

# Leon County Public Schools Classification Specification

Salary Grade 29

## Summary Information:

**Classification Title:** Production Control Specialist                      **Date Prepared:** 04/2003  
**FLSA Status:** Non-Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

## Activity Identification

### Activity Name

638	Job Scheduling	Develop and/or maintain job schedules. Submit jobs for processing. Maintain records/logs of jobs completed.
643	Computer Control	Log input and output documents. Maintain manuals and publications.
651	Tape Library	Control and secure source and object code tape libraries.
633	System Trouble Shooting	Work to resolve various system errors or failures. Involves identifying system problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
647	Data Processing Forms	Code registration, student change, teacher information, grade, attendance and other forms for data processing. This activity includes reviewing completed forms for accuracy and completeness.
657	Assistance to Users - Business Services	Work with users of business services applications to implement systems. Answer questions on an ongoing basis.
656	Assistance to Users - Student Services	Work with users of student (i.e., educational) services applications to implement systems. Answer questions on an ongoing basis.
645	Data Entry	Enter data.
646	Data Inquiry/Access	Use computer terminals to access data.
999	Assigned Duties	Perform other duties as assigned.

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### General Classification Specification Factors:

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<b>Education/Experience:</b>	A.A. Degree with at least four courses in computer science or management information systems with no related experience required; or Vocational training (720 hours) of study from a vocational-technical school or accredited community college in an area of data processing (excluding computer operations and data entry) with one year related experience; or High School Diploma or equivalent with two years appropriate related experience
<b>Supervisory Responsibility:</b>	None
<b>Type of Supervision:</b>	N/A

Effective Date: 07/01/2003