

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Computer Scheduler		Class Code: 001AD6
	FLSA Status: Non-Exempt	Salary Schedule: RDS	Effective Date: 3/28/13
	Summary: Incumbent is responsible for scheduling the operating time of information systems operations in order to ensure that the information systems equipment is effectively utilized. Coordinates preventative maintenance requirements with operating requirements.		

Duties:

- Prepares and maintains daily, weekly, monthly, quarterly, semi-annual and annual production processing jobs for a 24x7 operation;
- Schedules all computer processing jobs and adjusts the schedule when necessary;
- Reschedules production jobs as necessary when sudden high priority situations are encountered;
- Maintains accurate records of production errors;
- Maintains a hold status on all production jobs which cannot be processed upon authorization from application staff;
- Reads and interprets production job packets and processing documentation;
- Prepares activity and progress reports regarding the production control activities;
- Communicates with computer operations personnel regarding revisions or problems concerning schedules;
- Assists application staff in determining the correct order in which jobs should run;
- Assists application and database administration staff in coordinating production job rerun or restart;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of agency IT/business systems and management principles;
- Thorough knowledge of production support activities, such as production scheduling, data control, and tape library and operations documentation;
- Advanced knowledge and operational experience in complex, multiple server environments;
- Advanced knowledge of production applications;
- Ability to make timely and accurate decisions during normal operating conditions and critical situations.

Difficulty of Work:

Work is standardized in nature and may involve a variety of duties. Tasks usually have several steps and may require individual analysis due to changing situations. Alternatives may exist for processes or methods to be used in solving problems. Incumbent exercises a moderate amount of independent judgment and receives general supervision. Incumbent is responsible for scheduling and monitoring production for the mission critical application system. Incumbent is also responsible for ensuring production timeframes are achieved while conforming to agency policies, standards, procedures and techniques.

Responsibility:

Incumbent is responsible for production scheduling of the computer operations. This includes production scheduling, system monitoring, event notification, data control and security. Incumbent ensures that the production schedule is implemented using shop techniques, tools, standards, and procedures. Work has a direct impact on the agency's ability to successfully administer the business operation.

Personal Work Relationships:

Incumbent works with agency user community and other department staff including database administration, application development, and technical support to define problems, production requirements, establish priorities and monitor progress, maintain and administer information system production environment.