



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

---

JD #:	<b>JD00200</b>	Pay Grade:	<b>7</b>
JD Title:	<b>Production Analyst</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>IT</b>		

---

## General Description

The Production Analyst is responsible for the administration and the implementation of the University's production environments which includes student records, the financial accounting system, and others. Coordinates, formulates, and executes administrative production application systems.

## Representative Duties & Responsibilities

- Implement applications after they have been created or upgraded and ensures proper functioning and data availability for recovery procedures.
- Maintain and monitor the job scheduling package which includes creating jobs and job streams, and developing an optimum job stream flow.
- Perform security and account administration and access for most enterprise-wide administrative applications.
- Run and monitor job streams when deemed applicable.
- Train clients and staff how to use on-line documentation and control card editing.
- Create logon identification for access to the administrative production systems.
- Revoke logon identification for individuals who leave or are no longer employed by the University.
- Establish rules for accessing data files to protect computer resources.
- Monitor the computer access log for violations and escalate incidents to appropriate individuals.
- Coordinate and implement system change requirements.
- Participate in the implementation and post-implementation technical support of applications.
- Respond to problem calls from operations.
- Develop flowcharts for the purpose of system flow in order to demonstrate how the different systems execute and how they interact with other systems.
- Develop procedures to create reports and files for use by clients and colleagues.
- Produce monthly schedules to inform and ensure customers are aware of job streams.
- Develop on-line job documentation and job request forms.
- Develop procedural forms for programmers to complete when submitting new or changed jobs and transferring programs into production.
- Design test stream scenarios for testing system upgrades.
- Translate technical terminology into non-technical terms for clients when troubleshooting or problem solving.
- Calculate and report time allocations for system job set up.
- Gather and compile information from customers to determine job requirements and to ensure accurate delivery needs.
- Analyze the impact new systems will have on existing systems.
- Maintain the integrity of data and processes across numerous existing systems.
- Convert new systems into the job scheduler for production and test environments and ensure jobs are running at the correct times.
- Remain current with frequent changes to hardware and software upgrades and changes.
- Plan, schedule, and monitor own work within short time horizons.
- Organize individual time, work and resources to accomplish objectives in the most effective and efficient way.
- Understand and use appropriate methods, tools, and applications to complete work tasks.
- Demonstrate a rational and organized approach to work and identify development opportunities.

## **Representative Duties & Responsibilities**

- Absorb technical information when it is presented systematically and apply it effectively.
- Use measurement methods to monitor progress toward goal attainment, tenaciously working to meet or exceed those goals, while deriving satisfaction from the process of goal achievement and continuous improvement.
- Ensure that the internal and external customer perspective is a driving force behind decisions and activities.
- Follow service practices that meet customers' and University needs.
- Interact with others in a way that gives them confidence in one's intentions and those of the University.
- Work collaboratively with others to achieve departmental and institutional goals. Actively participate as a member of a team to move the team toward the completion of goals.
- Perform a range of varied work activities in a variety of structured environments.
- Successfully engage in multiple initiatives simultaneously.
- Apply and enforce department change control policies and procedures.

## **Supervision**

- No formal supervision of others is required.
- Provides orientation and shows procedures to others.

## **Qualifications**

- 3 year Community College diploma in Computer Systems, or related field of study.
- Requires 3 years of relevant experience.

## **Effort**

### **Physical Effort:**

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to process documents, enter data into databases, and maintain accurate records.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### **Mental Effort:**

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information, word processing routine documents, and inputting data in databases and spreadsheets.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Implementing applications after they have been created or upgraded and ensuring proper functioning and data availability for recovery procedures.
  - Maintaining and monitoring the job scheduling package which includes creating jobs and job streams, and developing an optimum job stream flow.
  - Monitoring the computer access log for violations and escalating incidents to appropriate colleagues when required.
  - Converting new systems into the job scheduler for production and test environments and ensuring jobs are running at the correct times.
- Elements of high mental effort are not a regular feature of this job.

## **Working Conditions**

### **Physical Environment:**

- There are no adverse physical environment conditions inherent to the job.

### **Psychological Environment:**

- Occasionally interacts with individuals who may be rude or upset.
- Frequently deals with competing deadlines and simultaneous requests.

### **Health & Safety:**

- Risk to the incumbent is no higher than for the general population.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00200</b>	Pay Grade:	<b>7</b>
JD Title:	<b>Production Analyst</b>	Total Points:	<b>461</b>
Job Family:	<b>IT</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.5</b>	17
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>D8</b>	72
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>1.0</b>	10
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>4.0</b>	93
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5