CSU **The California State University**

Classification and Qualification
STANDARDS

Data Control Technician Series

Class Title	Class Code	FLSA
Data Control Technician	*1927*	*Non-Exempt*
Senior Data Control Technician	*1928*	*Non-Exempt*

Classification Standard Reformatted: 06-01-2013

OVERVIEW:

Data Control Technicians perform technical duties in support of the operation of a data processing installation. Incumbents maintain data processing production records and procedures; prepare and submit directions for processing data; write job control language statements; break down flow charts into jobs and restructure these jobs when necessary; schedule jobs for the computer; check data contained in documents for internal consistency, validity and completeness; trace sources of errors; prepare computer output for distribution, and review, analyze and resolve problems.

> ***Data Control Technician -*** requires closer supervision, involving work of average complexity with more established procedures.

> ***Senior Data Control Technician -*** requires performance of the full range of functions in control of data entering and leaving the computer center, and public contacts of a responsible nature with various levels of computer users. Senior Data Control Technicians may be responsible for providing lead work direction to Data Control Technicians and other technical support staff.

Both levels may operate peripheral support equipment such as decollators, data entry machines, verifiers, interpreters, and other data handling equipment, and may occasionally operate other data processing or telecommunication equipment. Either level may occasionally direct lower level support staff.

DATA CONTROL TECHNICIAN

Incumbents in this classification are distinguished from those in the Senior Data Control Technician classification on the basis that Data Control Technicians positions are more closely supervised and typically involve work of average complexity related to controlling data which are processed through the computer system. Incumbents are typically provided with guidelines and established procedures, and receive training in analyzing problems associated with program failures and communication techniques, and in the scheduling processes used with the computer system.

In accordance with established procedures, incumbents prepare jobs for processing by the computer operations section; select program option cards: prepare job control statements; set up run decks; complete operator's run instructions; obtain required data and program files from file libraries; and submit jobs to the computer room for processing.

Data Control Technicians maintain a variety of production records and documents and assist with the magnetic tape, disc pack and card deck libraries.

Incumbents also trace sources of error in documents, data, and processing methods; prepare computer output for distribution; review, analyze and resolve minor problems, and assist the supervisor in solving the more complex problems related to aborted programs. Incumbents also are expected to have public contact of a routine nature with various Computer Center users.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:
General knowledge of the uses of data processing equipment.

Ability to perform detailed clerical work requiring judgment, accuracy, and speed; understand and follow established procedures and policies; follow oral and written directions, analyze situations accurately and take effective action; read, write, and speak at a level appropriate to the duties of the position; and make mathematical calculations.

Experience:
Equivalent to two years of experience in performance of general office clerical work, six months of which shall have involved working with data processing equipment and tabulating processes.

In addition, specialized training or college courses in data control or computer operations may be substituted for six months of the required experience on the basis of 15 quarter units or nine semester units equal to six months.

SENNIOR DATA CONTROL TECHNICIAN
Senior Data Control Technicians are distinguished from the Data Control Technician classification on the basis that Senior Data Control technicians perform the full range of functions in control of data entering and leaving the Computer Center. Also, positions require public contacts of a responsible nature with various levels of computer users. Incumbents may lead other Data Control Technicians as well as the operations of file libraries. Generally, Senior Data Control Technicians lead and train employees who perform data control and job control work; schedule jobs based on a priority schedule; review, analyze, and resolve complex problems related to aborted programs; discuss with computer users the reasons for aborted programs and methods of correction, and assist in writing or revising procedures manuals.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:
General knowledge of data processing systems and their use, data processing procedures, basic programming elements and computer terminology.

Ability to lead and train others; understand, interpret, and apply policies and procedures; follow oral and written directions; communicate effectively; and analyze situations accurately and take effective action.

Experience:
Equivalent to three years of experience in the performance of general office clerical work, two years of which shall have involved journey-level data control activities. In addition, education above the high school level may be substituted for up to one year of required general clerical experience on the basis of either, (a) one year of general education being equivalent to six months of experience, or (b) one year of education of a business, commercial or data processing nature being equivalent to one year of experience.