

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

1. Agency Position No. **2374-0**  
 6. OPM Certification No.

2. Reason for Submission  
 Redescription  New  
 Reestablishment  Other

3. Service  
 Hdqtrs.  Field  
 4. Employing Office Location  
**VAPAHCS**

5. Duty Station  
**Palo Alto, CA.**

Explanation (Show any positions replaced)  
**1 FTEE from 9505-A, GS-622-05  
 MVO Addendum (See Remarks in  
 Block #24)**

7. Fair Labor Standards Act  
 Exempt  Nonexempt

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

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 Sensitive  
 2-Noncritical Sensitive  4-Special Sensitive

13. Competitive Level Code  
**701**

14. Agency Use  
*Buy Code: 006*

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	<b>Supply Technician (OA)</b>	<b>GS</b>	<b>2005</b>	<b>06</b>	<b>KS</b>	<b>12/17/99</b>
e. Recommended by Supervisor or Initiating Office	<b>Supply Technician</b>	<b>GS</b>	<b>2005</b>	<b>6</b>		

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  
**VHA**  
 b. Second Subdivision  
**Health Care System**

c. Third Subdivision  
**Acquisition & Materiel Management Service**  
 d. Fourth Subdivision  
**Materiel Management Division**  
 e. Fifth Subdivision  
**Supply Processing & Distribution Section**

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  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
**JOHN P. TRIBUIANO, Chief, A&MMS**  
 Signature *John P. Tribuiano* Date **12-7-99**

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

Typed Name and Title of Official Taking Action  
**K. Spengler**  
**Position Classification Specialist**  
 Signature *K. Spengler* Date **12/17/99**

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  
**2/18/10 (1w) - Addendum: The incumbent of this position must possess an appropriate(CA) valid driver's license.**

**POSITION DESCRIPTION  
SUPPLY TECHNICIAN  
GS-2005-6**

The employee serves as a Supply Technician in the SPD Section of A&MMS under the general supervision of the Chief, SPD. In this capacity, the employee serves as a manager for all inventory and purchasing functions required to provide Enhanced Supply Support (ESS) for clinical activities at the Menlo Park Division of the VAPAHCS.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

The employee provides ESS for clinical activities at Menlo Park. Duties include the full spectrum of supply management for Menlo Park Services, ranging from inventory management to storage management to fund control management to procurement.

The employee is responsible for the inventory management of all supplies and services for the designated areas of assignment. Work is to be accomplished in accordance with modern inventory control methods such as the Generic Inventory Package (GIP), utilizing manual or barcoding capabilities. The employee will set up and maintain the GIP primary and secondary inventory points. Stock levels, re-order points and emergency levels will be based upon past history, current usage, forecasts of future short and long term needs, essentiality, availability of space, point of service/usage positioning and budgetary considerations.

Inventories will be barcoded and replenishment will be accomplished by uploading data from the barcode tracker into the GIP to auto-generate orders. Reports available through the GIP will be utilized to make informed decisions regarding overall demand and current trends in consumer usage to be reviewed with the using activity in establishing common frames of reference and to facilitate mutual decision making. This information will be utilized by the employee to prepare and present, from time to time, various administrative reports.

The employee will be responsible for utilizing storage management techniques, ensuring general storage areas are neat and orderly, supplies are put away and rotated properly, items are identified for easy access and receipts/usage are recorded/captured using correct conversion factors/issue units. Responsible for reviewing non-issuable stock and determining the reasons for items being in this status. Initiates appropriate action to adjust or remove items in non-issuable status.

The employee will possess procurement authority at the basic warranted level, through usage of the Government Purchase Card, to make purchases up to \$25,000 per individual transaction, and up to \$100,000 per month. Procurements will only be performed for supplies and services within the limits of the delegation. All procurement actions will be in accordance with Federal Acquisition Regulations and VA Acquisition Regulations. Procurements will be subject to external review. The employee will diligently follow up

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(expedite) all delinquent orders/discrepant orders and determining appropriate corrective actions, processing any adjustments required verbally or in writing, according to sound judgement. Will consult with the Control Point Official and use prudent judgement in recommending/determining necessary follow-up actions to delinquent orders ranging from extending the due date to canceling the order.

The employee reviews reports, recall alerts and notifications to determine proper disposition of managed general or medical supplies. If such items are unfit for use, initiates prompt action to prevent those items from being used, securing replacement items as necessary, having properly recorded those transactions.

The employee is designated as a Control Point Clerk, and will utilize the DHCP-IFCAP Control Point menu options. The Chief, SPD will function as the Control Point Official having the final approving authority for all requests. The employee enters/edits requests and accurately reports a running balance to include expenditures, transfers, and allocations.

#### KNOWLEDGE REQUIRED BY THE POSITION:

The employee must possess a knowledge of the IFCAP-GIP computer system and the various routines therein as they apply to the inventorying and ordering process, i.e., fund control point menus/options, IFCAP, GIP, Purchasing Agents Menu, and Control Point menu.

The employee must have a working knowledge of statutes, Regulations, MP-2, VA Directives 7000-7499, FAR, VAAR, policies, practices, principles, procedures, and techniques followed in the performance of inventory management and purchasing duties.

