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.
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

**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.
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; 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 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.

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.