



Position Title: Systems Scheduling Analyst
Reports To: Production Control Manager
Department: District Computer Operations
Prepared By/Date: Jorge Toledo./6-30-2010
Approved By/Date: Theresa Hardisson/6-30-2010
Revised: Jennifer C. Brito/7-26-2010

Job Code: 3302-01E
Job Group: SNE
Salary Grade: 14
FLSA Status: Non-exempt

Summary:

The Systems Scheduling Analyst is responsible for providing support in the scheduling of daily, weekly and monthly job processing, for the IT Enterprise System, using automated job scheduling

Essential Duties and Responsibilities:

- Provides Help Desk support for mainframe and student access.
- Maintains the automated production scheduling system for batch jobs.
- Assigns RACF ids to new users as requested.
- Interferes with Programmer Analysts, Programmers, Computer Operations personnel and System Programmers.
- Provides technical assistance to resolve operational problems as needed.
- Provides backup support to Computer Operations staff during employee absence.
- Complete programming requests from Quality Assurance.
- Sets up new users on Enterprise Computing System Mainframe for Odyssey access.
- Sets up Odyssey training for Time and Attendance and Finance Modules.
- Adjust and revise automated schedule as necessary.
- Updates Odyssey access to Enterprise system as requested.
- Adds jobs to nightly scheduled, to support previously unscheduled production requirements.
- Reports job failures to appropriate Applications Development personnel.
- Recovers production reports for user, using the TRMS Report distribution system.
- Transmit CCLA files, and load Grades when scheduled.
- Create and Maintain forms for Laser printing systems.
- Maintain Odyssey print table.
- Documents and maintains Operations Manuals and procedures.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of operating systems under OS/MVS/JES including considerable knowledge of job control language
- Knowledge of the various production systems being processed by the Enterprise System
- Knowledge of RACF mainframe security system
- Knowledge of Odyssey Security and access
- Knowledge of scheduling concepts and automated scheduling application
- Knowledge of MS Office
- Knowledge of client server environment
- Excellent organizational, communication, problem-solving, and multi-tasking skills
- Ability to analyze a variety of complicated facts and exercise independent judgment in arriving to conclusions
- Ability to work in a multi-cultural/multi-ethnic environment.

Work Environment:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's Degree and five (5) years' experience in Computer Operations on a medium or large scale Enterprise system or Associates Degree and nine (9) years in a related field equivalent.
- Must have experience with Mainframe applications and job scheduling

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name