

POSITION DESCRIPTION (Please Read Instructions on the Back)

HRMS COPY

1. Agency Position No.
4880-0
6. OPM Certification No.

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

Redescription: Chief Storage and Distribution Section

3. Service
 Hdqtrs Field

4. Employing Office Location
NF/SGVHS

5. Duty Station
Gainesville, FL

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)
 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
201
14. Agency Use
Supv: 9
Bus: 8888

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	Distribution Facilities Manager	GS	2030	9		9/7/07
e. Recommended by Supervisor or Initiating Office	Distribution Facilities Manager	GS	2030			

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
North Florida/South Georgia Veterans Health System
 c. Third Subdivision
Acquisition and Materiel Management Service
 d. Fourth Subdivision
Materiel Management Division
 e. Fifth Subdivision

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. Type Name and Title of Immediate Supervisor
Marvin McTaw, Chief, Materiel Management Division
Signature: _____ Date: _____

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Peter Carbrey, Chief, A&MMS
Signature: _____ Date: 9/21/07

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
Grade Evaluations Guide for Supply Positions TS-117, July 1992; General Schedule Supervisory Guid - HRCD-5 June 1998, April 1998
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
Michelle Manderino, Chief, HRMS
Signature: _____ Date: 9/7/07

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

34. Remarks
Full Performance Level

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

DISTRIBUTION FACILITIES MANAGER
GS-2030-8/9
NF/SG VHS

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The incumbent serves as Chief, Storage and Distribution Section at a large general medical and surgical facility with a large ambulatory care unit, extensive research and professional training programs and affiliation with the University of Florida and Shands Healthcare. The Storage and Distribution Section provides support or services to NF/SG VHS. Currently this consist of two major medical centers located in Gainesville, FL and Lake City, FL, three outpatient clinics located in Daytona Beach, FL, Jacksonville, FL and Tallahassee, FL, six community base outpatient clinic located in Lecanto, FL, Leesburg, FL, Ocala, FL, St. Augustine, FL, The Villages, FL and Valdosta, GA, numerous specialty clinics and administrative offices located in Gainesville FL and Lake City, FL. The geographically separated facilities require transportation of supplies to provide customers service to the support services.

The incumbent is responsible for planning, directing, supervising and coordinating the warehouse distribution facilities and storage management program. This responsibility primarily includes the following functions:

A. Directs installation and proper functioning of systems for receiving, storing and issuing supplies and equipment, and selection of techniques and equipment for physical movement of supplies and equipment necessary for the operation of the Medical Centers and satellite facilities.

B. As supervisor of the Storage and Distribution Section, the incumbent assigns work and motivates subordinates to accomplish task timely and accurately; defines the standards of quality of the work to be preformed by the section and reviews completed work to ensure standards are being met. Initiates requests for filling vacancies; interviews and selects employees; recommends promotions, reassignments and other status changes or recognition of outstanding performance of assigned personnel; initiates classification actions; monitors attendance and leave; schedules vacations, receives complaints and grievances; holds corrective counseling sessions and proposes disciplinary actions to the proper authority. Evaluates daily activities and established guidelines to determine appropriate FTEE needs for this section and monitor activities, to ensure that they are operated and maintained in the most efficient way.

C. The incumbent is responsible for receipts, storage, and delivery of items to requesting services; and the receipt, storage, shipment and /or physical disposal of items turned in. The incumbent analyzes purchase orders, shipping documents, correspondence, and other documents to determine the workload and priority to be assigned for the section. All supplies, materials, equipment and services purchased for use throughout NF/SG VHS are received by Storage and Distribution Section (Exception Item Managers). Receipts are coordinated with Acquisition Section, Personal

Property Management and Credit Card holders. The incumbent assures that all containers and contents of incoming shipments are physically inspected prior to acceptance from carriers. The incumbent assures that receiving reports are dated and signed on the date the items are received in the warehouse section and the documents are properly forwarded to Personal Property Management, Acquisition Section or Credit Card Holders. The documentation should be forwarded daily to ensure the end users sufficient time for filing, reconciliation, data entry and etc.

