



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

PRODUCTION, PLANNING, AND EXPEDITING CLERKS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Production, Planning, & Exped Clrk-B	R5061B	30	
Production, Planning, & Exped Clrk-O	R5061O	35	
Production, Planning, & Exped Clrk-A	R5061A	40	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems.

Nature of Work

Production and planning clerks compile records and reports on various aspects of production, such as materials and parts used, products produced, machine and instrument readings, and frequency of defects.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role perform standardized duties and assist to ensure flow of work accordingly to schedule.

Recommended Education and Experience for Full Performance

High School Diploma or GED and six (6) months experience in records management and/or workflow analysis.

Minimum Qualifications

Eighth grade education.

Operational

- Employees in this Role coordinate and improve the flow of work according to production schedules.

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- Employees communicate with coworkers and customers, keep records, and perform related clerical, fiscal, personnel, property management, and management information systems tasks to ensure workflow is efficient.

Recommended Education and Experience for Full Performance

High School Diploma or GED and one (1) year experience in records management and workflow analysis.

Minimum Qualifications

High School Diploma or GED.

Advanced

- Employees in this Role develop and/or implement large-scale production and operations schedule, and may coordinate and evaluate programs for production improvements.

Recommended Education and Experience for Full Performance

High School Diploma or GED and one and a half (1.5) years experience in records management and workflow analysis.

Minimum Qualifications

High School Diploma or GED and three (3) months experience in records management and workflow analysis.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

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Skills

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.