

POSITION DESCRIPTION SUMMARY

PD Tracking 20373
Series, Title and Grade 2005 Supply Technician GS-06
Department Veterans Affairs

Introduction Statement

The position is located in a Logistics Management Service (LMS) that supports a Department of Veteran Affairs (VA) medical facility. The purpose of the position is to perform a variety of work that includes ensuring the storage, issuance, replenishment, and surveillance of supply line items; maintaining an equipment inventory listing; purchasing office supplies; ordering forms, receiving supplies and forms, providing informal training for officials on secondary inventory points, and performing record keeping.

Major Duties

Inventory Management Support: Performs continuous maintenance of assigned perpetual inventory accounts for nonexpendable equipment in a fully computerized and integrated data base system. Completes and periodically updates the appropriate fields in the equipment inventory program for capitalized equipment using the applicable computer programs. Monitors, conducts, spot checks, and inventories all items listed in the assigned equipment inventory listings; and reconciles assigned equipment accounts. 20%

Processing Requests from the Secondary Inventory Points: Fills requests for office supplies, forms or other assigned commodities from the secondary inventory points, utilizing the appropriate computer programs and menus. Provides informal training for medical facility program officials regarding the use the inventory system, including how the system works, and how to use bar code scanning devices to upload and download inventory data. If required, the incumbent will also ensures that all selected medical facility service personnel are trained in the requirements of the Desktop Delivery System. 10%

Supply Storage Room Operation: Operates supply storage rooms during scheduled time periods. This task includes inventorying, stocking, requisitioning and utilizing bar code devices to ensure that all stock levels are maintained at sufficient levels needed to support the organization's mission. 10%

Disputed Orders: Reviews and validates all bills received for items obligated under his/her control. This responsibility includes reviewing invoices for authenticity, appropriateness, and pricing. In cases, where inappropriate charges are included (e.g. sales taxes), he/she contacts vendors and rectifies the incorrect billing. In cases where the vendor refuses to cooperate, the technician initiates a dispute action by informing his/her supervisor, and cooperating with the Disputes Officer and other program officials until such time that discrepancies are remedied. 10%

Record Keeping: Maintains accurate records and files of all permanent transactions, purchases, receiving reports and other records to facilitate in the management of the incumbent's duties. All records are retained and maintained for the period in conformance with applicable policies and 10%

directives.

Receipt of Office Supplies and Forms: Upon-receipt of a receiving report from the warehouse staff, the incumbent accesses the receiving and distribution menu and posts the items to the primary or appropriate inventory points. When off-schedule and back ordered forms are received from the Depot or other source, the technician enters into inventory those forms that are stocked at the warehouse utilizing an inventory management program(s). 10%

Fund Control Functions: Monitors all assigned fund control functions to ensure accuracy of the balances; reconciles purchase card orders within the time frames specified in applicable directives relating to the subject; utilizes running balance data, quarterly reports, and other databases to gather information required for the formulation of memos and reports required by interested parties; and keeps his/her supervisor and control point officials informed of the balance of the control point balances. 10%

Represent the LMS on special committees by providing logistical support to activating units, and acting as backup to other individuals within the service. 10%

Supply Management Support: Ensures the storage, issuance, replenishment and surveillance of supply line items. Executes proper inventory adjustments to ensure stocking criteria's are met. Monitors and reviews reports, history distribution, inactive items, usage demand analysis and stock status. Ensure that supplies are maintained at the established user requirement levels. Conducts extensive searches for required information; reconstructs records for complex supply transactions; and provides supply operations support for medical facilities involving specialized and unique supplies, equipment, and parts such as special purpose laboratory or test equipment, and prototypes of technical equipment. 10%

Factor Levels

Factor 1 Knowledge Required by the Position Factor Level 1-4 550 pts.

Thorough knowledge of governing supply regulations, policies, procedures, and instructions sufficient to conduct extensive and exhaustive searches for required information; reconstruct records for complex supply transactions; and provide supply operations support for medical facilities involving specialized and unique supplies, equipment, and parts such as special purpose laboratory or test equipment, and prototypes of technical equipment, parts and equipment requiring unusual degrees of protection in shipment and storage.

Thorough knowledge of inventory management policies, practices, procedures and instructions to maintain perpetual inventory accounts for nonexpendable equipment in a fully computerized and integrated data base system.

Thorough knowledge of Personal Property Regulations, VA Handbook, guidelines and procedures relating to personal property accountability;

General knowledge of procurement law in order to determine required sources of supply, purchase card program and simplified acquisition procedures.

Knowledge of software, word processing, and spreadsheet programs; the Internet; GSA Advantage, and other electronic commerce resources available; and ADP, bar code and scanning equipment in order to print and reproduce stored electronic forms, make purchases online, and record supplies and equipment accurately.

Knowledge of the Federal Property Management Act and other Federal and VA regulations, policies, and procedures to conduct property management work.

Factor 2 Supervisory Controls Factor Level 2-3 275 pts.

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations which do not have clear precedents. Contact with the supervisor is usually infrequent, although he/she is usually available by telephone and periodic off-site visits. Continuing assignments are performed with considerable independence. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, and accepted practices. Completed work is evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Factor 3 Guidelines Factor Level 3-2 125 pts.

The incumbent is guided by a variety of directives and guidelines including, but not limited to, VA Handbook, Supply Management, Federal Property Management, and Federal and VA Acquisition regulations, policies, and directives; standard operating procedures; and related administrative federal statutes, policies and other precedents. While guidelines are generally applicable, employee may make minor deviations to adapt guidelines in specific cases, and determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or require significant proposed deviations are referred to the supervisor.

Factor 4 Complexity Factor Level 4-3 150 pts.

Responsibility encompasses the performance of work related to the supply and inventory management, personal property management program and the desktop delivery system. Each change to the perpetual inventory accounts require that accurate and timely information be placed into the database and reconciliation with the responsible party from the affected Service Line. The work involves difficult non-standardized technical duties; include new or changing situations and specialized procedures; require the formulation of decisions on the basis of experience, precedent actions, and priorities; and analysis to discern interrelationships with other actions, related supply programs, and alternative approaches.

Factor 5 Scope and Effect Factor Level 5-3 150 pts.

Work involves responsibility for the storage, issuance, replenishment and surveillance of supply line items; maintenance and completion of scheduled equipment inventories; review and processing of all requests for supplies, equipment and services to include engineering work orders and receiving reports for non-expendable equipment; accurate input of all transactions in databases; maintenance of all hard copy files; preparation of reports; and distribution of supplies. The results of the work affect the adequacy of local supply support operations.

Factor 6 Personal Contacts Factor Level 6-2 25 pts.

Contacts are with Department employees of using services throughout medical facility organizations and other government agencies, and with vendors.

Factor 7 Purpose of Contacts Factor Level 7-2 50 pts.

The purpose of the contacts is to plan, coordinate or advise on work efforts or to resolve problems by clarifying discrepancies in information submitted by serviced organizations.

Factor 8 Physical Demands Factor Level 8-1 5 pts.

The work is generally sedentary.

Factor 9 Work Environment

Factor Level 9-1

5 pts.

Work is performed primarily in an office setting.

Factor Points 1335

Position Classification Standard Used

Supply Clerical and Technician Series, 2005, TS-117 July 1992