

Product Planning & Schedule Management

Plans, prepares, issues and controls production schedules and coordinates with material requirements to ensure a controlled flow of approved materials timed to meet production requirements. Advises management of the status of work in progress, material availability and potential production problems to ensure that personnel, equipment, materials and services are provided as needed. Schedules equipment and personnel, confirms material supply and demands, prepares work orders or purchase requests for the production or purchase of components or parts based on a master production schedule, shop load and inventory requirements. Coordinates interdepartmental activity with quality assurance, manufacturing, purchasing, engineering, inventory control, traffic, etc.; schedules and expedites the movement of parts by means of move orders, stock transfers and requests for shipping orders.

Level 1		Level 2		Level 3		Level 4	
Supervisor, Production, Planning & Scheduling		Associate Manager, Production, Planning & Scheduling		Manager, Production, Planning & Scheduling		Sr. Manager, Production, Planning & Scheduling	
Management Role	Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees. Directs one or more of the processes within the internal supply chain process within the Operations Planning & Control function. Also participates in the planning and execution of supply chain initiatives.	Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments. Directs the following phases of the internal supply chain process within the Operations Planning & Control function: MRP/ERP, MBOM Maintenance, etc. Also participates in the planning and execution of supply chain initiatives.	Accomplishes results through subordinate supervisors, or exempt specialist employees. Directs the following phases of the internal supply chain process within the Operations Planning & Control function: Demand Management, Material Planning, Master Production Scheduling, Capacity Planning, Stockroom & Inventory Control, MRP/ERP, MBOM Maintenance and Shipping & Receiving. Also participates in the planning and execution of Collaborative Manufacturing supply chain initiatives.	Generally accomplishes results through lower management levels. Directs the following phases of the VC internal supply chain process within the Operations Planning & Control function: Business Area Operations Management, Departmental Budget Planning, Demand Management, Material Planning, Master Production Scheduling, Capacity Planning, Stockroom & Inventory Control, MRP/ERP, MBOM Maintenance and Shipping & Receiving. Also participates in the planning and execution of Collaborative Manufacturing supply chain initiatives.			
Policy and Strategy	Directs daily operations of work area.	Administers and executes policies, processes and procedures that affect subordinate employees and the workflow of the work area.	Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.	Establishes operating policies and procedures that affect departments and subordinate sections and work area. Interprets company-wide policies and procedures. Develops budgets, schedules and performance standards.			
Freedom to Act	Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.	Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.	Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.	Assignments are objective oriented. Work is reviewed in terms of meeting the organization's objectives and timelines.			
Impact	Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.	Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.	Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources and funds.	Decisions have an extended impact on work processes and outcomes. Erroneous decisions result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources and funds; and jeopardize future business activity.			
Liaison	Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.	Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.	Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.	Interacts frequently with internal and external management and senior-level customer representatives concerning projects, operational decisions, scheduling requirements and/or contractual clarifications. Leads briefings and technical meetings for internal and external representatives.			

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Operations Involvement/Direct Work Involvement	Monitors work operations on a daily basis and actively assists, or provides direction to, subordinates as required. May perform, especially in staff or professional groups, ongoing tasks of organizational unit.	Functions as advisor on all projects and tasks assigned to the organizational units under supervision. Becomes actively involved only when subordinate supervisor or staff members require assistance to meet established schedules or to resolve complex technical or operational problems.	Responsible for all projects assigned to the organizational unit. Acts as an advisor to subordinate supervisors or staff members to help meet established schedules or resolve technical or operational problems. Directly participates in establishing and administering many centralized functional projects. Submits and administers budget schedules and performance standards.	Responsible for the successful operation of activities of major significance to the organization. Rarely becomes involved in the complexities of day to day operational problems. Is more concerned to see that overall budget schedules and performance standards are realistically set and attained.
Minimum Education and Experience	Bachelor's Degree in Supply Chain, Business or a related field and 5+ years of diverse professional experience in all areas of Supply Chain which may include 1+ years of previous lead or supervisory responsibilities. APICS certification desirable.	Bachelor's Degree in Supply Chain, Business or a related field and 7+ years of diverse professional experience in all areas of Supply Chain which may include 3+ years of supervisory responsibilities. APICS certification desirable.	Bachelor's Degree in Supply Chain, Business or a related field and 10+ years of diverse professional experience in all areas of Supply Chain which may include 5+ years of managing respective area. Master's Degree preferred. APICS certification desirable.	Bachelor's Degree in Supply Chain, Business or a related field and 12+ years of diverse professional experience in all areas of Supply Chain to include 5-7+ years of managing respective areas. Master's Degree preferred. APICS certification desirable.