

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**DATA PROCESSING ASSISTANT**

**JOB DESCRIPTION**

Employees in this job perform and oversee a variety of tasks where the scheduling, input, output, and control of computer data is a substantial and/or essential part of the work. The work is typically performed in a data processing center or computer installation running a large number of jobs via a mainframe computer.

There are three classifications in this job.

**Position Code Title – Data Processing Assistant-E**

Data Processing Assistant 6

This is the intermediate level. The employee, in a developing capacity, performs data processing assignments while gaining knowledge and experience of the agency's policies and procedures and developing proficiency in the job skills.

Data Processing Assistant E7

This is the experienced level. The employee performs a full range of data processing assignments, using judgment in making decisions where alternatives are determined by established policies and procedures.

**Position Code Title – Data Processing Assistant-A**

Data Processing Assistant 8

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the full-functioning level which have been approved by Civil Service.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Follows oral and/or written instructions and guidelines in responding to requests from users regarding the input and output of computer data.

## **DATA PROCESSING ASSISTANT**

**PAGE No. 2**

Schedules computer runs of production on a mainframe computer, based on the number and priority of the run request and the on-going usage and capabilities of the computer.

Reads flow diagrams to identify tape or disk files to be used as input for the execution of requested programs.

Determines and documents logical sequence for program execution for requested output to obtain the maximum utilization of computer resources.

Uses computer terminal and/or microcomputer to request tapes or disks needed from computer library, to set up jobs and to monitor the execution of programs.

Maintains a computer library by performing such tasks as cataloging tapes/disks, assigning retention dates, logging tapes in and out, pulling and filing tapes/disks, and cleaning, purging, and repairing tapes for re-use.

Updates and corrects data in the data base, recovers data files for users from back-up tape files and uploads and downloads data between mainframe and disks.

Reconciles and balances control totals for documents with totals of computer generated reports.

Maintains daily records and logs of specific activities.

Prepares reports by searching pertinent records and selecting proper information to compile into report form.

Performs related work as assigned.

### **Additional Job Duties**

#### **Data Processing Assistant 8 (Senior Worker)**

Regularly performs the more complex and technical assignments and special projects.

Serves as liaison between the unit and the various users requesting services.

Performs quality control checks of computer output for completeness, accuracy, and conformance with established standards before distribution to users.

Troubleshoots for sources of problems in the input data, job control language and/or run procedure causing error conditions, aborted runs, or inaccuracies in output.

Confers with Information Technology Technicians, Information Technology Programmer/Analysts, supervisor, and managers to track down and resolve technical problems.

## **DATA PROCESSING ASSISTANT**

**PAGE No. 3**

Explains work instructions to data processing assistant, adapting guidelines to the assignments as necessary.

Sets up and maintains office filing system and control records of incoming assignments and work completed.

Orders supplies, equipment, repair, and maintenance services, etc. through agency channels.

### **Data Processing Assistant 8 (Lead Worker)**

Coordinates the work of the unit by explaining instructions, determining priorities, scheduling and assigning work, and overseeing the completion of the work.

Assures that the work meets quality and production standards by monitoring output and reviewing the work for accuracy and proper completion.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of computer data processing functions, including input/output control and scheduling of computer production activities.

Knowledge of computer data processing equipment.

Knowledge of computer symbols, flow charts, and job control language.

Considerable knowledge of general office practices including filing and record keeping.

Ability to read, understand, and apply written instructions and guidelines.

Ability to communicate effectively.

Ability to read and interpret computer symbols and flowcharts.

Ability to interpret instructions and guidelines to resolve work related problems.

Ability to make decisions and take necessary actions.

Ability to prioritize work activities.

Ability to detect input and output errors.

## **DATA PROCESSING ASSISTANT**

**PAGE NO. 4**

Ability to perform basic arithmetical calculations.

Ability to maintain composure under stressful conditions such as heavy workloads and deadlines.

### **Additional Knowledge, Skills, and Abilities**

#### **Data Processing Assistant 8 (Senior Worker)**

Ability to perform the most complex data processing assistant assignments.

#### **Data Processing Assistant 8 (Lead Worker)**

Ability to explain work instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

#### **Data Processing Assistant 6**

One year of administrative support experience.

#### **Data Processing Assistant E7**

Two years of administrative support experience, including one year equivalent to a Data Processing Assistant 6, involving the input, scheduling, output, and control of computer related data on a mainframe computer in a computer center.

#### **Data Processing Assistant 8**

Three years of office support experience, including one year equivalent to a Data Processing Assistant E7, involving the input, scheduling, output, and control of computer related data on a mainframe computer in a computer center.

### **Special Requirements, Licenses, and Certifications**

None.

**DATA PROCESSING ASSISTANT**

**PAGE No. 5**

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
DATAPRAST

**Job Code Description**  
Data Processing Assistant

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Data Processing Assistant-E	DATPASTE	W41-004
Data Processing Assistant-E	DATPASTE	NERE-001
Data Processing Assistant-A	DATPASTA	W41-009
Data Processing Assistant-A	DATPASTA	NERE-004

ECP Group 1  
Revised 6/1/06  
TeamLeaders