

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. AGENCY POSITION NO.

4622

6. OPM CERTIFICATION NO.

REASON FOR SUBMISSION
 REDESCRIPTION NEW
 REESTABLISHMENT OTHER
 EXPLANATION (Show any positions replaced)

3. SERVICE
 HDQTRS. FIELD

4. EMPLOYING OFFICE LOCATION
 Phoenix, AZ

5. DUTY STATION
 VA Medical Center

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 - NON-CRITICAL SENSITIVE 4 - SPECIAL SENSITIVE

13. COMPETITIVE LEVEL CO

14. AGENCY USE

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	Inventory Management Specialist	GS	2010	11	GR	3/9/09
D. FIRST LEVEL REVIEW	Logistics Management Specialist	GS	2010	11	GR	3/9/09
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE	Logistics Management Specialist	GS	2010	11		

16. ORGANIZATIONAL TITLE OF POSITION (if different from official title)

17. NAME OF EMPLOYEE (if vacant, specify)

18. DEPARTMENT, AGENCY, OR ESTABLISHMENT
 Department of Veteran's Affairs

C. THIRD SUBDIVISION
 Resources Finance Management Services

A. FIRST SUBDIVISION
 VETERANS HEALTH ADMINISTRATION

D. FOURTH SUBDIVISION

B. SECOND SUBDIVISION
 PHOENIX VA HEALTHCARE SYSTEM

E. FIFTH SUBDIVISION

9. 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

B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER (optional)

SIGNATURE

DATE

SIGNATURE

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.

22. POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRAADING POSITION
 OPM Planets for Inventory Management, GS-2010, TS-117 Jul 1992; OPM GEG for Supply Positions, TS-117 July 1992

TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION

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.

SIGNATURE

DATE

23. POSITION REVIEW	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
A. EMPLOYEE (optional)								
B. SUPERVISOR								
C. CLASSIFIER								

24. REMARKS

Full performance position

Intern

25. DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES (See Attached)

POSITION DESCRIPTION
Inventory Management Specialist, GS-2010-11

INTRODUCTION

This position serves as a key logistics management specialist (technical specialist) in the Acquisition & Material Management (A&MM) organization, either within a medical center or on the Network Chief Logistics Officer's (CLO) staff. The position serves as a focal point for logistics management policies, procedures, directives and processes dealing with the following: Materials/supplies inventory (e.g., expendable inventory), capital equipment/personal property (e.g., non-expendable inventory), acquisition & purchasing, and sterile/supply processing and distribution (SPD). It also supports oversight for internal control processes and systems, conducts oversight and compliance reviews of the aforementioned logistics operations, deploys and monitors performance measures, and interfaces with fiscal/budget personnel for all inventory and purchasing activities. The incumbent supports leadership in the following areas: Planning and reviewing of all network inventory processes, functions and related systems; conducting effectiveness/efficiency reviews (including six-sigma and lean management evaluations); compiling and analyzing performance measures; and implementing process improvements based upon supply chain benchmarks and standardization initiatives from VHACO and the Network Office.

MAJOR DUTIES

Forecasts and Computes Quantitative Levels **20 percent**

Evaluates requirements for inventory items (including materials/supplies and capital equipment/assets). Uses broad knowledge of complex supply relationships to analyze the effectiveness of various options proposed to provide supply support for critical and complex agency missions, for both expendable materials/supplies and capital equipment within the inventory program. Researches opportunities for and conducts analysis of potential cost savings, efficiencies, and process improvements using quantitative analysis and historical usage patterns. Utilizes performance measures to assist in forecasting and quantitative analysis.

Acquisition Support **20 percent**

Prepares recommendations for procurement of capital equipment and materials/supplies. Participates in provisioning conferences to establish inventory controls for new equipment or classes of material that are very difficult to manage. Develops and supports development of acquisition strategies and standardization initiatives to acquire and purchase high-tech, high-cost capital equipment and major classes of materials/supplies. Supports contracting officers in developing acquisition and advance procurement plans, displaying familiarity with contracting laws and regulations and with industry practices. Executes purchases in accordance with limits of warrant (generally a basic warrant below \$100,000).

Budget Input **20 percent**

Analyzes stock level and usage schedules, performance management data and purchasing history, and fund control point usage history to determine funds required and execution of

budget plans for assigned inventory. Supports preparation of long-range forecasts for stock funds necessary to support new categories of material. Prepares analyses for various options on supply program strategies for managerial decision making, including related analysis in support of capital equipment acquisitions. Analyzes, coordinates and controls management of assigned items of material. Supports or leads integrated teams to conduct physical inventories. Interfaces with budget/fiscal staff in managing and controlling fiscal interfaces with inventory and capital asset management.

Requisitioning

20 percent

Interrogates various databases to obtain adequate and pertinent data on which to base decisions on item descriptions and end item applications. Uses knowledge of a broad range of supply program relationships to plan network inventory management functions. Consolidates input from lower organization levels, adjusting for unique environments within the network, and tailoring requirement levels to meet business objectives. Conducts process analysis of purchasing/requisitioning activities using six-sigma and lean management techniques to streamline operations and improve efficiency and customer satisfaction.

