

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

DATA PROCESSING TECHNICIAN TRAINEE

POSITION CODE: 11443  
Effective: 4-16-89

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of six to twelve months, receives formal instruction and on-the-job training in operating, monitoring and controlling the processing of information through a computerized information system; obtains technical knowledge and gains skill in system operations and controls, entering commands, monitoring operations, responding to signals, correcting abends and aborts, Job Control Language, modifying program controls and controlling inputs and outputs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives formal instruction and gains experience in the operation of such computer processing equipment as stand alone systems, host processors, remote job entry systems, network systems, etc; gains skill in entering commands, responding to signals, correcting operation errors, submitting jobs, reviewing outputs and correcting abends and aborts, and modifying control languages for particular applications or to correct outputs.
2. Receives instruction and gains experience in system control and monitoring; brings system up/down, troubleshoots communication link problems for remote entry site operators; responds to signals and enters commands to correct system problems; performs system back-up procedures.
3. Receives instruction and gains experience in system production control procedures, preparing Job Control Language statements, scheduling/ rescheduling job runs, maintaining logs and reports of job requests and subsequent production, reviewing job outputs to assure information was processed as expected, analyzing printouts and modifying job control commands and parameters to correct run errors.
4. Receives instruction on operational procedures used and completes, updates and maintains necessary logs and reports such as production logs, JCL listings, program documentation, job abort/abend logs; system utilization reports, etc.

DATA PROCESSING TECHNICIAN TRAINEE (Continued)

5. Receives instruction and performs equipment maintenance procedures for tape drives, printers and other system components.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school.

Knowledges, Skills and Abilities

Requires working knowledge of mathematics, preferably with coursework in algebra and the binary number system.

Requires skill in the operation of an alphanumeric keyboard.

Requires ability to follow complex oral and written instructions.