D. The incumbent conducts studies and prepares analyses of finding and initiates recommendations for changes and improvements in operating procedures and materiel handling techniques and methodology. Plans and develop criteria, formulas, and priorities used to revise and evaluate the storage and distribution system on an ongoing basis.

E. Supervised daily and plan activities for Storage & Distribution Staff for NF/SG VHS. In addition to this, works very closely with the Chief Materiel Management Division & Assistant Chief Materiel Management Division to ensure that all rules, regulations and guidelines for Storage and Distribution Section are adhered to. Provides technical assistance and keeps all Materiel Handlers informed of any new policies or procedures related to Storage and Distribution Section.

F. Establishes training schedules for employees. Determine training needs on both formal and informal basis in coordination with the Chief, Materiel Management and the Chief & Assistant Chief A&MMS Service. This training includes subjects such as space layout plans, schedules, safety and changes in policy regarding supply and transportation program. The incumbent must have a working knowledge of the entire A&MMS function. Must be able to prepare correspondence, reports and other written materiel.

G. Responsible for institution of safety measures, ensuring that all materiel handling equipment is periodically to determine if the equipment is available and usable for specific tasks. Daily checks all aisles, platforms and stairways, ensure from obstruction that materials are properly stored and handled to avoid injuries to personnel.

H. Incumbent is responsible for receiving and containing shipments of alcohol, narcotics, precious metals and etc. Ensures that all carriers' delivery tickets are properly signed and dated, certifying receipt. Notes any overage, shortage or damage on delivery tickets. In case of concealed damage, contacts the carrier, arranging for inspection and secures report of inspection in order that proper claim may be made. All commodities are checked against the proper receiving documents to determine quality and quantity to determine if they meet specifications. Prepares OS&D reports on discrepancies.

I. In conjunction with Personal Property Management, conducts all inventories of stock including regularly scheduled inventories and special inventories. Reports slow moving

inventory items to the Chief Materiel Management and coordinates declaration of excess.

J. Responsible for the proper storage of all stock items, assuring that all stock is properly classified and marked with proper identification. B item is stored on dunnage in such a manner that could be moved readily in case of fire or other hazards. Items that require special handling are protected for safety measures and against pilferage, heat, moisture, vermin, light and deterioration. Conduct monthly inventory of all stock items and expiration dates. Reports quantities by dates to Personal Property Management Section and place outdated supplies into non-issuable storage until they are disposed of or return back to vendor for credit or exchange.

K. The incumbent is responsible to create, actively promote and effectively manage a culturally diverse work force, which embraces the values and needs of all individuals. This must be accomplished through long-term commitments, strategic and business planning, education and experience, which broadens the mindset, and by fully managing human resources.

L. The work environment is such that work is preformed in teams or performed at least some of the time in teams. The incumbent provides both input and action to/for teams. The incumbent support and is involved in teamwork and/or team building both within the incumbent's service and with other Service/Strategic Health Groups. The incumbent is involved in on-the-job team problem solving, developing, implementing and evaluating improvements to work processes. The incumbent spends a significant portion of time doing work in a team setting. Work involves a combination of independent and interdependent tasks. The incumbent contributes to team effectiveness. Teamwork is required accomplishment of duties and responsibilities depend upon a culture of teamwork and cooperation and identification with the purposes of the team. The paramount focus of the team is the accomplishment of the Medical Center's mission, patient care and patient satisfaction.

M. The incumbent is responsible for scheduling deliveries and pick-ups for NF/SG VHS. This requires advance planning, scheduling, and constant contact with the delivery locations to ensure that everyone is aware of the time dates of schedule deliveries and pick up. Currently this consists of three (3) Outpatient Clinics, six (6) Community Base Outpatient Clinic, and approximately twenty-nine (29) offsite locations. The incumbent ensures that routes are carefully plan to ensure that the most efficient manner.

