

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

JOB CODE: 73172

TITLE: Computer Production Control Specialist, Principal

IT PAY BAND: B05

FLSA: Non-Exempt

Purpose of Classification:

Forecasts and plans short- and long- term computer production schedules. Coordinates and verifies the work of others. Identifies and implements alternative strategies for solving production run problems.

Distinguishing Characteristics:

This is the third in a series of three classifications. It is distinguished from the Computer Production Control Specialist, Senior which reviews, analyzes and recommends changes to job requests, production calendars and documentation, schedules, stages and runs production job requests and responds to error messages, reports and end product discrepancies.

Examples of Duties:

- Forecasts short- and long-term production requirements. Plans and coordinates the scheduling and staging of production run requests according to procedures and program dependencies required by system documentation and ensures the security and integrity of production data.
- Coordinates the activities of production control staff on multiple shifts. Identifies and implements alternative strategies for solving production run problems.
- Reviews production run error codes and reports to monitor and identify trends in errors, program interruptions, and software crashes.
- Coordinates the modification of job control language and adjustment of computer settings according to system documentation in order to bypass production problems and complete production runs.
- Coordinates the review of new program and system documentation and recommends changes in compliance with production control recordkeeping standards, clarity and relevance of information, and to optimize production.
- Monitors reports and documents produced for quality of printing and accuracy of data.
- Coordinates the maintenance of program libraries pertaining to production systems; assigns tape numbers and locates appropriate tapes used in production runs.
- Answers questions from users, programmers or other systems personnel regarding problems with production runs, system difficulties or documentation needs.
- Monitors usage and maintains adequate stock of forms and supplies.

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Knowledge, Skills and Abilities:

- Knowledge of job control language and systems software relevant to assignment.
- Knowledge of computer production control and documentation standards.
- Skill in guiding the work of others.
- Skill in planning and organizing work.
- Skill in identifying, analyzing, documenting, troubleshooting and communicating computer production errors and other production abnormalities.
- Ability to effectively communicate verbally and in writing.

Minimum Qualifications:

- Four years of progressively responsible computer operations experience including at least three 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 three years of progressively responsible 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