



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MAINFRAME PRODUCTION SERVICES TECHN SR

Job Number: 21005251

Job Code: 73040V250416

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 04/16/2025

Job Revised:

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$32,271 - Hourly

\$5,244.04 - 37.5 Hr. Monthly Salary

\$5,593.64 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Within Commonwealth of Technology (COT), analyzes and supports mainframe production processing through the development, maintenance, and modification of any aspect of production environment. Prepares and maintains standard operating procedures to ensure all system processes meet the published standards; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree OR a graduate of a college or university with an associate's degree in information technology (IT) or related field OR certification in an IT related field.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of professional experience in mainframe batch processing.

Substitute EDUCATION for EXPERIENCE:

A master's degree in computer science will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Two years of additional professional experience in mainframe batch processing will substitute for the education requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees, prepares, and organizes the documents and standards ensuring that all system processes meet the published standards. Works with different technicians at all levels to correct processes that do not meet published standards. Ensures all new processes meet the published standards. Responsible for proofing and approving the quality of the documents. Analyzes and supports mainframe and distributed systems production processing through the development, maintenance, and modification of any aspect of production environment. Responsible for running, monitoring, and resolving any issues in the mainframe batch cycles for the Finance, Transportation, Labor, and Child and Family Services cabinets. The position will be responsible for working with Production Services staff and/or development staff to ensure the batch cycles are structured to run efficiently. Works with supervision and other staff on design and formation of input/output documents. Performs testing of all system phases and processes as necessary. Works with programmers and other staff to solve systems crisis. Monitors production jobs and distributed processing schedules providing support to ensure schedules complete successfully. Prepares, modifies, and maintains system documentation. Analyzes, documents, and revises escalation procedures as necessary.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job classification will perform duties in office setting. Travel will be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.