

CLASS SPECIFICATION FOR
Information Technology Control Technician

GENERAL STATEMENT OF DUTIES: Performs the entire range of information/data control functions in the County's central Information Technology agency; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class applies a broad knowledge of information/data control functions to the performance of a variety of duties, including distribution of incoming and outgoing work and preparation of computer job control language. The incumbent interacts regularly with appropriate staff in user agencies, discussing outcome needs and resolving problems and concerns. Receives direct supervision from the Information Technology Control Supervisor and assignments from other Information Technology personnel.

EXAMPLES OF WORK (illustrative only):

- Schedules computer runs;
- Controls the inflow and outflow of all work entering or leaving the data center;
- Notifies or consults with support specialists and systems personnel regarding problems which arise in the processing of data through the center;
- Suggests methods of improvement in processing data through the center;
- Maintains necessary records, including job preparation and printout time, user agency submittal controls, and internal controls on movement of transactions through the center;
- Consults with appropriate or assigned staff in user agencies to address their needs and to resolve questions and concerns;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of data processing terminology, procedures and equipment; basic knowledge and understanding of operations of various office and data processing equipment; ability to understand and to interpret complex oral and written instructions and relay them to others; ability to maintain complex records and to identify and correct errors in data processing reports; ability to make mathematical computations rapidly and accurately; ability to work independently with minimal supervision; good customer service skills; physical condition that will permit heavy lifting and pushing, reaching, stooping, climbing ladders and work in a noisy environment.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and one (1) year of experience in information or data control work; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.