Return and Reutilization

20 percent

Implements federal and agency program for return and reutilization of equipment. Manages agency program for equipment disposal and reutilization. Provides guidance to field activities. Assures that agency meets federal regulations and cost saving objectives. Evaluates network-wide facilities and equipment to optimize returns, reutilization and disposal of excess equipment. Conducts trade-off analysis of disposal process to optimize efficiency throughout the network. Performs oversight and compliance reviews to ensure proper functioning of the program.

Performs other related duties as assigned.

Factor 1-7 Knowledge Required by the Position

1250 Points

The position requires: Knowledge of a broad range of supply program relationships or significant expertise and depth in logistics management operations (including materials/supplies and capital equipment/personal property); knowledge of specialized methods and techniques to analyze and evaluate the effectiveness and efficiency of inventory management programs and/or operations, including familiarity with industry best practices; and the ability to resolve issues and controlling actions in an inventory management function for multiple categories of materials. The position also requires the ability to: Analyze and resolve difficult logistics management issues and problems for both expendable materials/supplies and non-expendable equipment; interpret policy direction for specific operating requirements; develop guidance for applying supply policy, procedures, techniques, equipment, and methods; and respond to problems or questions associated with inventory management involving implementation of inventory management guidelines. In addition, the position requires familiarity with following: Acquisition policies, procedures and regulations necessary to develop acquisition strategies, prepare long-range acquisition plans, and interface professionally with contracting personnel; evaluation and analysis techniques (such as six-sigma and lean management) to identify and implement process improvement and efficiency improvement programs for inventory management; supply chain management principles and practices to evaluate inventory management activities; and internal control procedures to ensure compliance with existing regulations, policies, directives and procedures.

Factor 2-4 Supervisory Controls**450 Points**

Supervisor sets the overall objectives and decides on the resources available. The employee consults with the supervisor in determining which projects to initiate, develops plans (including defining the objectives, identifying key stakeholders, preparing milestones, and tracking and monitoring performance), and works with identified staff in carrying out the assignment. The employee is responsible for planning and carrying out the work, resolving most of the conflicts that arise, integrating and coordinating the work of others (both at the network and facility levels), and interpreting policy in terms of established logistics management objectives. Finished work is reviewed from an overall standpoint in terms of feasibility, compatibility with other logistics management program requirements, or effectiveness in meeting business objectives.

Factor 3-3 Guidelines**275 Points**

Guidelines available in the form of agency policies and implementing directives, manuals, handbooks, supply regulations, and locally developed supplements to such guides. The guidelines are not always applicable to specific inventory management conditions and the employee uses judgment in interpreting, adapting, and applying guidelines. Employee independently resolves gaps, analyzes applicability to specific inventory management circumstances, and proposes changes designed to improve the effectiveness of inventory management.

Factor 4-4 Complexity**225 Points**

The work consists of duties that cover many different and unrelated processes and methods in well established areas of logistics management planning and administration. Requirements to follow established logistics management policies, practices, procedures, and techniques may have to be varied for a number of locations or situations to assure compatibility with existing inventory and purchasing management systems. The work also consists of interfacing with other organizations (both within the network and external to it) that work closely with acquisition and material management (including fiscal, facilities management, and clinical using services). It also includes interfacing with suppliers and contractors.

Factor 5-3 Scope and Effect**150 Points**

The work involves evaluating a variety of logistics management problems, questions, or conditions; outline key issues to be discussed before alteration of existing inventory and purchasing management systems, processes and procedures; or establishing criteria in assigned areas of specialization. The work products or services may affect local inventory management systems and data as well as maintenance in a wide range of activities within the organization and potentially customers and stakeholders.

Factor 6-3 Personal Contacts**60 Points**

Personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting. Typically contacts are with logistics personnel (inventory specialist, supply technicians, equipment specialists, etc.), managers within the network (as well as from outside of the network and from other agencies), vendors, internal customers, or technical level representatives and may include contacts with the head of the contracting activity and senior functional managers within the medical centers.

Factor 7-2 Purpose of Contacts**50 Points**

The purpose of the contacts is to plan, coordinate work, or advise on efforts to resolve logistics operating problems by motivating individuals or groups who are working toward mutual goals.

Factor 8-1 Physical Demands**5 Points**

The work is sedentary. Typically the employee sits at a desk or table with some walking and standing. Items carried typically are light objects and lifting of moderately heavy objects is not normally required.

Factor 9-1 Work Environment**5 Points**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, and private or commercial vehicles. The work area is adequately lighted, heated, and ventilated.

