

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL  
CLASS SPECIFICATION**

**COMPUTER PRODUCTION SPECIALIST I**

**Class Code: K2301**

**DISTINGUISHING FEATURES OF THE CLASS**

Under immediate supervision, performs routine entry-level production control tasks in an on-line mainframe computer environment in a training capacity.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Receives on-the-job training and performs routine production control tasks receiving specific instructions from experienced controllers; participates in more complex production control tasks to enhance knowledge and gain experience.
2. Performs routine logging and maintenance of tape/disk library records.
3. Processes production requests for scheduling.
4. Reviews simple output data for balance or machine errors; corrects routine or simple machine errors, referring more complex errors to experienced controllers.
5. Prepares simple statistical reports on production runs.
6. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience:**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires no previous experience.

**Knowledge, Skills and Abilities:**

Requires elementary knowledge of business practices and procedures.  
Requires elementary knowledge of basic computer concepts and terminology.  
Requires elementary knowledge of filing, categorization and organization of data and files using computer software.  
Requires ability to read and comprehend detailed instructions.  
Requires ability to effectively communicate facts, processes or work situations.  
Requires ability to elicit information from others.  
Requires ability to keep accurate records of all incoming and outgoing material processed on computer hardware.

Requires ability to establish and maintain harmonious working relationships with co-workers and users and to foster team spirit.

Requires ability to perform simple arithmetic calculations.

Requires ability and willingness to work non-standard shifts.

Requires ability to develop and adhere to schedules for processing user requests.

Requires ability to understand and interpret computer operations procedures and to assign appropriate media to each phase of an operation.

Requires ability to exercise discretion in handling confidential data.

Approved by the Secretary of State Merit Commission, April 16, 2003

Effective May 16, 2003

Tests and Weights

Written Test

100%

Knowledge, Skills and Abilities Tested:

Math

Business Practices and Procedures

Computer Knowledge

Reading Comprehension