

Specification for Class of

COMPUTER INPUT SCHEDULER 2

Abolished Effective July 1, 2007

Definition: Within an agency's information systems organization, operates a library facility for magnetic recording media and/or schedules, stages, codes and/or audits all input within a predetermined schedule for a mainframe/mini computer system.

Typical Work

Monitors the quality control function for input and output;

Maintains controls on input received;

Maintains controls on computer-readable storage media;

Stages jobs for computer processing;

Destages computer processed jobs;

Reviews computer output for completeness and routes to proper destination;

Forwards output to user;

Stages and submits statistical processes for maintaining required library functions, including inventory;

Acts as liaison between computer operations and users when required;

Maintains books of account for warrants, identification cards and other prenumbered computer printed output documents;

Performs other work as required.

Knowledge and Abilities

Knowledge of: electronic data processing and basic computer concepts; office practices and procedures; records maintenance and control.

Ability to: understand and carry out oral and written instructions, work with others; write clearly.

Desirable Qualifications

Graduation from high school or GED equivalent.

AND

Three years of data processing experience, including one year of experience as a Computer Input Scheduler 1 in State service or equivalent experience involving auditing, coding, scheduling, and/or staging functions for a mainframe/mini computer system.

Completion of a two-year vocational training course in electronic data processing or college-level course work in computer science may be substituted, year for year, for two years of the general data processing experience.

New class: 8-1-76

Revised minimum qualifications: 5-12-77

Revised minimum qualifications: 3-13-87

Revised definition and minimum qualifications: 11-9-90