

SNOHOMISH COUNTY JOB DESCRIPTION

PRODUCTION CONTROL TECHNICIAN

Spec No. 6156

BASIC FUNCTION

To perform a wide variety of duties in data preparation and control for the Department of Information Services.

STATEMENT OF DUTIES

1. Organizes and prepares work for processing on all shifts by Computer Operators; updates control cards, reviews and changes Job Control Language (JCL); writes special operating instructions; supplies appropriate input/output tapes from library.
2. Stages all client data processing requests; analyze requests for proper processing; assists clients with processing of their work.
3. Assists programmers and analysts with file recovery and set-up for reruns and disaster recovery processing; answers questions on documentation, tape management system and scheduling.
4. Maintains tape management systems; deletes, adds, modifies and defines tapes and their vault locations; physically moves tapes between vaults for disaster recovery and archival purposes; prepares tapes to be sent for microfiche processing; audits returned tapes and verifies that order was completed correctly.
5. Makes necessary changes to documentation; adds new documentation; maintains documentation for special forms; makes changes to power process name listing.
6. Prepares and maintains monthly calendar of jobs scheduled to be run on specific days of the month, quarter and year; stages jobs to be run to ensure they are processed in correct order.
7. Reviews daily operator's turnover report to check for errors and failed job processing; makes corrections when possible and schedules reruns.
8. Creates and maintains file control buffers (FCBs) for high-speed printers.
9. Prepares a daily tape backup of the control unit's production disk files for disaster recovery.
10. Performs all the duties of the senior production control technician in his/her absence or as workload necessitate.
11. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Three (3) years data processing operations experience and one (1) year progressively responsible experience in all phases of computer data preparation and control, tape library maintenance and documentation; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. College level course work in computer science is preferred. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of data preparation and control, tape library maintenance and documentation maintenance;
- client interface with department systems to ensure accurate results of submitted job requests;
- recordkeeping procedures applicable to data processing;
- in-house computer operations, departmental policies and procedures;
- IBM DOS Job Control Language.

Ability to:

- understand and execute oral and written instructions;
- communicate effectively, both verbally and in writing;
- perform detail work accurately;
- develop and maintain schedules for efficient work flow;
- establish priorities and complete all assignments efficiently;
- reason and think logically and work independently;
- establish and maintain work relationships with co-workers, programmers, supervisors and clients;
- operate computer peripheral equipment and office equipment including keypunch, CRT and typewriter;
- maintain required records and prepare necessary reports.

SUPERVISION

The employee receives general supervision from the Senior Production Control Technician or other administrative superior as assigned. The work is reviewed through periodic meetings and status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the computer operations room, which is noisier than the usual office and where the temperature is between 65 and 68 degrees. Employee is required to lift boxes weighing up to forty (40) pounds.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: 1980

Previous Spec No. 730770

Revised: September 1988

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 232 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous