

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Inventory Control

SERIES NUMBER

6455

MAJOR AGENCIES

All Agencies

EFFECTIVE

02/26/2012

SERIES PURPOSE

The purpose of the inventory control occupation is to receive, inspect, record & distribute materials, supplies, equipment, furniture & vehicles & maintain accurate records of all inventoried items for assigned agency.

At the lower levels, incumbents maintain inventory records of all incoming & outgoing merchandise. At the middle level, incumbents develop, implement & enforce new &/or improved inventory control & salvage & surplus disposal systems & supervise staff. At the fourth level, incumbents direct development, implementation & enforcement of new &/or improved inventory control systems.

JOB TITLE

Inventory Control Specialist 1

JOB CODE

64551

PAY GRADE

26

EFFECTIVE

03/26/1990

CLASS CONCEPT

The full performance level class works under direct supervision & requires considerable knowledge of inventory control & agency policies & procedures & state regulations on inventory control & salvage & surplus disposal in order to receive, inspect, record & distribute materials, supplies & equipment throughout central office & district offices, or on district-wide or institution-wide basis or control & coordinate inventories for institution to include all assets such as equipment, furniture or vehicles.

JOB TITLE

Inventory Control Specialist 2

JOB CODE

64552

PAY GRADE

28

EFFECTIVE

03/26/1990

CLASS CONCEPT

The advanced level class works under general supervision & requires thorough knowledge of inventory control, agency policies & procedures & state regulations on inventory control & salvage & surplus disposal in order to maintain extensive agency-wide/statewide inventory such as furniture, equipment or vehicles & develop, implement & enforce policies & procedures on inventory control.

JOB TITLE

Inventory Control Specialist Supervisor

JOB CODE

64555

PAY GRADE

11

EFFECTIVE

06/22/1990

CLASS CONCEPT

The supervisory level class works under administrative supervision & requires thorough knowledge of inventory control, agency policies & procedures & state &/or federal regulations governing inventory control & salvage & surplus disposal, electronic data processing as applied to inventory control computer systems & supervisory principles/techniques in order to develop, implement & enforce new &/or improved inventory control & salvage & surplus disposal systems for state agency & supervise assigned staff.

JOB TITLE

Inventory Control Manager

JOB CODE

64556

PAY GRADE

15

EFFECTIVE

06/22/1990

CLASS CONCEPT

The managerial level class works under administrative direction & requires extensive knowledge of inventory control, agency policies & procedures & state &/or federal regulations governing inventory control for assigned agency, accounting, electronic data processing as applicable to inventory control computer system & managerial/supervisory principles/ techniques in order to direct development, implementation & enforcement of new &/or improved inventory control systems for state agency & supervise staff (i.e., inventory control specialist supervisor & support staff).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Inventory Control Specialist 1	64551	09	03/26/1990	26

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives, inspects & records new materials, supplies & equipment arriving in agency for distribution throughout central office & district offices or on district-wide or institution-wide basis, maintains accurate records of all incoming & outgoing equipment & supplies, schedules, prepares & assists with loading & unloading of supplies & equipment for shipment or delivery to various facilities & maintains perpetual inventory of supplies,

OR

Controls & coordinates inventories for institution to include all assets, assigns asset numbers & tags all incoming & current capital assets, submits asset depreciation system input forms to central office on all asset additions, deletions & transfers & verifies accuracy of information on fixed asset ledger by conducting physical inventory, completes forms for administrative services on asset transactions, releases for abandoned property, requests for interchange & disposition of surplus property & continually utilized procedures of inventory control & salvaged disposal.

Travels to material & equipment locations & inspects conditions & prospects for further use, transfers usable items, removes obsolete or worn out equipment from inventory through salvage disposal; develops & maintains new computerized inventory control system; takes inventory of chosen areas on regular basis as means of monitoring asset movement; instructs & advises personnel on methods of reporting movements of assets & changes in space utilization within respective area & coordinates & balances warehouse inventory.

Prepares necessary encumbering documents for utilities for residents & annex, keeps records of expenditures for utilities & prepares related reports, processes all purchase orders, requisitions, encumbrances & vouchers for supplies, equipment & contract services (e.g., beauty supply, laboratory, library, pharmacy, program services, magazines), maintains patient's cash ledger & prepares monthly recap sheet of patient accounts for chief clerk; computes costs, life expectancy of new & existing assets, evaluates equipment in district/branch offices & makes arrangements for any necessary salvage; contacts state agencies & private companies on disposing of surplus property & prepares reports for investment recovery; types replenishment requisitions for central office supply; prepares statistical reports from inventory information; maintains files for requisitions & purchase orders & assists with budget preparation, invoicing & purchasing of all supplies.

Coordinates complete inventory of main supply areas twice yearly & annual inventory of all agency equipment; attends & participates in various material management seminars & related training sessions & meetings when scheduled & performs variety of miscellaneous duties (e.g., maintains timekeeping records, maintains copy center & mail room; answers telephone calls).