FACTOR 1. KNOWLEDGE REQUIRED:

The incumbent must have a through knowledge and understanding of the automated, scientific inventory management techniques and systems used to control the various inventories assigned to the section. The incumbent must have general knowledge of a broad range of supply programs within the Service, such as purchasing procedures to aid in problem solving when goods and services are received and to make inquireies about deliquent orders, inventory management control principles, practices and

concepts, in order to work with Personal Property Management in establishing stock levels and location/layout of all stocked items and VA classification and cataloging procedures to assure that equipment is properly tagged upon receipt and upon being excessed or turned in for replacement. The incumbent must have knowledge of warehousing as it pertains to the official utilization of space and suitability issues concerning the storage area. Knowledge of materiel management systems in other agencies such as GSA, DOD and DLA is required to assure that receipt storage and distribution of items received from these agencies is conducted accurately and efficiently. The incumbent must have a thorough working knowledge of VHA Directives and Handbooks related to Storage & Distribution Section, TG-90-1, FAR, VAR, State & Federal transportation rules and regulation VA Manual MP-2 and etc.

FACTOR 2. SUPERVISORY CONTROLS

Incumbent is under the general supervision of Assistant Chief, Materiel Management Division, Chief Materiel Management Division, Assistant Chief, A&MMS and Chief, A&MMS (in that order), and performs duties with minimum supervision. The supervisor provides broad administrative and policy direction through discussion of program goals. Guidance is received in the form of broad policy statements and direction by planned objectives relative to the overall (supply) logistics support activity. Incumbent has wide latitude and responsibility for exercising independent judgment in aligning administrative controls, planning, training, and directing all functional activities with section plans, goals, and policies. Incumbent also exercises independent judgment and control in all technical matters within the scope of the functional activity. The incumbent's work is reviewed in terms of results achieved. Incumbent is responsible for the efficient operation of Storage and Distribution Section.

FACTOR 3. GUIDELINES

The incumbent is required to apply and interpret VA Directives, VAAR, FAR, GSA/DLA, and JCAHO regulation, policies, procedures and guides as well as local Medical Center Policy. These guidelines are not always fully applicable to specific conditions or specific enough to apply to many situations. Consequently, the Distribution Manager must interpret the above guidelines to conform to local levels. In addition, Incumbent must develop and issue local guidance (e.g., System Medical Center policy on storage of items, distribution of supplies, mail, reprographic, equipment, inventory management and etc.).

FACTOR 4. COMPLEXITY

The ^{incumbent} must apply a broad range of supervisory management, warehousing and distribution procedures, and transportation procedures and practices. Program planning and administration requires interpreting and implementing policies procedures, analysis and testing of a variety of techniques/methods in order to evaluate alternatives and arrive at decisions and recommendations. Incumbent frequently must vary the requirements to follow established (supply) logistic practices, processes, procedures,

and techniques for a number of different operating situations in order to ensure compatibility with existing medical/surgical supplies and/or equipment.

Incumbent assesses situations complicated by conflicting/insufficient data, and analyzes information to determine the applicability of established procedures and the need to deviate from normal methods, techniques, and standards. The incumbent plans work, develops recommendations, and refine the methods/techniques to be used, which typically involve the interpretation of substantial data, application of criteria to a variety of operating situations, and varying requirements in level of support.

Incumbent must be able to make decisions and exercise a high degree of initiative to independently carry out duties and responsibilities. Incumbent must see that the work of Storage & Distribution Section is accurately carried out. Must have a thorough knowledge of approved practices and procedures concerning Storage & Distribution operation, and of VA nomenclature, which covers a large quantity of administrative and technical items.

The incumbent is responsible for ensuring that all receipts and shipments are directed to their final destination (i.e. using service, warehouse stock, Research and the various Clinics/Access Points). The distribution of centrally managed medical/surgical supply items throughout NF/SG Veterans Health System is critical to uninterrupted patient care. Incumbent visits all areas of the medical centers and/or supported off site activities in the delivery and pick-up of supplies and equipment and is exposed to heat and cold in visiting using services and storage areas.

FACTOR 5. SCOPE & EFFECT

The work involves ensuring the availability of large volume and variety of office supplies, medical/surgical supplies, reprographic supplies and material, and the distribution to NF/SG Veterans Health System to patients and customers. As the Distribution Manager the incumbent is responsible for investigating and analyzing a variety of unusual problems or questions unable to be resolved at the lower levels within the different work areas. The incumbent's work directly effects patient care at the medical center and other organizations service.

