

Classification and Qualification



STANDARDS

The California State University System

Data Control Technician Series

Class Title	Class Code	Date Established	Date Revised	Occupation Index Reference
Data Control Technician	1927	1-1-78	—	F-5
Senior Data Control Technician	1928	1-1-78	—	F-5

SERIES DEFINITION:

The classes in this series are used to describe technical duties in support of the operation of a data processing installation. Incumbents maintain data processing production records and procedures; prepare and submit directions for processing data; write job control language statements; break down flow charts into jobs and restructure these jobs when necessary; schedule jobs for the computer; check data contained in documents for internal consistency, validity and completeness; trace sources of errors; prepare computer output for distribution, and review, analyze and resolve problems.

The series consists of two levels: the Senior Data Control Technician and the Data Control Technician. The Senior Data Control Technician level requires performance of the full range of functions in control of data entering and leaving the computer center, and public contacts of a responsible nature with various levels of computer users. Senior Data Control Technicians may be responsible for supervising Data Control Technicians and other technical support staff. The Data Control Technician level requires closer supervision and involves work of average complexity with more established procedures.

Both levels may operate peripheral support equipment such as decollators, data entry machines, verifiers, interpreters, and other data handling equipment, and may occasionally operate other data processing or telecommunication equipment. Either level may occasionally direct lower level support staff.

DEFINITION OF LEVELS:

Data Control Technician

Positions in this class are distinguished from those in the Senior Data Control Technician class on the basis that Data Control Technician positions are more closely supervised and typically involve work of average complexity related to controlling data which are processed through the computer system. Incumbents of positions in this class are typically provided with guidelines and established procedures, and receive training in analyzing problems associated with program failures and communication techniques, and in the scheduling processes used with the computer system.

In accordance with established procedures, incumbents prepare jobs for processing by the computer operations section; select program option cards; prepare job control statements; set up run decks; complete operator's run instructions; obtain required data and program files from file libraries; and submit jobs to the computer room for processing.

Data Control Technicians maintain a variety of production records and documents and assist with the magnetic tape, disc pack and card deck libraries.

Incumbents also trace sources of error in documents, data, and processing methods; prepare computer output for distribution; review, analyze and resolve minor problems, and assist the supervisor in solving the more complex problems related to aborted programs. Incumbents are also expected to have public contact of a routine nature with various Computer Center users.

Senior Data Control Technician

Positions in this class are distinguished from those in the Data Control Technician class on the basis that Senior Data Control Technicians perform the full range of functions in control of data entering and leaving the Computer Center. Also, positions require public contacts of a responsible nature with various levels of computer users. Incumbents may supervise other Data Control Technicians as well as the operations of file libraries. Generally, Senior Data Control Technicians supervise and train employees who perform data control and job control work; schedule jobs based on a priority schedule; review, analyze, and resolve complex problems related to aborted programs; discuss with computer users the reasons for aborted programs and methods of correction, and assist in writing or revising procedures manuals.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Data Control Technician

General knowledge of the uses of data processing equipment.

Ability to perform detailed clerical work requiring judgment, accuracy, and speed; understand and follow established procedures and policies; follow oral and written directions, analyze situations accurately, and take effective action; to read, write, and speak at a level appropriate to the duties of the position; and to make arithmetic computations.

and

Experience:

Equivalent to two years of experience in performance of general office clerical work, six months of which shall have involved working with data processing equipment and tabulating processes.

In addition training, specialized, or college courses in data control or computer operations may be substituted for six months of the required experience on the basis of 15 quarter units or nine semester units equal to six months.

Knowledges and Abilities:

Senior Data Control Technician

General knowledge of data processing systems and their use, data processing procedures, basic programming elements and computer terminology.

Ability to supervise and train others; understand, interpret, and apply policies and procedures; follow oral and written directions; communicate effectively, and analyze situations accurately and take effective action.

and

Experience:

Equivalent to three years of experience in the performance of general office clerical work, two years of which shall have involved journey level data control activities. In addition, education above the high school level may be substituted for up to one year of required general clerical experience on the basis of either, (a) one year of general education being equivalent to six months of experience, or (b) one year of education of a business, commercial or data processing nature being equivalent to one year of experience.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: Yes
Employee Category: Non-Academic