
- Reasonable knowledge of Job Control Language (JCL).
- Some knowledge of VM/CMS and MVS systems.
- Prior scheduling experience desirable.
- Typically, incumbents have worked in computer operations.