



Career Series: Data Processing Technical Support	Job Code: 14375 Grade: E	Date Established: 8/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under direction, the full performance level JCL Setup Admin adapts procedures and techniques to meet special needs, resolves most questions and problems, and refers difficult and complex issues to higher-level technical staff. This classification requires considerable knowledge of JCL programs and production systems in order to prepare, check, and submit JCL programs, and coordinate production systems.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordinates production systems.
2. Prepares, checks, submits Job Control Language (JCL) programs, and ensures proper job flow.
3. Examines output for errors, and prepares for distribution to users.
4. Coordinates special user requests.
5. Maintains logbooks, and reviews incoming data from user department.
6. Assists with job setup for new program testing and implementation.
7. Documents and maintains JCL language for production runs.
8. Sets up scheduled production runs, and ensures JCL, run documentation, and data files are available.
9. Assists programmers in resolving JCL problems.
10. Reviews documentation on new systems, changes, and updates to current production systems.
11. Serves as liaison to other departments.
12. Monitors library for proper generation of data files for production runs.
13. Operates office machines (e.g., bursters; decollators; and check signers).
14. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of Job Control Language (JCL); production systems; computer sub systems and tools (e.g., TSO; CMS; XEDIT; Scheduler; Archiver). Skill in operation of unit record equipment; (e.g., bursters; decollators; and check signer). Ability to interpret technical material in books, journals, or manuals; act as a liaison with other departments.

Minimum education & experience required (including training, registration & licensure)

Completion of undergraduate core program in computer/technical related field to include instruction in JCL programs, production systems, and computer sub-systems and tools. 12 mos. training or 12 mos. experience in JCL, production systems, office machines, computer sub-systems and tools. Experience in training and development techniques.

-Or 36 mos. training or 36 mos. experience in JCL, production systems, office machines, and computer sub-systems and tools. Experience in training and development techniques*. (*developed after employment)

-Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.