



Job Specification

Job Title: Production Control Specialist, Associate
BCAT Code: 603X BE
Pay Grade: G09

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides entry-level analysis, testing, and documentation of applications/programs and their routines, using tools such as Job Control Language (JCL), for an integrated information system.

Examples of Duties

- Assists in migrating jobs from development and testing phases to information systems such as Banner, PeopleSoft software, Saving Bonds, Docutech, etc.
- Provides support for applications, tests new systems, and monitors existing systems for future enhancements.
- Assists in the support of applications to client/server environments.
- Participates in data definitions and modeling.
- Assists in the analysis of quality assurance and input/output procedures.
- Assists in the distribution of reports
- Provides support for users of applications.
- Assists in production runs.
- Performs other entry-level production duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of data processing principles, practices, and equipment.
- Knowledge of large integrated systems and event driven programming.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows, voice response systems, and programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), middleware, LANs, Job Control Language (JCL)).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.