

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
673-4603-0

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Tampa, FL	5. Duty Station JAH Veterans' Hospital	6. OPM Certification No.
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in _____) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level Code				14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Supervisory Distribution Facilities Specialist GS	2030	07	AG		8/13/07
e. Recommended by Supervisor or Initiating Office	Supervisory Distribution Facilities Specialist	GS	2030	7		

16. Organization Title of Position (If different from the official title)

17. Name of Employee (if vacant, specify)

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

a. First Subdivision  
Veterans Health Administration

b. Second Subdivision  
A. Haley Veterans' Hospital

c. Third Subdivision  
Acquisition & Materiel Management Service

d. Fourth Subdivision  
Materiel Management Section

e. Fifth Subdivision  
S&D Unit

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

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. Type Name and Title of Immediate Supervisor  
RONALD E. BENNETT, Chief, Materiel Management Section

Signature: *[Signature]* Date: *Aug 8, 2007*

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
R. E. PUGH, Chief, A&MM Service

Signature: *[Signature]* Date: *Aug 8, 2007*

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  
GS 2030, 7/92  
GS 2030 Suppl 7/92  
GS 2030 4/98

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be 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.

Typed Name and Title of Official Taking Action  
ADAM GARCIA, HR Specialist

Signature: *[Signature]* Date: *8/13/2007*

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier	AG	8/13/2007								

24. Remarks  
Developmental position description for PD #673-4603-0, Supervisory Distribution Facilities Specialist, GS-2030-9.

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

### Developmental Statement of Difference

The incumbent will serve in a developmental capacity to provide the individual with the knowledge, skills, and abilities needed to perform the full range of routine and non-routine assignments found at the full-performance level. The supervisor will provide general instructions for the performance of routine duties and detailed instructions and/or training in performance of the non-routine functions and special assignments. Work will be reviewed by spot checking and after completion to evaluate the adequacy of methods, procedures, results, ability to solve new and changing problems, effectiveness in relations with others, ability to coordinate activities with other departments, and keep supervisor aware of potential problems. Supervisory controls will be lessened as demonstrated knowledge, skills, and abilities are developed and satisfactory progress is made in aspects of work for which the incumbent receives guidance and training.

During this developmental assignment, the full performance range and level of key functions will not be fully delegated to the incumbent.

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

HRMS COPY

1. Agency Position No.  
673-4603-0  
6. OPM Certification

2. Reason for Submission  
 Redescription  New  
 Reestablishment  Other  
 (Show any positions replaced)

3. Service  
 Hdqtrs  Field

4. Employing Office Location  
Tampa, FL

5. Duty Station  
JAH Veterans' Hospital

7. Fair Labor Standards Act  
 Exempt  Nonexempt

8. Financial Statements Required  
 Executive Personnel  Employment and Financial

9. Subject to IA Action  
 Yes  No

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

11.

12. Sensitivity  
 1-Non-Sensitiv  3-Critical  
 2-Noncriti  4-Special

13. Competitive Level Code  
 14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or						
c. Second Level Review						
d. First Level Review	<i>Supervisory Distribution Facilities Specialist</i>	GS	2030	9	<i>[Signature]</i>	9/3/04
e. Recommended by Supervisor or Initiating Office	DISTRIBUTION SPECIALIST	GS	2030	9		
16. Organization Title of Position (If different from the official title)		17. Name of Employee (if vacant, specify)				

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Acquisition & Materiel Management Service
a. First Subdivision Veterans Health Administration	d. Fourth Subdivision Materiel Management Section
b. Second Subdivision James A. Haley Veterans' Hospital	e. Fifth Subdivision Storage & Distribution Unit

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

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. Type Name and Title of Immediate Supervisor  
 DAN W. CLARK, Chief, Materiel Management Section  
 Signature: *[Signature]* Date: 5-21-04

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
 R. E. PUGH, Chief, A&MM Service  
 Signature: *[Signature]* Date: 5-21-04

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  
 GS-2030 (7/92)  
 GEG for Supply Positions (7/92)  
 GSSG (4/98)

Typed Name and Title of Official Taking Action  
 ROGER A. KROUSE, Chief, Classification/Wage Section  
 Signature: *[Signature]* Date: 9/3/04

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position 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	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
 SUPERVISORY LEVEL 9 BUS CODE 8888

Description of Major Duties and Responsibilities (See Attached)

## POSITION DESCRIPTION

### **Distribution Specialist (Chief, Warehouse and Mailroom Operations), GS-2030-09**

**Ref:** Distribution Facilities and Storage Management Series, GS-2030, Jul 1992, TS-117.

## INTRODUCTION

Incumbent will have supervisory responsibility for the Warehouse, Mailroom and Reproduction operations a part of the Materiel Management Section, Acquisition and Materiel Management Service in Tampa, Florida. Employee will manage the day-to-day operations of these areas, reporting to the Assistant Chief, Materiel Management. Employee will serve as the technical expert, providing guidance to employees, recommending and implementing policy and procedures as necessary, while exercising full supervisory authority (leave, training, discipline, management). Incumbent will supervise two work-leaders (Lead Mail Assistant GS-6 and Materiel Handler Leader WL-5), 5-Materiel Handlers/WG-5, 1-Laborer/WG-3 and 6-GS-5 Mailroom-Reproduction Staff.

