CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

MAINFRAME OPERATIONS SCHEDULING SPECIALIST
Class Code: 1425
Job Family: Information Systems
Classification: Support Staff
Terms of Employment: Pay Grade 55 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general supervision, establishes, schedules, and prioritizes mainframe production jobs in the Central Information Systems (CIS) Department and provides technical support and problem resolution assistance to CIS staff, schools and user departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Assists in establishing mainframe computer operation schedules; evaluates schedules (day, swing, and graveyard) frequently, to determine actual and potential problems.
2. Coordinates scheduling of (daily, weekly, monthly, annual) production runs with CIS staff and other departments.
3. Receives and analyzes requests for additions to schedules or creation of new schedules; assists in planning time lines for production schedules.
4. Prioritizes jobs to maximize efficiency of computer and computer operator time.
5. Assists in analyzing production procedures and develops improved methods.
6. Examines and troubleshoots problems occurring during production and initiates corrective action within operations.
7. Deals with users to adjust data flow or output schedules based on user and department deadlines.
8. Responds to requests for information and assistance.
9. Maintains removable magnetic media library (which contains year to date payroll for all Clark County School District employees), and initiates corrective action.
10. Replaces and initializes broken or lost cartridges.
11. Trains personnel in the use of job scheduling and media tracking software; utilizes software to create new Vital Records Specifications.
12. Operates mainframe computer in a multi-concurrent task environment and computer related equipment consisting of tape, cart and disk storage units; operates high speed line and laser printers; interfaces optical mark scanner with mainframe computer.
13. Sets up or modifies job control language statements, as required, to start or restart computer runs.
15. Assists computer operators in decollating, bursting, sorting, and printing documents and reports.
16. Conforms to safety standards as prescribed.
17. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves independent research, analysis, and problem resolution in operating and monitoring mainframe computer, operating system, and related equipment and ensures accuracy and integrity of all data center job processing schedules.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of data processing operations.

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2. Knowledge of operating large scale, multiple component computer system.
4. Knowledge of programming language(s), (JCL) related to the area.
5. Knowledge of personal computer systems, networking systems, data communication.
6. Ability to operate computer and related equipment.
7. Ability to read and interpret complex data.
8. Ability to meet predetermined deadlines.
9. Ability to conduct research, analyze, and track problems to final solution.
10. Ability to plan, prioritize, coordinate, and organize work.
11. Ability to communicate clearly orally and in writing.
12. Ability to learn and apply established procedures.
13. Ability to work flexible hours or shifts.
14. Ability to work cooperatively with employees.
15. Ability to recognize and report hazards and apply safe work methods.
16. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. Four (4) years experience in medium to large-scale mainframe computer systems operations and related equipment, which also includes a minimum of one (1) year of Job Control Language statement experience.

Preferred Qualifications:
Mainframe production scheduling experience.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District Central Information Services Department.

WORK ENVIRONMENT:
Strength: Sedentary to medium – exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, modems, and other peripheral equipment, copy machines, bursters, collating/decollating machines, telephones, fax machines, etc.

An Affirmative Action/Equal Opportunity Employer
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.