FACTOR 6. PERSONAL CONTACTS

Personal contacts include both Clinical and Administrative personnel within the Medical Center, Marketing Center, VA/GSA/DLA Supply Depots, VA Records Center, VA Headquarters, VISN8 and other government agencies and various representatives of corporations and other organizations. Contacts range from technicians, nurses, physicians and managers to general administrative and operational staff including supply, acquisition, contracting, and finance personnel.

FACTOR 7. PURPOSE OF CONTACTS

Personal contacts are for the purpose of planning, coordinating, advising and/or resolving operating issues and problems by influencing or motivating individuals who have questions, are uncooperative or skeptical. The incumbent uses tact in order to promote his/her recommendations to supervisors, peers, subordinates, clients and customers to accept changes, policies and ideas.

FACTOR 8. PHYSICAL DEMANDS

The incumbent work is primarily sedentary; however, a tremendous amount of standing and walking is required during inventories. Lifting and moving posted stock weighing up to 50 pounds is required in order to verify contents of boxes.

FACTOR 9. WORK ENVIRONMENT

While the incumbent will be assigned to either the Gainesville or Lake City Division as their primary work location, the incumbent may be required work at either location during periods of short staffing and/or heavy workload.

Work is performed inside or outside of buildings, in areas that may be hot, humid, or dry. Incumbent is regularly exposed to the possibility of cuts, scrapes, bruises, abrasions, falls and injury; may be exposed to dust, dirt, grease, solvents, insects, and other indigenous inhabitants. This requires a range of safety and other precautions due to working with a wide range of materials some, which are potentially hazardous. There may be high noise levels due to mechanized material handling equipment. Incumbent is provided with and required to wear appropriate protective clothing such as hardhats, steel toed shoes, surgical latex gloves, masks, rubber aprons or disposable gowns, and back supporting belts. Uniforms and safety clothing/devices are provided and must be worn. Areas are inspected routinely to insure that potential fire and safety hazards are noted and reported to the Supervisor or appropriate personnel.

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.

POSITION EVALUATION STATEMENT Factor Evaluation System	NATURE OF PROPOSED ACTION New	POSITION NO. 4800-O
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CLASSIFICATION TITLE Distribution Facilities Manager	SCHED. GS	SERIES 2030	GRADE 9
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ORGANIZATIONAL TITLE Distribution Facilities Manager (Chief, Storage & Distribution)	NO. POSITIONS 1
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ORGANIZATION Acquisition & Materiel Mgmt Svc	SUBDIVISION Materiel Management Sec.	LOCATION Gainesville Division
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EVALUATION FACTORS	POINTS ASSIGNED	STANDARD USED <i>(Give Benchmark No., Factor Level No., etc.)</i>	COMMENTS
1. KNOWLEDGE REQUIRED BY THE POSITION	950	1-6	
2. SUPERVISORY CONTROLS	275	2-3	
3. GUIDELINES	275	3-3	
4. COMPLEXITY	150	4-3	
5. SCOPE AND EFFECT	150	5-3	
6. PERSONAL CONTACTS	25	6-2	
7. PURPOSE OF CONTACTS	50	7-b	
8. PHYSICAL DEMANDS	20	8-2	
9. WORK ENVIRONMENT	20	9-2	

SUMMARY (Point Range 1855 – 2100)	TOTAL POINTS	1915	
	GRADE CONVERSION	GS-9	

REMARKS *(As appropriate, desk audit findings or other considerations not previously documented which affect final grade.)*

STANDARD USED: Grade Evaluation Guide for Supply Positions; TS-117; July 1992; General Schedule Supervisory Guide, HRCD-5 April 1998.

GRADE/SERIES & TITLE DETERMINATION: The total points for this position are 1915 which equates to GS-9. Supervisory duties are grade controlling in that as a regular and recurring part of their assignment and therefore, the position is classified as Distribution Facilities Manager, GS-2030-9.

FLSA DETERMINATION: The position has been determined by the local HR to be FLSA Exempt.

Position is at full performance level

No overlapping of supervisor duties.

CONCUR 	DATE 9/7/07	EVALUATED BY 	DATE 9/7/07
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TITLE AND/OR ORGANIZATIONAL LOCATION Carole Dunton Supervisory, Human Resources Specialist	TITLE Marci J. Monroe Human Resources Specialist
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