

Production Control Planner

Maintains schedules for material requirements and availability for the manufacture of industrial and commercial products to support production control. Compiles records concerning quantity, cost and type of material received, shipped, in stock or inventory and/or in production. Expedites flow of materials, parts and assemblies within or between departments in accordance with production and shipping schedules. Assists in determining possible and actual shortages. May initiate action to correct these deficiencies. Uses knowledge of production, procurement and engineering departments to alert proper authorities regarding potential problems and appropriate remedial action. Estimates and logs production rate and time expenditures and may be required to establish sequence and lead time of each operation to meet shipping dates.

Level 1		Level 2		Level 3		Level 4	
Production Control Planner I		Production Control Planner II		Production Control Planner III		Sr. Production Control Planner	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job. Able to understand drawings, blueprints and routers.	Full knowledge of the job. Substantial acquaintance with, and understanding, of general aspects of the job with a broad understanding of the detailed aspects of the job. Full knowledge of MRP to get work released and Bills of Materials. Able to launch a router.		Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered. Full knowledge of MRP to get work released and Bills of Materials. Able to launch a router. Knowledge of LRUs and more intricate hardware. Understand rejection reports.		Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered. Full knowledge of MRP to get work released and Bills of Materials. Able to launch a router. Knowledge of LRUs and more intricate hardware. Understand rejection reports. Ability to write purchasing reqs.	
Supervision Received	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation. Interfaces within Planning Department.	Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation. Functional areas within Production including quality, test and methods.		Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature. Functional areas within Production including quality, test and methods.		Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication. Functional areas within Production including quality, test and methods. Interfaces with engineering, program managers and project leads.	
Work Products (Examples include but are not limited to)	Microsoft Office and Internet. Drawings.	Microsoft Office and Internet. Drawings. MRP System (Cost Point). Bills of Materials.		Microsoft Office and Internet. Drawings. MRP System (Cost Point). Bills of Materials. LRUs and rejection reports.		Microsoft Office and Internet. Complex Drawings. MRP System (Cost Point). Bills of Materials. LRUs and rejection reports.	
Minimum Education and Experience	High school and 0-2 years of experience.	High School and 3 years of experience.		Associates degree in Manufacturing Technology or Business and 6 years of experience.		Associates degree in Manufacturing Technology or Business and 12 years of experience.	