MAJOR WORKER CHARACTERISTICS

Knowledge of fractions, decimals & percentages; inventory control; agency policies & procedures & state regulations on inventory control & salvage & surplus disposal*; electronic data processing as applied to inventory control computer systems*; public relations*. Skill in operation of computer*; typewriter*; calculator*. Ability to understand system of bookkeeping procedures; prepare meaningful, concise & accurate reports; maintain accurate records; gather, collate & classify information about data, people or things; cooperate with others on group projects; lift 25-30 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

9 mos. trg. or 9 mos. exp. in inventory control.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Inventory Control Specialist 2	64552	14	03/26/1990	28

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates, analyzes & controls inventory system statewide, receives, inspects, distributes & maintains inventory of materials, supplies & equipment for assigned agency, controls equipment & fixed assets inventory, prepares annual inventory report for auditor of state, enters, updates, verifies & tracks all information on computer.

Develops, implements & enforces policies & procedures on inventory control & salvage disposal; monitors receipt & disposition of surplus property & resolves problems involved with inventory of supplies.

Coordinates with investment recovery officer on disposal of useless equipment; evaluates distribution & inventory systems & makes recommendations for improvements; performs random physical audits of specific inventory locations throughout state & coordinates with field, district/branch offices, administrative services & warehouses concerning operating procedures for department inventory.

Attends district meetings to instruct & advise on procedures of inventory control & salvage disposal; serves as safety, training & public relations officers.

MAJOR WORKER CHARACTERISTICS

Knowledge of inventory control; agency policies & procedures & state regulations on inventory control & salvage & surplus disposal*; electronic data processing as applied to inventory control computer systems; public relations; employee training & development*. Skill in operation of computer; typewriter; calculator. Ability to understand system of bookkeeping procedures; calculate fractions, decimals & percentages; define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information; write instructions & specifications concerning inventory & salvage; check pairs of items that are similar or dissimilar; handle sensitive inquiries from & contacts with officials & general public; lift 25-30 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

18 mos. trg. or 18 mos. exp. in inventory control; 3 courses or 9 mos. exp. in electronic data processing related to inventory control; 1 course or 3 mos. exp. in public relations.

-Or 9 mos. exp. as Inventory Control Specialist, 64551.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Requires travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Inventory Control Specialist Supervisor	64555	EX	06/22/1990	11

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Analyzes current operation & system for inventory control & disposal of surplus property for central office supply or state agency in accordance with agency policy & procedures, state statutes &/or federal regulations governing inventory control & salvage & surplus disposal, develops, implements & enforces new &/or improved systems including cost & documentation of development, develops & maintains computerized system for inventory control, surplus property control & issuance of supplies & equipment & supervises assigned staff (i.e., inventory control specialists & support personnel).

Directs inventory control including purchases, distribution & accounting aspects & evaluates results; directs maintenance & operation of warehouse facilities for receipt, storage & disposition or disposal of surplus property; oversees operation of central office supply in procurement, storage, issue & transportation of supplies used by state agencies.

Coordinates activities between &/or with central & field offices, warehouses & delivery companies to achieve distribution goals; serves as liaison with vendors, commercial printers, state printing & other state customers & handles special projects as assigned.

MAJOR WORKER CHARACTERISTICS

Knowledge of inventory control; electronic data processing as applied to inventory control computer systems; agency policies & procedures & state &/or federal regulations governing inventory control & salvage & surplus disposal; supervisory principles/techniques*; employee training & development; manpower planning*; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; write instructions & specifications concerning inventory control policies & procedures; handle sensitive inquiries from & contacts with officials & general public; gather, collate & classify information on inventory control & surplus disposal; establish friendly atmosphere as supervisor of large section.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

18 mos. trg. or 18 mos. exp. in inventory control; 6 mos. trg. or 6 mos. exp. in employee training & development; 3 courses or 9 mos. exp. in electronic data processing related to inventory control; 3 mos. trg. or 3 mos. exp. in agency policies & procedures & state & federal regulations governing inventory control & salvage & surplus disposal; 1 course or 3 mos. exp. in public relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Inventory Control Manager	64556	EX	06/22/1990	15

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs & manages activities of procurement section involved in allocation of inventory on statewide basis, oversees development & maintenance of computerized inventory control systems, reviews & analyzes current policies &/or new policy proposals & recommends &/or implements revisions & supervises assigned staff (i.e., inventory control specialist supervisor & support personnel).

Oversees staff in directing inventory control including purchasing & distribution of merchandise to warehouse & outlets; insures scheduled delivery of merchandise within guidelines of state policy & procedures; prepares statistical reports for distribution both in-house & to other interested parties.

Reviews, refines & recommends actions pertaining to inventory control & merchandising proposals & implements changes; serves on committees; resolves problems (e.g., late merchandise deliveries; changes in buying trends; special & unusual requests from public or vendors).

MAJOR WORKER CHARACTERISTICS

Knowledge of inventory control; electronic data processing as applied to inventory control computer systems; agency policies & procedures & state &/or federal regulations governing inventory control; managerial principles/techniques*; supervisory principles/techniques; employee training & development; manpower planning*; accounting; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; write instructions & specifications concerning inventory control policies & procedures; gather, collate & classify information on inventory control; handle sensitive inquiries from & contacts with officials & general public; establish friendly atmosphere as manager of division.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in public administration or business administration; 6 mos. trg. or 6 mos. exp. in agency policies & procedures & state laws & regulations governing inventory control of agency owned merchandise; 18 mos. trg. or 18 mos. exp. in inventory control; 6 mos. trg. or 6 mos. exp. in supervisory principles/ techniques; 3 courses or 9 mos. exp. in accounting; 1 course or 3 mos. exp. in public relations.

-Or 6 mos. exp. as Inventory Control Specialist Supervisor, 64555.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.