Knowledge of technical features and uses of items of material and their relationship to supply and demand conditions. Knowledge of procurement trade practices with respects to sales, pricing, discounts, volume discounts, delivery/handling charges, transportation/bills of lading, storage, etc. in order to perform materiel management processes and make materiel management determinations for items ranging from common supplies available off-the-shelf to specialized goods, services, and equipment.

The employee must have the ability to utilize small purchase methods such as requests for quotations, both verbally and in writing, and utilize the IMPAC credit card for all micropurchases (those valued at \$2,500 or less). During the purchasing process, the employee shall remain in close contact with the supported area and the Chief, SPD, to coordinate the impact of any changes that are encountered.

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### SUPERVISORY CONTROLS

Under the general supervision of the Chief, SPD and responds to verbal and written instructions from him/her. The supervisor sets the overall objectives and resources available while the employee independently plans, schedules, coordinates and carries out the work, providing appropriate monitoring of the effectiveness of actions performed. Decisions and recommendations are normally accepted without change. Will receive some technical guidance from those areas to which ESS is provided. Is expected to demonstrate resourcefulness and due care in exercising judgement on matters pertaining to inventory management and procurement.

Completed work will be, from time to time, evaluated for appropriateness, soundness and conformance to sound practice. Work is primarily reviewed from a standpoint of results achieved in furtherance of ESS goals and objectives.

Recommendations on new or revised policies, procedures or programs are evaluated by the supervisor and management for impact prior to implementation.

### GUIDELINES

Procedures for doing much of the work have been established by the VA, the VAHCS or by commercial practices. Specific guidelines include VA Directives 7000-7499, MP-2, FAR, VAAR, FPMR, FSS Schedules, Decentralized Schedules, Prime Vendor Contracts and other regulations, policies, procedures, directives, catalogs, handbooks, bulletins are available as needed.

Many of the above guidelines are non-prescriptive; therefore, the employee is expected to exercise sound personal initiative, judgement, interpretation and adaptation in applying them to specific cases, referring significant precedents or situations in which existing guidelines can not be applied to the supervisor.

### COMPLEXITY

The employee must constantly monitor inventory status of items and weigh all relevant factors when making inventory/purchasing decisions. Item management is based on such factors as historical demands, anticipated demands, knowledge of market availability and delivery requirements. Managing items is sometimes difficult due to the unpredictable demand associated with supply/demand characteristics, seasonal, technological and patient census variations. Consideration must be given to regulatory and market factors as well as an intimate familiarity with each and every item being managed. The employee is expected to proactively manage the inventory to ensure a consistent 100% availability of items and to minimize excess costs due to shortages/outages or over-stocking.

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The employee is required to determine and implement appropriate procurement methods/actions in support of the managed inventories accounting for the variable internal and external factors.

Work includes various duties that require the incumbent to adapt to changing environments, conditions and situations. Problems may be complicated and require coordination with multiple people.

#### SCOPE AND EFFECT

Work involves review of historical data, interpretation and use of regulations, procedures and commercial practices necessary to provide ESS to the using services supported. Customer Service as defined by tactfulness, cooperativeness, coordination, communication, efficiency, timeliness, accuracy and quality of work serves as the paradigm for this position.

The work has direct impact on the quality and timeliness of health care, and faulty work can have an adverse impact on that care. The employee's effectiveness in implementing A&MMS ESS functions directly correlates with meeting every supported customer's needs, enabling each to properly fulfill their respective missions. Ineffective performance of materiel management/procurement is wasteful and expensive, having a negative effect on supported functions. The performance of the functions of this position impacts the operational effectiveness of many employees at all levels throughout the Menlo Park Division.

The employee must realize that the products and services provided to customers are delivered through a series of processes and, mindful of that, strive to improve service and products by focusing on improving the system through continuous improvement. This process perspective focuses on a proactive versus a reactive orientation.

#### PERSONAL CONTACTS

Routine and non-routine contacts may be with VA personnel at a variety of levels of the organization, sales personnel, manufacturers, business owners, physicians, other clinical staff, A&MMS staff and other employees of the VA or other government agencies. Those contacts may be in person or by an electronic communications device (i.e., telephone, pager, computer terminal).

The employee is the focal point to exchanges of information regarding the availability/status of various items contemplated for or currently being managed. The employee must espouse the paradigms noted in scope and effect at all times.

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#### PURPOSE OF CONTACTS

Contacts with Facility staff are needed to plan and carry out the functions of item management. Contacts will be held to perform such functions as facilitating budgetary processes, evaluation of substitute items, administering purchase orders, determine that stock levels are kept on hand to ensure customer satisfaction.

Contacts with other VA's or federal agencies will normally be in regards to obtaining supplies or information about supplies.

Contact with sales personnel are to discuss the nature, quality, quantity, pricing and conditions of sale/service of items being procured and to ensure that such agreements are diligently adhered to by the parties.

#### PHYSICAL DEMANDS

The physical demands of this work require lifting up to approximately 40 lbs., physical exertion such as sitting, standing, walking, bending, stooping and reaching when stocking and retrieving items from storage or performing inspections of stock, stock areas or other areas to which support is provided.

The multi-building layout of the Menlo Park Division requires frequent walking in and between buildings.

#### WORK ENVIRONMENT

Work is normally performed in indoor settings which may include offices, stock rooms, wards, staging areas, warehouses or in motor vehicles, all of which require the incumbent to adhere to safe work practices, Health Care System policies, traffic safety requirements, safe lifting techniques/good body mechanics and infection control/precautions.