

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 7901300**

**Production Control Supervisor, Grade 18 7901300**  
**Production Planning & Control Manager, Grade 23 7901400**

Brief Description of Class Series

Positions in this class oversee production and inventory control within the Division of Correctional Industries Program (Corcraft). Incumbents plan and coordinate the production, shipping, and storing of products.

Positions are classified only at the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

*Production Control Supervisor:* under the general direction of the Production Planning & Control Manager, coordinates the production, storage, and shipment of all manufactured items at an assigned facility utilizing Corcrafts Manufacturing, Accounting and Production Information Control System (MAPICS).

*Production Planning & Control Manager:* one position class; under direct supervision of the Assistant Director Correctional Industries Operations, has responsibility for the management of the Production Planning and Control function and finished goods inventory management, both at the Central Office and the Industrial facilities. The incumbent supervises the Production Control Supervisor located at the Industrial facilities, and supervises Production Control Operations jointly with the Industrial Superintendent at those facilities.

Related Classes

Industrial Training Supervisors 2 and 3 oversees production operations in a specialized area of manufacturing, as indicated by the parenthetic title assigned to each position, and train and supervise prison incarcerated individuals assigned to the manufacturing program.

Quality Control Supervisors are responsible for all aspects of quality control at the facility's specific industrial plant to which assigned, including developing a quality control master plan for the facility.

## Illustrative Duties

### *Production Control Supervisor*

Coordinates the production, storage, and shipping of finished products from the facility to meet the monthly production and shipping schedule.

Reviews and analyzes sales orders and determines all material requirements.

Maintains stock of materials and parts.

Distributes engineering drawings and work orders to the manufacturing units involved in the production process.

Establishes and maintains records of all transactions of production.

- Develops a schedule to complete all orders by required due date.
- Directs and controls the movement of materials through the production process.
- Revises production plans, when necessary, to satisfy urgent rush orders or production requirements, which do not conform to original production plans.

Creates production status reports for Central Office, which indicate the status of all production orders.

Initiates and maintains a listing of parts shortages for all manufacturing departments.

Maintains contact with the Purchasing Department to ensure that purchase orders for parts needed to meet production schedules are processed.

- Evaluates reports of progress on production orders and initiates action when necessary.
- Creates monthly reports for the Industrial Superintendent (or designee) and the Production Planning & Control Manager outlining the key events affecting production during the reporting period.

Ensures that materials and finished goods are shipped from the facility on time to meet customer and stock requirements.

Controls the stock of finished parts.

Ensures that finished goods, semi-finished goods, and raw materials are received by the stockroom.

- Supervises the activities of the Receiving Department.
- Supervises the activities of civilian staff and incarcerated individuals in the Production Control Department.

Participates in the selection of incarcerated individuals for the Production Control Department and in their training and supervision while assigned to the Department.

Coordinates activities to rework or scrap material of inferior quality.

- Reviews the Quality Control rejection report for all unacceptable manufactured components, raw materials, and purchased parts.
- Creates a report outlining the disposition of unacceptable materials.
- Recommends changes in operation methods designed to maintain product quality and reduce manufacturing expense.

With the Industrial Superintendent, determines the need for sub-contracting with other correctional facilities and vendors outside of the correctional services system for parts needed to meet production schedules.

#### *Production Planning & Control Manager*

May perform all of the duties and responsibilities of a Production Control Supervisor.

Plans and develops the production schedule.

After receipt of the annual customer orders forecast from Sales and Marketing, reviews current finished goods inventory levels, backlogs of unfilled customer orders, and recommended minimum inventory levels to be maintained. Determines Production Schedule necessary to meet projected customers demand.

If production capacity is not sufficient to manufacture sufficient quantities to achieve customer satisfaction, reviews production schedule and recommends steps to increase production and/or change orders forecast.

- Issues the production schedule to the facilities/Central Office, including quantities of products to be produced.

Monitors the production schedule.

Reviews monthly production reports or queries from MAPICS to determine level of compliance with objectives. Institutes immediate action to resolve production delays.

Reviews the latest level of sales orders to determine if an adjustment is warranted in the production schedule.

Works closely with other units such as Order Services, Quality, Fiscal Management, and Marketing and Sales to ensure that customer requirements are dealt with in a timely manner and to the satisfaction of the customers.

Assists Information Technology Services (ITS) in the development of systems relative to production control needs.

- Reviews and investigates major production scheduling complaints, resolving them to the satisfaction of management and/or customers.

Performs inventory management.

Reviews actual finished goods inventory levels for all products located at the manufacturing facilities, in transit to the warehouse, or received in the warehouse.

Reviews production schedule for all items, backlogs of customer orders, actual and projected customer orders, minimum finished goods inventory levels recommended by Sales and Marketing.

- Recommends action to ensure that actual and projected finished goods inventory levels and actual and projected customer order levels are in balance to ensure that customers will receive shipment in a timely manner, and that finished goods inventory levels are not excessive.
- Monitors shipping activities to ensure that products are delivered to customers in a timely manner. Works with the Order Service Unit and the Distribution Unit to resolve problems.

### Minimum Qualifications

#### *Production Control Supervisor*

Promotion: one year of permanent service as an Industrial Training Supervisor 2 or 3 (any parenthesis).

*Production Planning & Control Manager*

Promotion: one year of permanent service as a Production Control Supervisor.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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