

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **IT PRODUCTION CONTROL SPECIALIST II**

Class Code:N1049  
Pay Range: 11

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Under general supervision, serves as a lead worker of other employees performing production control activities such as job scheduling for multiple shifts.

### **PRIMARY DUTIES**

1. Determines work priorities, assigns and reviews work, trains personnel and provides input to their performance evaluations.
2. Provides production control support to users and other data processing personnel.
3. Oversees daily coordination and integration of all production application systems and resolves complex production control and processing problems involving multiple production systems.
4. Minimizes conflict for resources by identifying and maintaining priorities for production processing based on organization and/or user needs.
5. Ensures communication of production issues across multiple shifts.
6. Maintains production records and develops production reports for management.
7. Assists in the development and implementation of production control standards and procedures. Trains users and staff in the use of these standards.
8. Serves as a liaison with the user community to analyze production requirements and determine appropriate support services.
9. Performs all of the duties of a Production Control Specialist I.

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**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** Five years in data processing operations, two years of which were in production control.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Thorough knowledge of and skill in operating computer consoles, on-line terminals and peripheral equipment; of computer operating systems, application systems, production control functions; job control software and related hardware. Ability to lift and transport computer supplies and equipment; to analyze problems and select corrective action; to train, supervise and evaluate personnel; to communicate effectively orally and in writing; to coordinate with multiple areas of the organization.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.