

UNIVERSITY OF ARIZONA  
DEPARTMENT OF HUMAN RESOURCES  
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

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**JOB CODE:** 73171

**TITLE:** Computer Production Control Specialist, Senior

**IT PAY BAND:** B03

**FLSA:** Non-Exempt

**Purpose of Classification:**

Reviews, analyzes and recommends changes to computer production job requests, production calendars, and new program and system documentation. Schedules, stages and runs production job requests for various mainframe and client server computer systems. Reviews, analyzes and implements any necessary corrective measures in response to production run error messages, reports and discrepancies in results.

**Distinguishing Characteristics:**

This is the second in a series of three classifications. It is distinguished from the Computer Production Control Specialist which schedules, stages and runs computer production job requests. It is distinguished from the Computer Production Control Specialist, Principal which forecasts and plans short- and long-term production schedules, coordinates and verifies the work of computer production control staff and determines alternative strategies for solving production run problems.

**Examples of Duties:**

- Reviews and analyzes job requests and new program and system documentation; edits and/or recommends changes to ensure accuracy, compliance with production control record-keeping standards, clarity, relevance of information, and efficiency of programs.
- Reviews production calendars for daily processing, and adjusts schedule to maximize productivity.
- Schedules and stages production run requests according to procedures and program dependencies listed in system documentation. Ensures the integrity of production data.
- Reviews and analyzes errors, unscheduled program interruptions, and software crashes from production run printouts and error codes. Determines the cause of and resolves production run problems using batch controls, source documents, computer manuals, production documentation and related resources.
- Modifies job control language and adjusts computer settings according to systems documentation or analyst recommendations in order to bypass production problems and complete production runs.
- Reviews reports and documents produced for quality of printing and accuracy of data.
- Maintains production systems program libraries and required records to facilitate record keeping and control functions. Distributes tapes and files created in production runs as required.

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- Answers questions and provides guidance to users, programmers and other systems personnel regarding problems with production runs, system difficulties or documentation requirements.

**Knowledge, Skills and Abilities:**

- Knowledge of job control language and systems software relevant to assignment.
- Knowledge of various computer systems to include input-output control functions.
- Skill in identifying, analyzing and troubleshooting errors, production abnormalities and basic computer hardware problems.
- Skill in describing, documenting and communicating computer production problems.
- Skill in following detailed procedures.
- Ability to effectively communicate verbally and in writing.

**Minimum Qualifications:**

- Three years of computer operations experience including at least two years of experience scheduling, staging, running and monitoring computer production jobs; OR,
- Associate's degree in Management Information Systems, Computer Information Technology or related field AND two years of production control experience including scheduling, staging, running and monitoring computer production jobs; OR,
- Any equivalent combination of experience, training and/or education.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Prepared: 05/01/09