

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Data Control Technician

SERIES NO.:

1235S

MAJOR AGENCIES:

Secretary of State only

EFFECTIVE DATE:

08/03/1997

SERIES PURPOSE:

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

CLASS TITLE:

Data Control Technician

CLASS NUMBER:

12351S

EFFECTIVE DATE:

08/03/1997

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	CLASS NUMBER: 12351S	BARGAINING UNIT: 40
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EFFECTIVE DATE:
08/03/1997

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 be exposed to constant low-level noise.