

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 667-5252-0

2. Reason for Submission: [ ] Redescription, [X] Reestablishment, [ ] Other. 3. Service: [ ] Hdqtrs, [X] Field. 4. Employing Office Location: Shreveport, LA. 5. Duty Station: Same. 6. OPM Certification No. 7. Fair Labor Standards Act: [ ] Exempt, [X] Nonexempt. 8. Financial Statements Required: [ ] Executive Personnel, [ ] Employment and Special Interest. 9. Subject to IA Action: [ ] Yes, [X] No. 10. Position Status: [X] Competitive, [ ] Excepted. 11. Position is: [ ] Supervisory, [X] Managerial, [ ] Non-Sensitive, [ ] Critical. 12. Sensitivity: [ ] 1-Non-Sensitive, [ ] 2-Noncritical Sensitive, [ ] 3-Critical, [ ] 4-Special Sensitive. 13. Competitive Level Code: X-01. 14. Agency Use: 0065.

Table with 7 columns: Official Title of Position, Pay Plan, Occupational Code, Grade, Initials, Date. Row 1: Supply Technician, GS, 2005, 05, [Signature], 11/24/07. Row 2: Supply Technician, GS, 2005, 5, [Signature], [Date].

18. Department, Agency, or Establishment: DEPARTMENT OF VETERANS AFFAIRS. a. First Subdivision: VETERANS HEALTH ADMINISTRATION. b. Second Subdivision: ADMINISTRATIVE SERVICES. c. Third Subdivision: A&MMS. d. Fourth Subdivision: MATERIAL MANAGEMENT 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: FOY WALKER, SUP. INVENTORY MGMT. SPEC. Signature: [Signature], Date: [Date]. b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): BEVERLY LOCKETT, CHIEF, A&MMS. Signature: [Signature], Date: [Date].

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. Typed Name and Title of Official Taking Action: Lynden Saylor, HR Specialist (Classification) V16/CCT, Houston, TX. Signature: [Signature], Date: 11/24/07.

22. Position Classification Standards Used in Classifying/Grading Position: OPM PCS for Supply Clerical and Technician Series, GS-2005, TS-115 May 1992. 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 table with columns: Initials, Date for Employee (optional), Supervisor, Classifier.

24. Remarks: FULL PERFORMANCE LEVEL

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

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**POSITION DESCRIPTION**  
**Supply Technician**  
**GS-2005-05**

**MAJOR DUTIES AND RESPONSIBILITIES**

This position is located in the Materiel Management Section of Acquisition & Materiel Management Service (A&MMS). The position is a Supply Technician, who performs a variety of administrative tasks associated with maintaining and supporting the work performed within the Materiel Management Section of Overton Brooks VA Medical Center. Processes incoming and outgoing materials such as correspondence, reports, memoranda, and other forms of written communication. Performs a wide range of supply operations such as performing inventory management related duties including conducting inventories, materiel management reports, search of vendor catalogs or other data sources to obtain correct vendor stock numbers to update the item master files. Incumbent contacts various customers to obtain information regarding required items for substitution. Prepares standard reports such as stock status, long supply, and turnover rates. Prepares formats for new reports. Assists Materiel Management staff in conducting inventory in various areas as needed. Assists in resolving differences between records and physical count of stock. Incumbent operates a personal computer to perform record research, data input and corrections. Reviews supply transactions affecting delivery and change in cost of supplies. Supports the Supply Technician in the ordering functions for process stores (office, ADP supplies, forms) medical/surgical prime vendor and other supply support activities. Investigates and resolves errors of shipment overage or shortage, delays, incompatible information or other discrepancies. Assists the Supply Technician to investigate Materiel Management product recalls/alerts. This includes notification of all using services which may affect their equipment or supplies. Electronic notification of outcome is reported by due date assigned.

Performs other related duties as assigned.

**PURCHASING**

Performs small purchasing (under \$2500.00) utilizing the Government Purchase Card for purchase of office supplies, toner cartridges, envelopes, and miscellaneous items. Assists in data entry of vendor information and Item Master File information into the IFCAP system. Responsible for assisting the follow-up on delinquent purchase orders for the Materiel Management staff.

