

POSITION DESCRIPTION SUMMARY

PD Tracking 20614
Series, Title and Grade 2003 Supply Systems Analyst GS-12
Department Veterans Affairs

Introduction Statement

The purpose of the position is to determine the efficiency of computer programs in meeting established supply information requirements; and to plan and conduct varied projects and studies to optimize the efficiency of supply management automated systems.

Major Duties

Monitors computer programs, software and hardware to determine their efficiency in meeting established supply information requirements; and recommends changes in data flow, sources of input, report formats, and calculations to satisfy supply management information needs. Accepts requests for system changes, conducts research to determine the validity of requests, refines the information provided, and prepares specifications for computer specialists to use in programming, testing, and implementing changes in automated supply systems. In collaboration with computer specialists, the incumbent evaluates problems with new and modified systems, including the logical flow, input errors, interconnections among data fields and program elements ; and recommends solutions to both supply and computer specialists. Serves as an advisor to supply management officials on methods and approaches to achieve optimum effective utilization of automated equipment, systems, and methods to facilitate medical facility supply management operations and activities. 100%

Conducts a variety of special projects, studies, and analyses of problem areas related to automated management systems for supply management, stock control, inventory control, cataloging, and major item management. Provides for maximum use of mechanized methodology. Performs feasibility studies and defines supply and inventory control functional requirements. Designs systems to accommodate functional requirements. Reviews new systems, proposed changes, policies, and regulatory guidance for impact on medical facility automated supply systems operations and prepares system implementation requirements for various functional areas of the medical facility. Initiates and conducts special studies of automated management and data systems and proposes modifications and improvements, assuring that systems are responsive and fully meet supply mission requirements. Performs functional review, develops test criteria, and ensures appropriate conversion of functional systems conversion. Develops and implements new methods and techniques that satisfy broad medical facility policy and technical requirements regarding the use and structure of automated supply information systems

Serves as a staff advisor and specialist in performing staff studies and system analysis across-the-board on projects and problems in the supply management area, including a variety of special projects covering a broad spectrum of supply management functions relative to electronic parts, systems and equipment for medical laboratories, water treatment operations, and related functions that require sophisticated and state-of-the-art systems that are located in medical facility organizations. Plans complex supply system analysis projects, obtains necessary cooperation and/or assistance and data from supply personnel, and

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; IT 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 automated 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 supply systems guides to be followed by other supply specialists and technicians.

Factor 4 Complexity

Factor Level 4-4 225 pts.

The work includes the planning of projects and studies that require the analysis and development of methodology, automated programs, and specific techniques to improve the accuracy, adequacy and timeliness of supply management processes. These processes require in-depth study, correlation, and analysis to measure effectiveness and productivity. The processes, which cross organizational boundaries within the medical facility, must be carefully researched, compiled, interpreted, and reconciled prior to implementation or revision. State-of-the-art automation technology must be incorporated in all automation projects and studies. The employee develops and implement new methods and techniques that satisfy broad medical facility policy and technical requirements regarding the use and structure of supply automated information systems; and recommends 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 purpose of the position is to determine the efficiency of computer programs in meeting established supply information requirements; plan and conduct varied projects and studies to optimize the efficiency of supply management automated systems; and formulate innovative approaches, techniques and methods that improve the effectiveness of supply automated systems. The results of the work provide automated systems solutions to highly complex and novel supply problems. The employee's work affects supply system design, installation, and maintenance in a wide range of activities throughout the medical facility organizations.

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 primarily sedentary. The incumbent may sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items such as papers, books, or small parts.

Factor 9 Work Environment

Factor Level 9-1 5 pts.

The work is usually performed in an office setting.

Factor Points 2790

Position Classification Standard Used

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