



## DATA CONTROLLER

FC: IA135  
PG: CLK-IV

PC: 031  
BU: 02

### DEFINITION

Under general supervision, monitors and controls activities related to computer production scheduling and quality control; maintains the integrity of program and job control language libraries, as well as all data files; performs related work as assigned.

### CLASS CHARACTERISTICS

The primary responsibilities of this class are twofold: control functions, which include arranging and verifying input and output information, and librarian functions, which include maintaining all production, job control, data files (disk and tape), and program and procedure libraries. This class is distinguished from other office support classes in that the duties relate specifically to coordinating data entry, control and computer operations functions, and to maintaining the integrity of MIS programs and data.

### EXAMPLES OF DUTIES

1. Reviews user department scheduled and unscheduled run requests and establishes run schedules by priority.
2. Reviews input documents for completeness, accuracy and compliance with procedures and sets up data in proper order for processing; obtains and places proper job control materials with input materials.
3. Maintains log of computer runs completed; reviews output materials for exception or error messages and to ensure completeness and accuracy within general guidelines.
4. Corrects problems or refers erroneous materials to appropriate programmer for correction; prepares output for distribution to user departments; maintains program documentation files and logs.
5. Controls production program and procedure libraries and maintains and controls all data files.
6. Files tapes in appropriate locations; sends production tapes for microfilming and batches security tapes for off-site storage; inspects and cleans tapes.
7. Communicates with programming staff and users regarding out-of-balance reports, incomplete input or output, etc.
8. Provides technical support to operations and programming staff by correcting production malfunctions related to programming instruction errors.

9. Uses a CRT unit to update master and control files; maintains tape library by cleaning and replacing tapes on schedule.

## QUALIFICATIONS

### Knowledge of:

Basic data processing principles and terminology. Principles and practices of scheduling computer operations activities. Control functions related to the computer processing of data. Standard office practices and procedures including filing methods and techniques.

### Skill in:

Prioritizing and scheduling computer production operations. Obtain appropriate tapes and disks and staging computer runs. Reviewing computer output materials for completeness and accuracy. Reading and interpreting program documentation materials. Maintaining accurate integrity of computer files, programs, procedures, documentation and related materials. Maintaining accurate records and logs of work performed. Exercising sound independent judgement within established guidelines. Entering information into a CRT unit with speed and accuracy. Understanding and following oral and written directions. Establishing and maintaining effective working relationships with those contacted in the course of the work.

### Other Requirements:

Must be willing to work an evening or weekend shift if required.

## MINIMUM QUALIFICATIONS

Equivalent to graduation from high school and two years of experience in the control and scheduling of computer processing, or in the maintenance of computer tape or program library; or in data entry work which will have provided the knowledge and skills outlined above. College or technical school course work in the operation of data processing equipment or in programming may be substituted for the experience outlined above on a year for year basis to a maximum of one year.