

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION  
HUMAN RESOURCES**

**POSITION DESCRIPTION**

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Manager, Scheduling and Control (EDP)	102810	03/23/10		

**Purpose of Position:**

Under general direction, is responsible for the scheduling of the day-to-day production to be processed through the Operations Section. Specifies machines on which specific jobs are to be run and coordinates production schedules with the input Preparation and Computer Operations sections.

**Examples of Typical Tasks:**

1. Prepares daily schedules of computer and peripheral device operations, establishing priorities and considering individual job and aggregate requirements within the resources of the Operations Division.
2. Establishes the processing schedule of routine jobs in operational status to meet approved deadlines for finished output production, leaving openings in the schedule for program compilations, tests and one-time or special jobs or reports.
3. Establishes and publishes compilation, test and other machine time available to the Information Systems Department staff.
4. Develops procedures whereby schedules can be readily adjusted during periods of shifting requirements or abnormal pressure on operations, in a manner responsive to the needs of the department and users.
5. Gathers and records historical data relative to operations running times to enable beneficial adjustments, improvements and refinements to schedules on a continuing basis.
6. Directs and manages the data control and fine control functions of a section and personnel fulfilling these functions.
7. Operates section as the principal day-to-day interface between users and the Operations Division, and between other divisions in the department and operations.

**Qualification Requirements:**

1. A Baccalaureate Degree in Business Administration, plus two years of full-time, paid experience in a business firm, governmental agency or educational institution engaged in the planning and scheduling of work loads, one of which shall have been in a computer or data center; or,

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**Qualification Requirements: (continued)**

2. Graduation from High School, plus seven years of full-time, paid experience in computer or data center operations, two of which shall have been in a lead or supervisory position.
3. Knowledge of computer main frame and peripheral equipment process time capabilities.

**Direct Line of Promotion:**

None: This title is in the non-competitive class of positions.