Other Significant Factors**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 CLASSIFICATION EVALUATION STATEMENT

Recommended Classification: Inventory Management Specialist, GS-2010

Organizational Location: Resources and Finance Management Services

REFERENCES:

1. OPM Position Classification Flysheet for Inventory Management Series, GS-2010 TS-117 July 1992
2. OPM Grade Evaluation Guide for Supply Positions, TS-117 July 1992

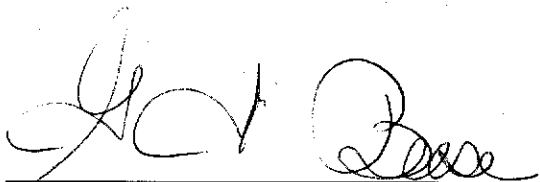
BACKGROUND: This position has been identified and approved to be an Inventory Management Specialist, GS-2010 position located in Resources and Finance Management Services.

DETERMINATION OF SERIES AND TITLE: The duties and responsibilities of this position have been determined to fall within the GS-2010 occupational series. The appropriate title and series of this position is Inventory Management Specialist, GS-2010

GRADE DETERMINATION: The grade determination made for this position has been determine to be GS-11

Evaluation Factors	Points	Level
1. Knowledge Required by the Position	1250	1-7
2. Supervisory Controls	450	2-4
3. Guidelines	275	3-3
4. Complexity	225	4-4
5. Scope and Effect	150	5-3
6. Personal Contacts	110	3b
7. Purpose of Contacts		
8. Physical Demands	5	8-1
9. Work Environment	5	9-1
Total Points	2470	
Grade Conversion (Range 2355-2750)	GS-11	

CONCLUSION: The position is classified as Inventory Management Specialist, GS-2010-11. This is the full performance position.



GREGORY I. REESE
HR Specialist (Classification/Compensation)

March 09, 2009



STATION NUMBER/ORGANIZATION

544/Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

Inventory Management Specialist,
GS-2010-09

POSITION DESCRIPTION
NUMBER (PD #)

4623

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

B. SCOPE OF OPERATIONS:

- WORLDWIDE
- GOVERNMENTWIDE
- MULTI-AGENCY
- AGENCY

C. PROGRAM RISK LEVEL

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

STEP 2 - POSITION RISK POINTS

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

STEP 3 - POSITION SENSITIVITY LEVEL

National Security Classified Information

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	3
2.	Fiduciary Responsibility	1
3.	Importance to Program	3
4.	Program Authority	1
5.	Supervision Received	3
6.	Total Risk Points (Sum of Lines 1-5) ▶	11

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL

SPECIAL SENSITIVE CRITICAL SENSITIVE

NON-CRITICAL SENSITIVE NONSENSITIVE

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

CONCUR WITH RISK LEVEL (See STEP 2)

INCREASE RISK LEVEL TO: MODERATE RISK HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS

- HIGH RISK
- MODERATE RISK
- LOW RISK/NONSENSITIVE

JUSTIFICATION

SIGNATURE OF INFORMATION SECURITY OFFICER

DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level:

NO ADJUSTMENT

INCREASE RISK LEVEL TO:

- MODERATE RISK
- HIGH RISK

Sensitivity Level:

NO ADJUSTMENT

INCREASE SENSITIVITY LEVEL TO:

- NONCRITICAL SENSITIVE
- CRITICAL SENSITIVE
- SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL

- HIGH RISK
- MODERATE RISK
- LOW RISK

FINAL SENSITIVITY LEVEL DESIGNATION

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

GREGORY I. REESE, HR SPECIALIST (CLASS/COMP)

DATE (MM/DD/YYYY)

03/09/2009



POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION

544/Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

Inventory Management Specialist,
GS-2010-11

POSITION DESCRIPTION
NUMBER (PD #)

4622

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

B. SCOPE OF OPERATIONS:

- WORLDWIDE
- GOVERNMENTWIDE
- MULTI-AGENCY
- AGENCY

C. PROGRAM RISK LEVEL

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

STEP 2 - POSITION RISK POINTS

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

STEP 3 - POSITION SENSITIVITY LEVEL

National Security Classified Information

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	3
2.	Fiduciary Responsibility	1
3.	Importance to Program	3
4.	Program Authority	1
5.	Supervision Received	3
6.	Total Risk Points (Sum of Lines 1-5) ▶	11

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL

- SPECIAL SENSITIVE
- NON-CRITICAL SENSITIVE
- CRITICAL SENSITIVE
- NONSENSITIVE

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

- CONCUR WITH RISK LEVEL (See STEP 2)
- INCREASE RISK LEVEL TO:
 - MODERATE RISK
 - HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS

- HIGH RISK
- MODERATE RISK
- LOW RISK/NONSENSITIVE

JUSTIFICATION

SIGNATURE OF INFORMATION SECURITY OFFICER

DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level:

- NO ADJUSTMENT
- INCREASE RISK LEVEL TO:
 - MODERATE RISK
 - HIGH RISK

Sensitivity Level:

- NO ADJUSTMENT
- INCREASE SENSITIVITY LEVEL TO:
 - NONCRITICAL SENSITIVE
 - CRITICAL SENSITIVE
 - SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL

- HIGH RISK
- MODERATE RISK
- LOW RISK

FINAL SENSITIVITY LEVEL DESIGNATION

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

DATE (MM/DD/YYYY)

GREGORY I. REESE, HR SPECIALIST (CLASS/COMP)

03/09/2009