

Specification for Class of

COMPUTER INPUT SCHEDULER 3

Abolished 9/15/06

Definition: Within an agency's information systems organization, performs as either the designated Computer Input Scheduler responsible for all computer input scheduling work for a total shift; or performs as lead over two or more Computer Input Schedulers if not exclusively responsible for the total shift.

Typical Work

Monitors the quality control function for input and output;

Maintains controls on input received;

Maintains controls on computer-readable storage media;

Assigns specific duties and tasks to lower-level schedulers and clerical staff;

Trains other schedulers;

Acts as liaison between computer operations and users when required;

Stages jobs for computer processing;

Performs other work as required.

Knowledge and Abilities

Knowledge of: electronic data processing and computer concepts; office practices and procedures.

Ability to: speak and communicate effectively; lead and train others.

Desirable Qualifications

Graduation from high school or GED equivalent.

AND

Four years of data processing experience which includes one year as a Computer Input Scheduler 2, or comparable lead or supervisory experience outside State service.

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 required experience.

New class: 8-1-76

Revised definition: 5-12-77

Code change (formerly 0307): 3-14-80

Revised definition, general revision: 9-11-81

Revised definition: 1-15-82

Revised definition and minimum qualifications: 11-9-90