

Data Processing Production Coordinator

University of California, Los Angeles
April, 1978

Class Specifications - F.10

Principal Data Processing Production Coordinator - 7191

Senior Data Processing Production Coordinator - 7192

Data Processing Production Coordinator - 7193

SERIES CONCEPT

Data Processing Production Coordinators perform or supervise the scheduling, coordination, and preparation of programs and data for submission to a computer; and perform other related duties as required.

Duties performed in this series typically require an understanding of Job Control Language, file control, scheduling of computer input and output data, and the editing of input and output data for accuracy and conformance to specifications.

The Data Processing Production Coordinator series consists of three levels with the distinction between levels based on the complexity of the job control functions and the degree of supervision exercised.

CLASS CONCEPTS

Principal Data Processing Production Coordinator

Under general supervision incumbents supervise at least 3 or more full-time-equivalent Data Processing Production Coordinators; coordinate with departmental and other users the scheduling of production jobs for processing on the computer or unit record equipment; and are assigned responsibility for planning the work schedules of employees supervised. Incumbents may perform sorting and listing steps in the final preparation of data for submission to the computer; may monitor and check data for correct format including preparation of data, program decks, and job control cards for submission to the computer; may monitor and maintain data files, data sets, master files on disc and tape, updating and deleting as necessary; may check output for correctness and distribution as required; may coordinate pickup up and delivery of input and output; and may consult with users concerning deck structure. This is the working/supervisory level of the series.

Senior Data Processing Production Coordinator

Under general supervision incumbents are assigned responsibility for coordinating with departmental and other users the scheduling of production jobs for processing on the computer or unit record equipment; perform intermediate steps in the final preparation of data, such as sorting and listing, before submission to the computer; monitor and check data for correct format; prepare data, program decks, job control cards, data and programs for submission to the computer; monitor and maintain data files, data sets,

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master files on disc and tape; check output for correctness and distribute as required; and arrange for pickup and delivery of input and output. This is the lead/advanced operational level of the series.

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Under supervision incumbents perform intermediate data preparation steps, schedule and coordinate production jobs for submission to the computer; maintain data files; prepare data and programs for submission to the computer; change the Job Control Language; and arrange for pickup and delivery of input and output.

Incumbents in addition perform the range of duties outlined in the Series Concept. This is the operational level of the series.

MINIMUM QUALIFICATIONS

Principal Data Processing Production Coordinator

Graduation from high school or a General Education Diploma and three years of experience in the operation of electronic computer equipment; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Senior Data Processing Production Coordinator

Graduation from high school or a General Education Diploma and two years of experience in the operation of electronic computer equipment; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Data Processing Production Coordinator

Graduation from high school or a General Education Diploma and one year of experience in the operation of electronic computer equipment; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.