Cornell University Staff Compensation Program
Generic Job Profile Summaries

Compensation Services
353 Pine Tree Road, East Hill Plaza, Ithaca, NY 14850
(607) 254-8355 | compensation@cornell.edu | www.hr.cornell.edu

Information Technology Job Family: Computer Production Control Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Computer Production Control II INDIVIDUAL CONTRIBUTOR	Computer Production Control III INDIVIDUAL CONTRIBUTOR	Computer Production Control IV INDIVIDUAL CONTRIBUTOR
Maintain and monitor production control systems; maintain monthly production schedule and make appropriate changes as required.	Coordinate and monitor all modifications to production systems.	Schedule production control jobs; control assigned systems and back up; ensure accuracy and quality control while meeting all schedules.
Coordinate all data processing related to systems, including reviewing production reports for accuracy; verify production output files are accurate and distributed correctly.	Provide support on production jobs processed through all of the computing systems; prepare, submit, monitor and verify the results of jobs; print, distribute and package batch job output for delivery to department users.	Provide high level technical support on production jobs processed through all of the computing systems; prepare, submit, monitor and verify the results of the most complex jobs; print, distribute and package batch job output for delivery to department users.
Assist with file management and security-back procedures.		
Maintain on-line system documentation and user report distribution; assist in editing and verifying procedures written by programmers.	Edit and verify documented procedures submitted for production by programming staff.	Edit and verify documented procedures submitted for production; assist programming staff in reference to work completed on the computer systems, application questions, and user interface problems; recommend shortcuts in programming to elevate production turnaround.
Assist with troubleshooting and problem resolution.	Resolve routine production problems; diagnose error conditions; troubleshoot job failures.	Resolve complex production problems; diagnose error conditions and take corrective action; troubleshoot job failures; identify how to recover and restart.
Assist departments in creating/changing data that interact with transactions to the system; prepare data corrections and updates as necessary.	Monitor the coordination of data flow from one system to another.	Oversee and monitor the coordination of data flow from one system to another.

Computer Production Control II INDIVIDUAL CONTRIBUTOR	Computer Production Control III INDIVIDUAL CONTRIBUTOR	Computer Production Control IV INDIVIDUAL CONTRIBUTOR
	Assist programmers with development and systems maintenance.	Assist with monitoring system performance, reporting and investigating any anomalies.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10161 COMPUTER PRODUCTION CONTROL II, BAND C	10162 COMPUTER PRODUCTION CONTROL III, BAND D	10163 COMPUTER PRODUCTION CONTROL IV, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree and up to 2 years relevant experience or equivalent combination	Associate's degree and 2 to 4 years relevant experience or equivalent combination	Associate's degree and 4 to 6 years relevant experience or equivalent combination
IMPACT	Extend beyond department	Extend beyond college/unit	Extend beyond college/unit
CONTACTS - INSIDE	Receive information Provide information	Assist others Cooperation for task completed Handle confidential information	Provide guidance or instruction
CONTACTS - OUTSIDE	Limited contact	Limited contact	Straightforward business Provide factual information Handle confidential information
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures

FACTOR PROFILE	10161 COMPUTER PRODUCTION CONTROL II, BAND C	10162 COMPUTER PRODUCTION CONTROL III, BAND D	10163 COMPUTER PRODUCTION CONTROL IV, BAND E
SUPERVISION	None given	Students Temporaries On-the-job training	Group leader Full responsibility for students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals
COMPLEXITY	Focus on an entire field	Focus on an entire field	Focus on an entire field and generally on related areas
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria.	Responsible for assisting, contributing to and influencing decision on setting policies and/or procedures, research, planning and development activities	Responsible for assisting, contributing to and influencing decision on setting policies and/or procedures, research, planning and development activities
FREEDOM OF ACTION	General supervision Proceed alone on regular tasks Refer questionable situations to the supervisor	Very general supervision Resolve most questions Accomplish tasks alone Keep supervisor informed of progress	Very general supervision Resolve most questions Accomplish tasks alone Keep supervisor informed of progress
SUPPORT SKILLS – WRITING	Provide a non-standard response or prepare written material that requires some research	Provide a non-standard response or prepare written material that requires some research	Provide a non-standard response or prepare written material that requires some research
SUPPORT SKILLS – COMPUTER	Use complex business or technical programs in an environment that requires some programming skills	Use complex business or technical programs in an environment that requires some programming skills	Use complex business or technical programs in an environment that requires some programming skills
WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.

FACTOR PROFILE	10161 COMPUTER PRODUCTION CONTROL II, BAND C	10162 COMPUTER PRODUCTION CONTROL III, BAND D	10163 COMPUTER PRODUCTION CONTROL IV, BAND E
WORKING CONDITIONS - VISUAL	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention
WORKING CONDITIONS - HAZARD	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.