Mainframe Operations Scheduling Specialist

Position Details

Class Code: 1425
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: [Pay Grade 55 on the Support Professional 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; 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 current 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 schedule creation/additions; assists in planning timelines for production schedules.
4. Prioritizes jobs to maximize efficiency of computer and 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.
14. Assists in SASI uploads and extracts and in updating of SASI DI server.
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 computers, operating systems, and related equipment; ensures accuracy and integrity of all data center job processing schedules.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of data processing operations.
2. Knowledge of operating large scale, multiple component computer system.
3. Knowledge of Multiple Virtual Storage/Extended Architecture (MVS/XA), Job Entry Subsystem 2 System Display and Search Facility (JES2 SDSF), Time Sharing Option (TSO), Interactive System Productivity Facility (ISPF), and Customer Information Control System (CICS) operational procedures.
4. Knowledge of programming language(s), such as Job Control Language (JCL), related to the area.

5. Knowledge of personal computer systems, networking systems, and data communication.
6. Ability to operate computers 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 verbally 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., General Educational Development (GED), 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 JCL statement experience.

Licenses and Certifications
A valid driver's license or state-issued identification card.

Preferred Qualifications
Mainframe production scheduling experience.

Document(s) Required at Time of Application
1. Copy of a valid driver's license or state-issued identification card.
2. High school transcripts or other equivalent, (i.e., GED, foreign equivalency, etc.).
3. 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 of 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demand

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, via video conference and computers, or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed and online materials, a Video Display Terminal (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

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets, and equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/16/23
- Created: 08/30/02