

## IT Technical Job Classification

IT Job Title: Scheduling Specialist

State Job Title:

Classification: T050

Pay Grade:

### Job Summary

Schedules (Enterprise Server(s)) mainframe batch jobs for production. Updates applications and the production libraries of the software job scheduler. Sets up schedules for ad-hoc requests by user departments and responds to the user when completed. Works with project leaders, analyst and programmers to maintain production systems.

### Essential Duties:

- Schedules production jobs to run automatically on the mainframe using a scheduling package or manually.
- Processes requests for users and responds when the request is completed.
- Performs maintenance and updates job setups
- Monitors output for job amends and JCL errors.
- Coordinates all production subsystems with the project leaders, analyst and programmers.
- Reviews schedules, system calendars and documentation books as required.
- Performs other duties as required

### Education

Requires 12 months of training in a computer related technical school beyond high school.

### Experience

Entry level none required beyond the education requirements.

### Leadership.

None required. May be responsible for student assistants