Incumbent will prepare annual budget projections to support these operations. Employee will serve as the liaison for Mail services provided to the Bay Pines VA Hospital and clinics in addition to our own facility and clinics.

## MAJOR DUTIES

**Storage and Warehouse Technologies** **25 percent**  
Utilizes industry business practices and technologies to provide cost effective services. Ensures application of well-established, efficient, economical and safe practices in all phases of assigned distribution and/or warehouse operations.

**Storage Space Utilization** **25 percent**  
Determines suitability and usefulness of existing and proposed storage sites and facilities. Analyzes storage and maintenance activities to identify adherence to well established and conventional space utilization plans. Tailors operating requirements, service standards and productivity measurements to the particular needs of the storage and distribution facility.

**Distribution Program Planning** **25 percent**  
Oversees material management functions for Warehouse, Mailroom and Reproduction. Uses a wide range of established and commonly applied methods to provide activity level warehouse services to support the facility administrative functions. Assures that

site and methods for storage of specialty items are in accordance with established agency directives and procedures.

Establishes and monitors policies and procedures to insure mail and reproduction functions comply with national standards while meeting the needs of the facility customers. Maintains liaison with technical experts to determine latest trends and developments in mail/reproduction equipment with an eye to reducing these costs. Insures full compliance with the requirements of the USPS.

**Warehouse, Mail and Reproduction Program Operations** **25 percent**

Analyzes and evaluates work activities related to warehousing operations, mail processing and reproduction requests for compliance with regulations and policies. Monitors storage and warehouse activities within the confines of the Storage and Distribution areas and throughout the facility. Uses established and conventional supply management techniques to assess adherence to requirements and identify potential problem areas. Develops other assessment tools to measure/rectify system shortfalls.

Performs other related duties as assigned.

**Factor 1-6 Knowledge Required by the Position** **950 Points**

The position requires a practical knowledge of a wide range of established and commonly applied distribution, storage, mailroom and reproduction principles, concepts, and methodologies requiring the application of sound judgment and analysis to provide these services or resolve problems; ability to determine the suitability or usefulness of existing capabilities and facilities; and knowledge of these programs in weighing the impact of variables such as cost, existing policies and procedures, data processing requirements, and other issues that influence the course of action taken. The positions also requires the ability to search for and analyze information; trace sequences of transactions to resolve questions; prepare entries, monitor storage records systems; provide supply information, reports, budget projections and services; and recommend actions to eliminate problems involved in delivering services to supply customers or in formulating guidance and implementing policies required to effectively and efficiently maintain these operations.

**Factor 2-3 Supervisory Controls** **275 Points**

Incumbent is a key team member reporting to the Assistant Chief, Materiel Management but this supervisor defines the employee's scope of responsibility and the objectives, priorities, and deadlines. The employee plans and carries out the steps involved, handles deviations from procedures, and resolves problems that arise in accordance with agency or local standards. Completed work is usually evaluated for technical soundness and appropriateness in relation to the nature and level of facility support required.

**Factor 3-3 Guidelines****275 Points**

Guidelines available in the form of agency policies and implementing directives, manuals, handbooks, supply regulations, and locally developed supplements to such guides. The guidelines are not always applicable to specific distribution facility and storage conditions and the employee uses judgment in interpreting, adapting, and applying distribution facilities and storage guidelines. Employee independently resolves gaps, analyzes applicability to specific circumstances, and proposes changes designed to improve the effectiveness of warehouse, mailroom and reproduction areas.

**Factor 4-3 Complexity****150 Points**

The work consists of duties that require application of different but similarly related functional areas each with specific methods, practices, techniques, or criteria. The decision regarding what needs to be done involves consideration of the facility, management program plans, applicable policies, regulations and procedures, and alternative methods of implementing and monitoring supplies/services/storage requirements.

**Factor 5-3 Scope and Effect****150 Points**

The work involves resolving a variety of conventional supply problems, questions, or situations and monitoring established facility storage, reproduction and mailroom programs. The impact of this work affects not only patient care at this facility but also our outpatient support as well as the Bay Pines VA Hospital and their clinics. The work products or services also affect the efficiency of supply operations and clinical operations.

**Factor 6-2 Personal Contacts****25 Points**

Personal contacts are primarily with employees in the same agency, both within and outside the immediate organization but may include other federal, state or quasi-governmental (USPS) agencies. People contacted generally are engaged in different functions, mission, and other kinds of supply work; and/or Personal contacts are with the general public in a moderately structured setting where the exact purpose of the contact may at first be unclear.

**Factor 7-2 Purpose of Contacts****50 Points**

The purpose of the contacts is to plan, coordinate work, or advise on efforts and resolve operating problems by motivating individuals or groups who are working toward mutual goals. Some contacts may be necessary for work clarifications, tracing or tracking express packages or to obtain postal rates or for other postal information.

**Factor 8-1 Physical Demands****5 Points**

The work is primarily sedentary but can involve moderate walking as work areas and customer locations are throughout the facility and off-site locations. Lifting and carried items are typically light objects and movement of moderately heavy objects is not normally required.

**Factor 9-1 Work Environment****5 Points**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, warehouses, mailrooms, storage sites, meeting and training rooms, and private or commercial vehicles. These work areas are normally adequately lighted and ventilated.

**Other Significant Facts****Customer Service**

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, and all VA staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

**ADP Security**

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.