

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

**COMPUTER PRODUCTION SPECIALIST II**

**Class Code: K2302**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, performs journey level production control tasks in an on-line mainframe computer environment; handles the total production control cycle for assigned portions of systems operations.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Performs production control tasks encompassing the total production cycle from production scheduling to rescheduling for assigned portions of systems operations.
2. Coordinates work flow of input and output data from users to the computer room; schedules user requests according to priorities to maximize efficiency and computer resources; adjusts schedule to accommodate special projects, equipment malfunctions, or delays; utilizes correct commands to execute the jobs properly; monitors job runs in execution.
3. Reviews job runs generated by the system; checks for accuracy and completion; analyzes and diagnoses problems with job runs; makes determination for resolution; effects remedial action on computer rejections resulting from job control language errors, abends and system restarts.
4. Analyzes machine load and operating time; participates and provides input into the development of improved computer operation procedures and techniques.
5. Checks and edits output products for acceptability and conformance to established standards.
6. Provides interface between input/output and the end user; confers with programmers and computer users on job production; coordinates machine system test sessions with programming staff.
7. Provides technical assistance and guidance to less experienced workers.
8. Performs other duties as required or assigned.