**REPORTS MANAGEMENT**

Provides routine IFCAP, Inventory and Purchasing reports to Chief, Materiel Management and staff as scheduled and needed.

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## FACTOR LEVEL DESCRIPTIONS

### Factor 1, Knowledge Required by the Position

FL 1-3 350 Points

The work requires knowledge of standardized Logistics regulations, policies, procedures or other instructions relating to the specific functions assigned. This requires familiarity with one or more automated Logistics databases to enter, correct, and retrieve purchase orders and recurring reports. The employee uses a sound working knowledge of the structure of the local Logistics organization and the organizations services. The employee uses this knowledge and ability to perform a range of standard small purchasing and clerical assignments and to resolve recurring problems.

### Factor 2, Supervisory Controls

FL 2-2 125 Points

The work is performed under the technical guidance of the Chief, Materiel Management who issues general work assignments, controls the flow of the-to-day work, and explains major changes in regulations or procedures. The supervisor or higher-grade employee provides additional specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor or higher-grade employee for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

### Factor 3, Guidelines

FL 3-2 125 Points

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

### Factor 4, Complexity

FL 4-3 150 Points

The employee decides what needs to be done depending on the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. Decisions are based largely on the employee's experience, precedent actions, and the priority assigned for resolving the particular problem, the methods and procedures used to resolve each issue varies based on the circumstances of each individual care. The work involves conditions and elements that the employee must identify and analyze to discern interrelationships with other actions, related Logistics programs, and alternative approaches.

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**Factor 5, Scope and Effect**

**FL 5-2 75 Points**

The position relieves the supervisor of various routine and administrative work items and ensures that the work conforms to the appropriate policies and procedures. The work of the Logistics Section affects the accuracy, reliability, or acceptability of further processes or services in meeting customer requirements in supported organizations and other supply units.

**Factor 6, Personal Contacts**

**6 & 7 Combined**

**FL 2b 75 Points**

Personal contacts are with employees in the medical center, but sometimes outside the immediate service. Persons contacted are engaged in different functions, missions, and kinds of work such as representatives from various levels within the medical center or from other operating offices in the immediate service. And/or the contacts are with members of the general public. Contacts are usually established on a routine basis at the employee's work place or over the telephone. Typical of these contacts are employees at approximately the same level of authority in shipping companies, vendor employees, sales representatives, and others at comparable levels.

**Factor 7, Purpose of Contacts**

The purpose of the contacts is to obtain, clarify, or exchange facts or information, regardless of the nature of those facts, which may range from easily understood to high technical. In addition, contacts may be to provide telephone information to customers.

**Factor 8, Physical Demands**

**FL 8-1 5 Points**

The work is primarily sedentary. However, there is some inventorying of supplies and equipment that may require the employee to stand, stoop, bend, and lift items that weigh up to 25 pounds.

**Factor 9, Work Environment**

**FL 9-1 5 Points**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, warehouse and stock areas. The office area is adequately lighted, heated, and ventilated. Work is performed in an office environment with visits to other areas of the medical center to resolve problems. The work is performed in various settings to include offices, warehouses, storage areas, and in other services or departments. The incumbent may be required to work in areas that are hot, cold, draft, and poorly lighted.

**TOTAL: 910 Points  
GS-05 (855-1100)**

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### **Other Significant Facts**

Uses MS Word or comparable word processing software to execute several office automation functions such as storing and retrieving electronic documents and files; inserting and deleting text, formatting letters, reports, and memoranda and transmitting and receiving e-mail.

Uses MS Excel or other comparable spreadsheet software to develop and change spreadsheets in order to graphically display data.

Uses Veterans Health information and Technology Architecture (VISTA) to access information in the medical center computer system.

### **ADP Security**

Protects printed anti 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 ((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.

### **Age Specific Competency**

Knowledge of age specific skills for adults (Age 18-64) and older adults (Age 65±). Involves customer in decision making and planning concerning his/her care. Adapts communication to suit customer and age group needs to ensure understanding. Provides appropriate assistance to unique age groups, as well as to family, friends, or others.

### **Customer Service**

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veteran; 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.

