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## **Job Specification**

**Job Title: Production Control Manager**  
**BCAT Code: 460X CA**  
**Pay Grade: G18**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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### **General Description**

Supports, tests, trains, and documents UIS&P applications in an integrated system. Serves as a client advocate. Designs and maintains training materials. Conducts application instruction workshops and tutoring. Analyzes client needs and determines client satisfaction.

### **Examples of Duties**

- Manages application and secretarial staff.
- Supports UIS&P applications of the user's behalf; testing new systems, monitoring enhancements to existing systems, etc.
- Supports migration of applications to client/server environment.
- Develops strategy and procedure for user tutorials, reference manuals and application documentation; hardcopy, on line and Web.
- Directs the design of quality on line information/documentation and training curricula.
- Restructures information to give it OT users in a more effective way.
- Maintains OASIS database code table and arbitrate user requests for update to this shared file.
- Plans for and organizes special interest groups (SIGs) among functional users.
- Identifies client needs by surveys, interviews, observation and facilitated discussion.
- Assists with data modeling.
- Develops data definitions.
- Manages and distributes information.
- Serves as liaison between teams.
- Determines training objectives and area of training needed.
- Attends conferences and seminars to keep abreast of new software developments and training techniques.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of computer software, hardware, and operations.
- Effective oral and written communication, organizational, and time management skills.
- Skill in interpersonal communications, desktop publishing, Web site development.

### **Minimum GSU Hiring Standards**

Bachelor's degree and five years of production control experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*