

**DATA JOB COORDINATOR****Nature of Work**

Under general supervision, performs full-performance level para-technical work in monitoring and controlling the production of data processing jobs through the various stages of completion. Identifies and resolves hardware and software errors and performs routine hardware maintenance. Contacts the user community, the data processing staff and/or ISS to advise users of the production schedule or any problems. Writes and keys in utility programs. Identifies and corrects errors in the job control language (JCL) and resolves terminal and printer problems. May install, move and replace terminals, printer cables and other equipment as necessary. Participates in a 24-hour call schedule. Performs related work as required.

**Examples of Work**

Identifies production problems by reviewing condition codes which cause job aborts such as errors in the JCL deck or incorrect source documents.

Edits and modifies JCL to ensure proper production runs; initiates production reruns, when necessary.

Analyzes operational problems, assists in resolving the problems and notifies users of the problems and/or the corrections.

Maintains logs of equipment failures, tapes used and a daily balance of output totals; makes arrangements for the repair of hardware.

Codes and enters data into JCL stream using terminal and makes inquiries on computer to determine the status of a job.

Uses utilities and keys in utility languages to produce reports and to merge, sort, catalog, and uncatalog files as required.

Receives problem calls via telephone from agency personnel concerning data processing equipment.

Installs and replaces data processing equipment and teleprocessing cables.

May assist in training personnel.

**Knowledge, Skills and Abilities**

Knowledge of the data processing procedures and equipment involved in producing a job run.

Knowledge of JCL, error and system condition codes, HSAP reports and printouts.

Knowledge of methods used to correct job production problems.

Knowledge of documentation techniques used for completing reports.

Ability to understand technical manuals and apply the methods to correct job production problems.

Ability to schedule production time based on user needs and production backlog.

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**DATA JOB COORDINATOR (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to establish and maintain effective working relationships with user community, agency data processing personnel and ISS.

**Minimum Qualifications**

TRAINING Graduation from a standard high school or the equivalent.

EXPERIENCE Three years of full-time or equivalent part-time paid experience in data processing.

SUBSTITUTION Completion of a course in Job Control Language may substitute for six months of the required experience, or other data processing education may be substituted for the required experience through an established formula.

Established: 3/21/96

Effective: 7/16/96