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 | JOB CODE | PAY GRADE | EFFECTIVE
--- | --- | --- | ---
Inventory Control Specialist 1 | 64551 | 26 | 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 | JOB CODE | PAY GRADE | EFFECTIVE
--- | --- | --- | ---
Inventory Control Specialist 2 | 64552 | 28 | 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 | JOB CODE | PAY GRADE | EFFECTIVE
--- | --- | --- | ---
Inventory Control Specialist Supervisor | 64555 | 11 | 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 | JOB CODE | PAY GRADE | EFFECTIVE
--- | --- | --- | ---
Inventory Control Manager | 64556 | 15 | 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).
JOB TITLE
Inventory Control Specialist 1

JOB CODE
64551

B. U.
09

EFFECTIVE
03/26/1990

PAY GRADE
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 utilizes 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.

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.
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.
JOB TITLE  
Inventory Control Specialist Supervisor

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<th>JOB CODE</th>
<th>B. U.</th>
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**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.
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 & new policy proposals & recommends & 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 & federal regulations governing inventory control; managerial principles/techniques; 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; 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.