

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

(06-16-89)

**DATA PROCESSING TECHNICIAN
(Code 1136)**

Summary of Duties: Performs the following duties within a centralized computer agency: Coordinates and controls computer processing of City information systems; coordinates, controls, and installs various office automation equipment and supportive software; analyzes requirements, establishes and maintains network communication links and various host-connected devices; operates and maintains tape and technical libraries; performs specialized and more difficult and/or technical analyses of services requested and coordinates the production processing; may operate on-line and stand alone terminals, office systems and off-line data processing equipment; and does related work.

Distinguishing Features: A Data Processing Technician performs technical duties of varying difficulty involved in the operating of a centralized computer agency to support the computer information processing requirements of City departments; assures the accuracy and timeliness of information processed; maintains physical and logical access authority to protect information resources; assists in the installation of new or revised procedures for the efficient operation of production processing; enforces departmental standards for production systems; installs terminals, PC software, network communication cables, and maintains equipment inventory system; maintains tape and technical libraries; maintains various data bases, which contain production systems information and automated processing procedures, utilizing host connected terminals and personal computer systems; maintains considerable contact with employees in other sections and in user departments for the solution of identified processing and procedural problems, and in meeting processing schedules.

Examples of Duties: A Data Processing Technician:

- Reviews job documentation and job control language to insure that all information requirements and standards are met;
- Analyzes, recommends and coordinates with programming personnel to resolve production processing problems;
- Develops and implements new and modified operations documentation for production processing;
- Analyzes and reviews documentation and JCL;
- Develops and implements computer systems for production processing;
- Analyzes, establishes, and validates access requirements, both physical and logical, to ensure the integrity and protection of information resources;
- Develops and maintains the automated job submission facility, and maintains Production jobs' scheduling data bases;
- Develops and implements automated procedures for the efficient processing of

- production systems;
- Coordinates, controls, monitors, and validates the processing of production jobs to insure accuracy, completeness, and timeliness of input/output information, and interfaces with user on all production processes including processing problem resolution;
 - Controls the accuracy and quality of tapes and cartridges maintained in the tape library, coordinates and controls critical files stored at the off-site facility;
 - Maintains and controls production system documentation and technical publications, coordinates with vendors in obtaining technical manuals, microfiche processing services, and provides a centralized distribution service for the technical information;
 - Maintains reference library of Systems Development Life Cycle (SDLC) documentation, department publications, technical manuals and periodicals;
 - Performs procedures and operations required in the acquisition and implementation of computer hardware and software;
 - Assists in the development and implementation of new procedures and operation manuals;
 - Operates various data processing equipment, such as Remote Job Entry system, Post Processing equipment, personal computers and terminals using ISPF;
 - Coordinates and maintains receiving and distribution center for computer processing and output reports;
 - Collects information and updates departmental databases required for planning, problem resolution, and implementation support for hardware, software and performance implementation and management activities;
 - Maintains related technical documentation and operational procedures;
 - Assists in the training of technicians, operators and users in the above responsibilities and related functions;
 - Prepares narrative work status reports and generates standardized, automated reports from departmental databases using parameter-driven, user-oriented programming methodologies.

QUALIFICATIONS: A Data Processing Technician must have the following knowledges and abilities:

A knowledge of:

- Data processing terminology, symbols, and Job Control Language;
- Methods of establishing, controlling, and processing new and revised computer-based information systems;
- Organizational functions and operations of a centralized computer agency;
- Concepts, principles, capabilities and uses of computer-based information systems and data processing technology;
- Methods of processing, coordinating and/or controlling information using personal computers, department or mainframe systems;
- Theory and method of utilizing automated software to control and monitor production processing of computer-based information systems;
- Theory and method utilized to protect the information systems resources;
- New developments in computer methodology and technology.

The ability to:

- Comprehend complex technical written and oral instructions;
- Perform complex technical work and work with others under pressure;
- Perform detailed analyses of processing problems of computer-based information systems and coordinate resolution;
- Deal tactfully and effectively with representative of user department and other sections of department;
- Prepare accurate and concise flow charts, forms, documentation, and procedural manuals related to computer-based information systems.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

Minimum Requirements:

Two years of full-time paid experience as a Data Processing Technician Trainee or in a class which is at least at that level in the processing and controlling of computer-based information systems, the documentation of information systems requirements and procedures.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.