

DATA CONTROL SUPERVISOR

DEFINITION

Supervises and participates in the work of a data control unit preparing input and output data in accordance with control and programming instructions for processing by a computer.

TYPICAL DUTIES

Supervises and participates in the preparation of computer productions runs using program operating instructions for processing.

Supervises and participates in the verification, counting, and posting of input data from information technology users for use in computer production runs.

Reviews the work of subordinates for accuracy, adequacy, and compliance with instructions, procedures, and work methods.

Contacts users to resolve non-routine problems in the accuracy and completeness of input data and to report delay in production schedules.

Locates and corrects errors when summary totals and control figures do not balance.

Verifies computer listings for completeness and contacts programming personnel for assistance in resolving problems.

Maintains master control registers for input and output data.

Trains new employees in the work of the unit.

May operate input/output terminals.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Data Control Supervisor supervises a shift at a central information technology installation and participates in the activities of a group of Data Control Assistants engaged in verifying and recording the accuracy and completeness of input and output data, within appropriate parameters, for processing by mainframe or minicomputers.

A Data Services Manager is responsible for planning, scheduling, and supervising the collection, preparation, processing, and distribution of input data and resulting reports by data control and data entry units of the Information Technology Branch.

A Data Control Assistant applies control procedures in verifying and recording the accuracy and timeliness of input and output data processed by mainframes or minicomputers, or assembles cards and documents and forwards them for processing.

SUPERVISION

Immediate supervision is received from a Data Services Manager or a Computer Operations Shift Supervisor. Immediate supervision is exercised over Data Control Assistants.

CLASS QUALIFICATIONS

Knowledge of:

Information technology and data control procedures
General features of mainframes or minicomputers
Arithmetic
Modern office procedures and record-keeping methods
Supervisory techniques

Ability to:

Interpret technical documentation procedures related to program deck preparation
Supervise clerical personnel effectively
Schedule the receipt, review, processing, and distribution of input and output data
Make arithmetical computations rapidly and accurately
Work under pressure of critical deadlines
Detect discrepancies between control data on output summaries, determine the source of errors, and take corrective action
Safely lift and move items weighing up to 50 pounds

ENTRANCE QUALIFICATIONS

Education and Experience:

Two years of recent full-time paid data control experience in an information technology installation, which must have included the preparation of computer production runs with appropriate parameter information for processing on mainframes or minicomputer systems. Courses in information technology, bookkeeping, and business arithmetic are desirable.