

MAINFRAME DATA SECURITY ASSISTANT

DEFINITION

Provides support for the mainframe environment relative to change and version control, documentation, and development of programming standards.

TYPICAL DUTIES

Schedules, sets up, performs, and documents environment system migrations for various IBM and/or Unisys mainframe applications, either manually or through the use of automated change control tools such as CA Endeavor.

Creates, edits, updates, and documents data sets and/or programming libraries for IBM and/or Unisys mainframe environments.

Processes and reviews table modification requests for IBM and/or Unisys mainframe environments and makes requested modifications.

Prepares reports of table modification for IBM and/or Unisys mainframe environments for system auditing and other purposes as determined by the District using tools such as QMF or others.

Provides technical support for District mainframe programmers with respect to data sets and programming library changes on development, testing, and production systems.

Diagnoses and reports equipment and software malfunctions related to the performance of mainframe migration and table maintenance tasks and recommends solutions.

Assists in organizing, writing, and editing technical instructions, operational procedures, and related materials.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Mainframe Data Security Assistant provides support for the mainframe environment relative to change and version control, documentation, and development of programming standards.

The Systems Standards Manager supervises and participates in the planning, development, and implementation of systems standards, documentation, and related training activities.

An Information Systems Security Assistant supports the ITD security function by assisting in the management of user accounts and providing second-tier technical support relative to user accounts.

SUPERVISION

General supervision is received from the Systems Standards Manager. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Facilities, concepts, and uses of computer systems
Personnel, payroll, financial, or student information systems and procedures
Word processing, databases, and spread sheets
Methods of testing programs for errors and means of correcting various forms of programming errors on IBM and/or Unisys mainframe environments
IBM Job Control Language (JCL)

Ability to:

Schedule activities for effective utilization of resources
Understand, interpret, and apply technical material, rules, procedures, and policies

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in data processing.

Completion of college-level computer science courses or vendor provided equivalents related to the IBM and/or Unisys mainframe environments is desirable.

Experience:

Two years of experience that includes:

- input and retrieval of data using a personal computer or terminal
- working with personnel, payroll, financial, or student information systems
- testing of mainframe programs for errors
- working with IBM Resource Access Control Facility (RACF)
- hardware experience with IBM and/or Unisys mainframe environments

Experience in the aforementioned areas may be concurrent.

Experience in analyzing problems related to current data processing systems, data processing scheduling, and procedure writing is desirable.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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