

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
549-4508- 0

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location
DALLAS, TX

5. Duty Station
DALLAS, TX

6. OPM Certification No.

Explanation (Show any positions replaced)

Updated OF8 - Replaces post
4508-0 dtd 12-29-03, Inventory
Mgmt Spec, 128-2010-7

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is
 Supervisory
 Managerial
 Neither

12. Sensitivity
 1-Non-Sensitive 3-Critical
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code
X01

14. Agency Use
BU 1272

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---------------------------------|----------|-------------------|-------|----------|---------|
| a. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | | | | | | |
| c. Second Level Review | | | | | | |
| d. First Level Review | Supply Technician | GS | 2005 | 07 | jm | 8/27/10 |
| e. Recommended by Supervisor or Initiating Office | Inventory Management Specialist | GS | 2010 | 07 | | |

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of Veterans Affairs

a. First Subdivision
VA Health Administration

b. Second Subdivision
VA North Texas Health Care System

c. Third Subdivision
Acquisition & Materiel Management Service

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
Donald W. Knight Acting Interim Supervisor
Chief, Acquisition & Materiel Management

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
DONALD KNIGHT
Chief, Acquisition & Materiel Management

Signature: Cheryl S. Miller For Donald Knight Date: 08/02/2010

Signature: Cheryl S. Miller For Donald Knight Date: 08/02/2010

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
OPM PCS for Inventory Management Series, GS-2000, TS-117 dtd July 1992. At flysite for Inventory Management Series 2010

Typed Name and Title of Official Taking Action
MaryAnn Morelino
supv. Consolidated Classification Unit

Signature: MaryAnn Morelino Date: 8-30-10

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks
Risk Level: Low FPL

25. Description of Major Duties and Responsibilities (See Attached)

INVENTORY MANGEMENT SPECIALIST

MAJOR DUTIES

This position is that of a General Supply Specialist, Acquisition and Materiel Management Service, responsible for administering a wide variety of supply functions and programs at the Fort Worth Outpatient Clinic.

Incumbent will serve as A&MM Service liaison to all program officials in coordinating materials, equipment, service requirements for the Outpatient Clinic.

Will manage a program to monitor the quantities consumed by using services and take necessary action to adjust levels to meet the needs of consumers.

Responsible for managing a warehousing/receiving program that assures proper storage of all items received at the clinic. Assures that all items posted or unposted are safeguarded within the warehouse/receiving areas; must physically inspect all contents of incoming shipments prior to acceptance; must assure that all items are properly identified, classified and labeled when appropriate; must develop a stock rotation process to prevent outdated, expired or inactive stocks; must maintain a stock replenishment/requisition process that assures adequate supplies •of forms and process stores stocks.

Incumbent is responsible for a program which permits systematic delivery of supplies throughout the clinic. This responsibility includes the proper processing of receiving reports and issue documents by obtaining appropriate signatures and dates and forwarding the documents to the Fiscal activity. This program should assure that all over, short and damage reports and partial receipts are promptly and properly processed. Must assure that all carrier tickets are properly annotated for damaged items and that immediate contact to carrier is made when concealed damage is identified. This program will require daily review of delinquent deliveries to be coordinated with procuring/requisitioning agent for proper action.

Incumbent will be responsible for initiating requests for replenishment of office supplies and other miscellaneous supply—related material to support the clinic.

Incumbent is responsible for periodic inspections of the warehouse area and using service supply closets and responsible for initiating any corrective actions which may be necessary to assure stock is adequate. incumbent must determine future workload requirements by reviewing and analyzing and coordinating any established delivery schedules, purchase orders for incoming supplies, time frames for processing documents and leave schedules.

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION

Must have thorough knowledge and understanding of procurement principles and procedures to initiate procurement actions for a variety of supplies and equipment.

Must have a thorough knowledge and understanding of inventory management procedures, policies and techniques.

Must have knowledge of all governing regulations listed in supply manuals VA Directive 1762, (Inventory Management), VAAR, FAR, FPMR, directives and local policies.

Knowledge of hospital equipment and supplies in relation to using service's requirements and needs. Knowledge of fiscal and budgetary trends, planning, constraints and procedures as they pertain to the supply program.

Must have a knowledge of warehousing practices and procedures.

ACTOR 2 .SUPERVISORY CONTROLS

The Assistant Chief, A&MM Service is the supervisor of the employee and supervisory control is general in nature. Work assignments are self—initiated and accomplished independently. Random reviews of completed work will be conducted to assure accuracy, soundness of judgment and compliance with guidelines and regulations.

FACTOR 3 .GUIDELINES

Incumbent operates from VT\ and Federal regulations, directives and local policies.

FACTOR 4 .COMPLEXITY

Assignments require a wide variety of technical processes such as collecting and analyzing data, specification research, requisitioning and procuring material, coordinating and determining requirements, coordinating procurement lead times, follow—up processes, etc. Special assignments will involve individual problems and actions requiring more in-depth research, technical surveys, studies, etc.

FACTOR 5 .SCOPE AND EFFECT

Incumbent's assignments will affect all services in the outpatient Clinic as well as the various phases of A&MM Service at the Medical Center.

FACTOR 6 .PERSONAL CONTACTS

Personal contacts are with a variety of individuals such as service chiefs, clinic coordinator, supervisors, program officials, medical and administrative technicians, supply personnel and Vendors.

FACTOR 7 .PURPOSE OF CONTACTS

The wide variety of contacts is to exchange information, to coordinate special projects and programs and to resolve supply related problems at the Outpatient Clinic.

FACTOR 8 .PHYSICAL DEMANDS

Work requires long periods of standing, walking, stooping, bending and lifting heavy items.

FACTOR 9 .WORK ENVIRONMENT

Work performed will be from 8:00 AM to 4:30 PM in both an office and warehouse setting. Incumbent will be exposed to temperature extremes and inclement weather.

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency Dept of Veterans Affairs
Position Title Supply Technician
Series and Grade/Pay Band GS-2005-07
Position Description Number 549-4508-0

| Designation Level | National Security | |
|-------------------|-------------------|---------------|
| | Investigation | Form Required |
| Tier 1 | NACI | SF 85 |

Signature: Jeny Miller Date: 8/27/2010
 Name: Jeny Miller-HR Specialist
 (Classification)

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