### **Fire and Safety**

Complies with all safety/fire prevention rules/regulations, using protective equipment when required and provided. Promptly reports all accidents and notifies supervisor of unsafe/unhealthful conditions in the workplace. Attends scheduled training sessions and participates in facility or service level safety promotions as directed by supervisor. Knows fire drill procedures and emergency plans for work area, including location of all emergency fire equipment. Understands the facility disaster and coordinates section disaster drills.

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**Environmental Safety**

The incumbent has basic knowledge to be able to identify unsafe or unsanitary conditions which may impose danger to self, customers, employees or property, and understands processes to follow through to abate and/or minimize the impending hazard. The incumbent has general knowledge and skills of the Green environmental Management system (GEMS), emergency procedures including fire response, Chemical Hygiene or Hazard communication (as appropriate), hazard recognition and reporting, infection control/blood-borne pathogen s/standard precautions, use and maintenance of personal protective equipment, equipment operations and maintenance, and other safety and sanitation standards appropriate to the work area.

POSITION EVALUATION STATEMENT FACTOR EVALUATION SYSTEM		NATURE OF PROPOSED ACTION New	POSITION NO. 667-5252-0		
CLASSIFICATION TITLE Supply Technician		SCHED. GS	SERIES 2005	GRADE 05	
ORGANIZATIONAL TITLE		NO. POSITIONS 1			
ORGANIZATION A&MM Service	SUBDIVISION Material Management Section	LOCATION Shreveport, LA			
EVALUATION FACTORS	POINTS ASSIGNED	STANDARD USED (Give Benchmark No., Factor Level No., Etc.)	COMMENTS		
1. KNOWLEDGE REQUIRED BY THE POSITION	350	FL 1-3	Knowledge of standardized supply regulations, policies, procedures, or other instructions relating to the specific functions assigned.		
2. SUPERVISORY CONTROLS	125	FL 2-2	Work is performed under technical guidance of a supervisor who issues general work assignments; supervisor assures that finished work and methods used are technically accurate.		
3. GUIDELINES	125	FL 3-2	Procedures for doing the work have been established; determines which of several established alternatives to use.		
4. COMPLEXITY	150	FL 4-3	Work involves unusually complicated or difficult technical duties involving one or more aspects of supply management or operations. Employee decides what needs to be done depending on the analysis of the subject, phase, or issues involved in each assignment.		
5. SCOPE AND EFFECT	75	FL 5-2	Work involves performance of specific, routine operations; work product or supply service is required to facilitate the work of others.		
6. PERSONAL CONTACTS	75	FL 2b	Employees, supervisors, and managers of the same agency, but outside of the immediate office.		
7. PURPOSE OF CONTACTS		6 & 7 Combined	Plan, coordinate, or advise.		
8. PHYSICAL DEMANDS	5	FL 8-1	Primarily sedentary.		
9. WORK ENVIRONMENT	5	FL 9-1	Typically works indoors.		
SUMMARY	TOTAL POINTS	910			
	GRADE CONVERSION	GS-05			
REMARKS (As appropriate, desk audit findings or other considerations not previously documented which affect final grade.)					
SEE ATTACHED:					
EVALUATED BY Lynden Saylor, <i>Lynden Saylor</i>		DATE 11/24/07			
TITLE AND/OR ORGANIZATIONAL LOCATION HR Specialist (Classification) V16/CCT, Houston, TX					
Replaces VA Form 3963a June 1997R					

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**POSITION EVALUATION**  
**Supply Technician**  
**GS-2005-05**

**Background:** PD #5252-0 for Supply Technician, GS-2006-05 was submitted for classification review and to be established as NEW.

**References:** OPM PCS for Supply Clerical and Technician Series, GS-2005, TS-115 May 1992.

**Series and Title Determination:** The incumbent of this position performs a variety of administrative tasks associated with maintaining and supporting the work performed. Processes incoming and outgoing materials such as correspondence, reports, and memoranda; performs a wide range of supply operations such as performing inventory management related duties including conducting inventories, materiel management reports, search of vendor catalogs or other data sources, etc. Reference standard includes positions involved in performing clerical or technical supply support work necessary to ensure the effective operation of ongoing supply activities. Requires knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures. Supply Technician is the title for all positions GS-5 and above. Based on the above, the appropriate title and series is Supply Technician, GS-2005.

