

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Data Control Technician

SERIES NO.:

1235

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the data control technician occupation is to schedule, coordinate & monitor computer production jobs/data runs.

At the lower levels, incumbents assist in coordinating or coordinate computer production jobs.

CLASS TITLE:

Data Control Technician 1

CLASS NUMBER:

12351

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of computer production control procedures in order to assist in scheduling, coordinating & monitoring computer production jobs/data runs.

CLASS TITLE:

Data Control Technician 2

CLASS NUMBER:

12352

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of computer production control procedures in order to schedule, coordinate & monitor computer production jobs/data runs.

CLASS TITLE:

Data Control Technician 3

CLASS NUMBER:

12353

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of computer production control procedures in order to lead team of lower-level data control technicians in scheduling, coordinating & monitoring computer production jobs/data runs.

<u>CLASS TITLE:</u> Data Control Technician 1	<u>CLASS NUMBER:</u> 12351	<u>BARGAINING UNIT:</u> 09
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EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in scheduling, coordinating & monitoring computer production jobs/data runs, learns job control or report-generating language (e.g., JCL, RPG, MARK IV) in order to set up & submit computer production jobs on computer terminal, reviews computer output for accuracy, assists in correcting production control problems & distributes computer print-outs/ reports to appropriate office.

Performs clerical-related duties associated with production control activities (e.g., logs tapes; completes job sheets; types labels for tapes; files records); operates peripheral computer equipment (e.g., printers, bursters, decollators) in order to assemble print-outs for distribution; cleans equipment.

MAJOR WORKER CHARACTERISTICS:

Knowledge of data processing*; job control or report-generating computer language (e.g., JCL, RPG, MARK IV)*; computer production control procedures*; addition, subtraction, multiplication, division, percentages, decimals. Skill in operation of computer terminal & peripheral computer equipment (e.g., printers, bursters, decollators). Ability to deal with problems involving few variables within familiar context; sort items into categories according to established methods; stand, walk or bend continuously; lift up to 60 lbs. of paper; move limbs/fingers easily to perform manual functions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, percentages & decimals; 3 mos. trg. or 3 mos. exp. in operation of computer terminal & peripheral computer equipment (e.g., printers, bursters, decollators).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evening or night shift; may be exposed to constant low-level noise; overtime may be required.

CLASS TITLE: Data Control Technician 2	CLASS NUMBER: 12352	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Schedules, coordinates & monitors computer production jobs/data runs, operates computer terminal utilizing job control or report-generating language (e.g., JCL, RPG, MARK IV) in order to set up & submit computer production jobs, follows programming flow charts, diagrams & instructions to control flow of data, determines sequence of processing steps, reviews, validates & adjusts input & output data to ensure accuracy & writes job documentation (e.g., user instructions, system or job flow charts).

Distributes computer print-outs/reports to appropriate office; analyzes processing problems (e.g., abnormal terminations), determines solutions &/or advises users; contacts users regarding processing problems, status of work or scheduling delays, recommends modifications to existing procedures; maintains production control records; protects & secures input & output data; mounts tapes &/or backs up disk drives; operates peripheral computer equipment (e.g., printers, bursters, decollators) in order to assemble print-outs for distribution; coordinates work with computer operations &/or programming staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of data processing; job control or report-generating computer language (e.g., JCL, RPG, MARK IV); computer production control procedures; addition, subtraction, multiplication, division, percentages, decimals. Skill in operation of computer terminal & peripheral computer equipment (e.g., printers, bursters, decollators). Ability to deal with problems involving several variables within familiar context; sort items into categories according to established methods; stand, walk or bend continuously; lift up to 60 lbs. of paper; move limbs/fingers easily to perform manual functions.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

9 mos. trg. or 9 mos. exp. in operation of computer terminal & peripheral computer equipment (e.g., printers, bursters, decollators); 3 mos. trg. or 3 mos. exp. in data processing; 3 mos. trg. or 3 mos. exp. in job control or report-generating language (e.g., JCL, RPG, MARK IV); 3 mos. trg. or 3 mos. exp. in computer production control procedures.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evening or night shift; may be exposed to constant low-level noise; overtime may be required.

CLASS TITLE: Data Control Technician 3	CLASS NUMBER: 12353	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Leads team of lower-level data control technician (i.e., provides work direction & training) in production control activities, ensures deadlines are met, prepares documentation for programming staff, coordinates activities & assists in developing production control procedures & documentation standards.

Schedules, coordinates & monitors computer production jobs/data runs; operates computer terminal utilizing job control or report-generating language (e.g., JCL, RPG, MARK IV) in order to set up & submit computer production jobs; assists in developing data modules, data dictionary elements & other coding; organizes & maintains reference guides, technical manuals library & work-related documentation.

Distributes computer print-outs/reports to appropriate office; analyzes processing problems (e.g., abnormal terminations), determines solutions &/or advises users; contacts users regarding processing problems, status of work or scheduling delays; maintains production control records; protections & secures input & output data; mounts tapes &/or backs up disk drives; operates peripheral computer equipment (e.g., printers, bursters, decollators) in order to assemble print-outs for distribution; coordinates work with computer operations &/or programming staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; data processing; job control or report-generating computer language (e.g., JCL, RPG, MARK IV); computer production control procedures; addition, subtraction, multiplication, division, percentages, decimals. Skill in operation of computer terminal & peripheral computer equipment (e.g., printers, bursters, decollators). Ability to deal with problems involving several variables within familiar context; sort items into categories according to established methods; stand, walk or bend continuously; move limbs/fingers easily to perform manual functions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in operation of computer terminal & peripheral computer equipment (e.g., printers, bursters, decollators); 9 mos. trg. or 9 mos. exp. in data processing; 9 mos. trg. or 9 mos. exp. in job control or report-generating language (e.g., JCL, RPG, MARK IV); 9 mos. trg. or 9 mos. exp. in computer production control procedures.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evening or night shift.