

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Production Scheduler**

**I. JOB INFORMATION**

**Job Title:     Production Scheduler (IT CLS05)**

**Job Class:     21415                             FLSA Status: Non-Exempt**

**II. JOB SUMMARY**

Under general direction and in accordance with broad operating policies, uses independent judgment to maintain the efficient scheduling of production jobs.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Manages and monitors the Production Scheduling System to ensure schedules are correct for execution. Adds and stages jobs and defines criteria language.
- Overrides schedule options, manipulates libraries and performs control card maintenance. Creates date tables and adjusts JCL.
- Resolves scheduling problems and clarifies questionable requests. Logs documents and closes production problems via "HOTLINE."
- Assists with the design and development of new "production" related applications.
- Maintains automated CLISTs that create production JCL and job request commands. Trains and supports clients in the use these CLISTs.
- Provides training, supervision and assistance to the operations technician and students.
- Assists with scanning functions. Receives, processes, verifies, logs and distributes work. Resolves errors and protects the security of the data.
- Gathers production information and prepares statistical reports for management.
- Identifies and loads transactions to the Computer Billing System.
- Coordinates and monitors microfiche processing for production customers.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

Advanced two year specialized education and three years of progressively responsible work experience associated with computer operations or a high school diploma and five years of progressively responsible related experience. Advanced and highly specialized skills and knowledge of complex mainframe production applications and software. Ability to troubleshoot and determine source of problems. Ability to plan and direct work activities, to manage time

effectively, and set priorities. Excellent interpersonal, verbal and written communication skills. Knowledge of Job Control Language (JCL). Ability to train employees.

**V. WORKING CONDITIONS**

Computer production environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

21400

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*