

POSITION DESCRIPTION SUMMARY

PD Tracking 17994
Series, Title and Grade 2010 Inventory Management Specialist GS-13
Department Veterans Affairs

Introduction Statement

This position is located in the IT Service Support Service Line organization, IT Field Operations & Development, Service Delivery & Engineering, Office of Information and Technology (OI&T). The incumbent serves as the Regional IT Logistics Officer (RILO) in the IT Asset Management division and reports to the Division Chief. The incumbent is responsible for coordination of information to field staff for all phases of IT material management including initial planning, provisioning, acquisition, distribution, accountability, and ultimate issue for consumption, retention, or disposal. The incumbent coordinates, evaluates, and systematically improves IT Asset Management (ITAM) activities for Regional or other assigned OI&T supported organization(s).

Major Duties

The incumbent has overall inventory program responsibility for the Information Technology (IT) assets in the Region. The incumbent performs the analytical work of managing, regulating, coordinating, or otherwise exercising control over IT equipment. The duties of the incumbent involve management, coordination, communication, and control of the IT asset inventory and the systems related to inventory management in accordance with established National and Regional policy and appropriate stakeholder groups. 12%

As a member of the IT asset advisory team, the incumbent will work to plan for and determine current and future IT equipment control requirements, including the development of standardized long-range IT equipment lifecycle management plans and asset budget plans. 11%

The incumbent interfaces with other IT organizational components to coordinate the distribution, positioning, and scanning of IT assets in VA facilities and subordinate sites. The incumbent works closely with the National OI&T IT Asset Advisory Group (ITTAG) and National IT Logistics staff to review and develop responses to recommendations from external investigatory groups (GAO, IG, etc.) Incumbent creates, tracks, implements and reports on metrics related to Asset Management at the Regional and National level. 11%

The incumbent monitors the status and effectiveness of IT inventory control by identifying, analyzing, and resolving lifecycle management problems. The incumbent reviews and analyzes operational reports and plans, work schedules, planned requirements, and other data to determine and advise on compatibility of planned IT inventory control programs. 11%

The incumbent determines, initiates, and coordinates required actions by establishing and maintaining liaison with inventory managers, contractors or vendors, and planning organizations to schedule or advise as to timing of procurement, delivery, or emergency transportation of IT assets. 11%

The incumbent, reporting to the Asset Management Division Chief, shall serve as the regional functional lead for items related to IT inventory control, timing, locations, and related inventory requirements. 11%

The incumbent provides oversight and guidance to respective regional staff for the identification, cataloging, coordinates procurements, maintenance, quality assurance, and disposal of IT items.	11%
The incumbent assesses; analyzes, evaluates, revises, and implements new inventory management systems or control measures.	11%
Performs other related duties as assigned.	11%

Factor Levels

Factor 1 Knowledge Required by the Position Factor Level 1-8 1550 pts.

Mastery of wide range of qualitative/quantitative methods to design/conduct comprehensive management studies with extremely broad and initially undeterminable boundaries.

Expert knowledge of the logistics requirements and processes of VA and OI&T in order to analyze, develop and execute long-range programs and plans.

Comprehensive analytical skills to effectively measure program requirements and progress, and to provide in-depth analysis of integration potential to other OI&T logistics programs and for expansion of programs to join service capabilities.

Comprehensive knowledge of acquisition and receiving processes, automated records and control systems, material substitution criteria, storage, issue, and disposal processes. The work requires the ability to audit and evaluate the ITAM business practices of individual sites in the Region, both to provide direct educational feedback to field staff and to advise management personnel at the Facility, Network, and Regional levels about problematic trends and issues, recommended corrective actions, and best practices.

Comprehensive knowledge of pertinent laws, regulations, policies, and directives.

Ability to utilize technology effectively to automate inventory data collection and reconciliation, as well as participation in enterprise-level systems specification, selection, integration, and roll-out initiatives which impact ITAM activities or information systems.

High degree of written and oral communication skills to brief and justify complex programs to top level management.

Skill to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations, where the proposals involve substantial regional resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

Factor 2 Supervisory Controls Factor Level 2-4 450 pts.

Within a framework of priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods), the employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion.

Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact.

Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Completed work is also reviewed critically outside the employee's

immediate office by staff and line management officials whose programs and employees would be affected by implementation of the recommendations.

Factor 3 Guidelines Factor Level 3-4 450 pts.

Guidelines provide a general outline of the concepts, methods, and goals of supply programs. The guidelines regularly applied at this level consist of broad supply guidance such as directives and general agency policy statements and objectives requiring refinement and coordination, or other guides that are not specific on how they are to be defined, implemented, and monitored. The employee develops guidelines when researching and implementing new and improved methods and procedures. Exercises a great deal of judgment and discretion and has broad latitude in interpreting and applying guidelines.

Factor 4 Complexity Factor Level 4-5 325 pts.

The work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or developing criteria for evaluating the effectiveness of the program.

Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives which may derive from changes in legislative or regulatory guidelines, productivity, and/or variations in the demand for program services.

Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

Factor 5 Scope and Effect Factor Level 5-4 225 pts.

Work requires analysis and evaluation of overall IT logistics management policy, its development and management for the region. Develops solutions to needs and concerns throughout the region before they become problems. By analyzing and evaluating equipment studies and the ability of serviced locations to sustain equipment, long range programs and plans are developed to resolve future and current problems. New ways of doing business often need to be developed to solve uncovered problems. Recommendations result in changes in the way the program is conducted throughout the region. Efforts are key to resolving problems uncovered impacting the capability of serviced organizations to accomplish their missions based on critical resource constraints and ongoing changes in priority, allocations and funding. Must constantly develop new and innovative methods to resolve critical logistical resource problems in planning for future needs; develop solutions and/or develop capabilities which are not previously available. Assesses effectiveness of plans and proposed solutions through comprehensive analysis and modeling.

Factor 6 Personal Contacts Factor Level 6-3 60 pts.

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7 Purpose of Contacts Factor Level 7-3 120 pts.

Contacts are made to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

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

Beyond conventional office work, the conduct of facility-level audits requires regular and recurring physical exertion, such as long periods of standing, walking, bending, stooping, reaching, and similar activities during inventory records validation.

Factor 9 Work Environment

Factor Level 9-1

5 pts.

Work is typically performed in an adequately lighted and climate controlled office. Work does require periodic travel.

Factor Points 3190

Position Classification Standard Used

Inventory Management Series, 2010, TS-117 July 1992