**Grade Level Determination:** Reference above was used in evaluating this position on a factor-by-factor basis using the (FES) factor level descriptions contained in the guides. The appropriate grade for this position is GS-05.

**Classification Conclusion:** Based on the above, this position is properly classified as Supply Technician, GS-05.

**FLSA Determination:** The position does not meet the exemption criteria as defined in 5CFR, Part 551 and subsequent guidance and is therefore determined to be FLSA Non-Exempt.



**POSITION DESCRIPTION ADDENDUM**

**PURCHASE CARDHOLDER**

Name of Purchase Card Holder Eugene D Brackin

PD # 052520

Position Title: Supply Technician

Service: A & M MGT

Incumbent performs the duties of a Government-wide Purchase Card Program cardholder in support of their Service/Department/Product Service Line. The cardholder is required to complete all required training courses as directed by the Agency/Organization Program Coordinator (A/OPC). The incumbent is responsible for the proper use of the purchase card, being knowledgeable and complying with their assigned spending limitations. The incumbent complies with all Federal, VA, and local purchase card program regulations. Verifies funds availability prior to making purchases and ensures receipt of goods ordered. Safeguards the purchase card at all times. Complies with all purchase card program audits.

Eugene D. Brackin  
Cardholder's Signature

6-11-09  
Date

[Signature]  
Supervisor's Signature

6/11/09  
Date

**FY09 Mandated Performance Standards**  
**Purchase Card Holders and Approving Officials**  
**Addendum**

For Purchase Card holders only:

**Purchase Card**      Uses the purchase card for all purchases where the card is accepted and amounts are within their authorized spending limits.

Reconciles within 10 calendar days after the charge (payment) information is delivered locally to IFCAP, 75 percent of the time, and that 95 percent of the payments are matched within 17 days. If the payment is not reconcilable due to merchant's action (the charges are clearly erroneous or are against an incorrect card and cannot be corrected locally, etc.), the vendor must be contacted immediately. Every charge will be disputed or reconciled, as appropriate, before it is 30 days old. Ensures that all pending reconciliations are completed prior to taking leave or leaving the service.

Purchase card holders shall, to the maximum extent reasonable, locate and use contractors that are socio-economically disadvantaged, to include increasing opportunities for veteran/disabled veteran owned businesses to meet the VA's socio-economic goals. Meeting the VA's socio-economic goals is an important shared responsibility of all personnel involved, from the Medical Center Director down to the end-users, in the acquisition process across the medical center.

Conducts required market research to initiate the procurement action utilizing the businesses targeted by the socioeconomic goal categories with special emphasis on service-disabled veteran-owned small business, and veteran-owned small business, but also includes other small businesses, small disadvantaged businesses, 8(a) businesses, woman-owned small businesses, and HUB-Zone businesses. Documents the procurement action on why one of the socioeconomic categories was not utilized if the business selected is not in one of the aforementioned socioeconomic categories.

No more than two instances per rating period of noncompliance with the above standards are allowable to be considered fully successful.

For Purchase Card Approving Officials Only:

**Purchase Card** Ensures that purchase cardholders reconcile within 10 calendar days after the charge (payment) information is delivered locally to IFCAP, 75 percent of the time, and that 95 percent of the payments are matched within 17 days. If the payment is not reconcilable due to merchant's action (the charges are clearly erroneous or are against an incorrect card and cannot be corrected locally, etc.), the vendor must be contacted immediately. Every charge will be disputed or reconciled, as appropriate, before it is 30 days old. Ensures that all pending reconciliations are completed prior to the cardholder taking leave or leaving the service.

Ensures that purchase cardholder reconciliations are approved within 14 calendar days of receipt from cardholder.

Ensures that required market research to initiate the procurement action utilizing the businesses targeted by the socioeconomic goal categories with special emphasis on service-disabled veteran-owned small business, and veteran-owned small business, but also includes other small businesses, small disadvantaged businesses, 8(a) businesses, woman-owned small businesses, and HUB-Zone businesses is completed by the cardholder. Ensures that the cardholder documents the procurement action on why one of the socioeconomic categories was not utilized if the business selected is not in one of the aforementioned socioeconomic categories.

No more than two instances per rating period of noncompliance with the above standards are allowable to be considered fully successful.