

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Lead Production Control Analyst	<b>Job Code:</b>	43223
<b>Job Function:</b>	Staff	<b>Grade:</b>	119
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	3000 Information Technology Division	<b>Date:</b>	1/1/04;7/11/00

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**Job Summary:**

Control, manage and maintain all processes and procedures for the mainframe batch production systems. Control, manage and maintain the processes and procedures of the online and batch components for all vendor software packages used by Operations. Functions as a backup Operator.

**Essential Functions:**

50% Maintain all production systems and processes by creating, updating and monitoring production applications within the job scheduler (ESP) system. Process all production schedule that pertain to batch production programs. Correspond with users for changes and updating the user's schedules and request for program runs. Act as a liaison for application programmers to implement program changes, modifications and new requests.

20% Establish and maintain the change control (Panapt) security, authority access, and control libraries. Review and approve the application programmer's change control requests for the change control system.

10% Act as a liaison to software specialists for upgrades and installations of all vendor software packages (i.e. ESP, Panapt, etc.) used by Operations. Assist with the testing of new releases of these packages.

10% Analyze and process batch job rerun abends and report discrepancies using job rerun and tracking facilities and functions.

10% Function as a backup operator, perform basic console commands, mounts tapes, separate printed reports, load paper and special forms in the laser and impact printer. Perform general clerical functions.

**Education:**

Requires a relevant Associate Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years experience in mainframe applications. Working knowledge of batch job scheduling, JCL, flowcharts, programming logic, and word processing. Ability to perform complex scheduling functions and resolve problems involving critical thinking and analytical reasoning required. Supervisory experience required. Incumbent should be task-oriented and possess strong communication and customer service skills.

**Leadership:**

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.