

## POSITION DESCRIPTION SUMMARY

**PD Tracking** 20533  
**Series, Title and Grade** 2003 Supply Management Specialist GS-12  
**Department** Veterans Affairs

### Introduction Statement

The position is located at a large and complex Department of Veteran Affairs (VA) medical facility. The purpose of the work is to investigate and analyze a variety of unusual supply problems, questions, or conditions regarding medical facility supply programs and operations; and to formulate and carry out projects to substantially alter and improve medical facility supply operations and activities.

### Major Duties

Plans and coordinates medical facility supply program operations and activities in advising specialists and technicians on responsibilities for identifying, ordering, receiving, accounting/controlling and disposing of excess and surplus property; and maintaining control and accountability over all Government expendable and non-expendable property as well as all Government furnished Property (GFP) assigned to contractors. 20%

Develops and recommends new or revised medical facility supply directives, policies, and implementing instructions; provides authoritative interpretations and guidance to management officials and other supply specialists regarding the resolution of issues involving conflicting supply program requirements; reviews the operating supply program for adequacy, efficiency, and need for improvement; and considers and recommends several alternatives that require the evaluation of variables such as availability of materials, relationships with other programs, and cost/benefit considerations 20%

Develops innovative inventory management techniques and concepts to enable the value and number of items stocked to be held to the lowest possible level. Manages stock items through the use and refinement of an audit trail in accounting for the expenditure of public funds; resolves imbalances between the stock record, and financial and procurement records; and formulates novel approaches and techniques to ensure the appropriate and efficient use of the medical center supply system. 20%

Approves recommendations made by users and lower level supply management specialists to increase stock levels for expensive components, systems and parts; authorizes significant changes in expenditure and stocking levels based on order and usage records; and meets with groups of users and suppliers to arrange for or modify stock levels, storage points, acquisition lead times, and units of issues. Participates in original provisioning conferences and establishes inventory controls for complete systems, subassemblies, and parts. 20%

Interprets policy direction for specific medical facility operating requirements. Develops guidance for applying supply policy, procedures, techniques, equipment, and methods to a variety of work situations involving various degrees or levels of supply controls. Responds to problems or questions involving implementation of supply guidelines. Advises management officials regarding the overall medical facility supply program. 20%

## **Factor Levels**

### **Factor 1 Knowledge Required by the Position Factor Level 1-7 1250 pts.**

Knowledge of a broad range of supply program relationships and specialized supply methods and techniques sufficient to analyze and evaluate the effectiveness and efficiency of medical facility supply programs and operations; analyze and resolve difficult supply issues and problems involving supply processes, work methods, supply data management, and day-to-day operational procedures.

Knowledge of interrelated supply processes to coordinate the objectives and plans of specialized medical facility supply programs; provide options in study recommendations to allow for differing or conflicting supply program requirements; develop and implement procedures and practices to cover multiple supply objectives including inventory management of the supply stock fund for expendable and nonexpendable items; and serve on inter-organization committees and groups to identify and resolve supply issues.

Ability to make decisions regarding priorities and allocation of resources through consideration of the status of funds for purchases; the schedule and rate of progress for assembly and delivery; conflicting requirements between ongoing and new programs; and similar considerations.

Knowledge of technical supply operations and the general medical facility supply support program to resolve issues and determine controlling actions in an inventory management function for a complete category of materials that include electronic parts, systems and equipment for medical laboratories, water treatment operations, and related functions that require sophisticated and state-of-the-art systems.

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

The supervisor sets the overall objectives and decides on the resources available. The employee consults with the supervisor in determining which projects to initiate, develops deadlines, and identifies staff and other resources required to carry out an assignment; independently plans and conducts the work, resolves most of the conflicts that arise, integrates and coordinates the work of others; interprets policy in terms of established objectives; and keeps the supervisor informed of progress, potentially controversial matters, issues with far-reaching implications, and intractable problems. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other supply program requirements, and effectiveness in meeting objectives and achieving expected results.

### **Factor 3 Guidelines Factor Level 3-4 450 pts.**

Guidelines provide a general outline of the concepts, methods, and goals of supply programs; directives issued by a national headquarters, general VA policy statements and objectives, interagency supply program policy proposals requiring refinement and coordination, and other guides that are not specific on how they are to be defined, implemented, and monitored. Typically, departmental guidelines available to the employee are purposely left open to some local interpretation. The employee exercises a great deal of personal judgment and discretion with broad latitude for interpreting and applying guidelines; uses initiative and resourcefulness in researching and implementing new and improved supply methods and procedures within medical facility organizations; and establishes criteria to identify and analyze trends in supply programs and requirements. Where guidelines for performing the work are scarce or of limited use, the employee develops guides to be followed by other supply specialists and technicians.

### **Factor 4 Complexity Factor Level 4-5 325 pts.**

The work involves various projects and evaluations requiring the application of many different and unrelated processes, differing regulatory criteria and procedures, and significant departures from established practices; the evaluation of relationships between customer requirements, acquisition lead times, storage, inventory, issuance, and delivery by the most efficient and economical means possible; the formulation of decisions and development and implementation new methods and techniques that satisfy broad policy and

technical requirements; and the development of recommendations for changes in basic policy issuances and implementing instructions covering established supply techniques, practices, and methods based on personal analysis of very general policy directives and objectives.

**Factor 5 Scope and Effect**

**Factor Level 5-4 225 pts.**

The work involves investigating and analyzing a variety of unusual supply problems, questions, or conditions associated with general questions regarding the medical facility supply programs and operations, formulating projects to substantially alter existing supply operations and activities. The results of the work provide solutions to extremely complex supply problems and questions, and innovative alternatives and options that are designed to meet requirements in a variety of circumstances. The employee's work affects supply system design, installation, and maintenance in varied organizations of a large and complex medical facility.

**Factor 6 Personal Contacts**

**Factor Level 6-3 60 pts.**

Contacts are with officials of the Department, other agencies, and vendors in an unstructured setting.

**Factor 7 Purpose of Contacts**

**Factor Level 7-3 120 pts.**

Contacts are to exchange information; coordinate work activities; and resolve extremely sensitive supply management issues, problems and conflicts.

**Factor 8 Physical Demands**

**Factor Level 8-1 5 pts.**

The work is sedentary. Some work requires periods of walking, bending, stooping, or other similar activities. The work does not require any special physical efforts.

**Factor 9 Work Environment**

**Factor Level 9-1 5 pts.**

The work is usually performed in an office setting.

**Factor Points 2890**

**Position Classification Standard Used**

Supply Program Management Series, 2003, TS-117 July 1992