

**BENCHMARK JOB DESCRIPTION
STOCK CONTROL SPECIALIST
GENERAL SUPPLY SPECIALIST, GS-2001-11**

MAJOR DUTIES

Serves as the Stock Control Specialist in Logistics Management with responsibility for planning, coordinating and directing a combination of supply functions including: inventory management; distribution facilities and storage management; and reparable management. Duties include providing supply support to the district and all field sites. Serves as the district's Accountable Officer for on-hand stock.

1. Coordinates the accomplishment of inventory management activities concerned with supply management to assure adequate supply posture in consideration of past and anticipated demand or consumption, stock rotation and other factors; initiating replenishment requisitions to supply sources; planning for and determining current and future supply requirements to meet customer needs and to comply with established regulations. Assures maintenance of automated stock control records. Disposes of excess supplies or property in accordance with regulatory guidance including State Donation Program and other local agencies. Formulates and analyzes scheduled materiel requirements. Forecasts needs to determine categories and quantities of supply, as well as funds required. Provides guidance in solving problems referred, such as expediting acquisition of supplies to meet unanticipated demands. Coordinates with other supply points as necessary to effect transfer of supplies urgently needed. Maintains continuous liaison with others in attainment of program objectives. Meets with representatives of customer field activities, divisions, directorates, and staff offices concerning policies and procedures to attain maximum supply control and to discuss and resolve major supply problems.

_____ %

2. Performs a variety of duties concerning the district's storage and distribution system.

a. Studies, evaluates and revises existing methods and procedures for receiving, inspecting, identifying, segregating, warehousing, re-warehousing, bin replenishment and issuing supplies. Develops and implements standard operating procedures pertaining to the daily operation of the storage facility. Periodically reviews documents, computer printouts, stock record activities, reports of surveys, etc., to assure procedures are consistent with current command policy, regulatory guidance, and special instructions. Plans and establishes short and long range warehousing layout and storage space utilization plans. Develops internal reporting requirements designed to evaluate progress and detect potential problems. Monitors and conducts training for remote input-output devices and other ADP equipment.

b. Reviews new or revised regulatory or directive material as pertains to the supply functions to determine scope and effect of impact on current operations. Develops new or revised procedures to implement or supplement operating policies and plans. Makes recommendations to immediate

supervisor on major matters, and places approved procedures into effect upon concurrence.

c. As the designated Contracting Officer's Representative over the logistics storage facility contract, assures overall functions are performed in accordance with the contract. Monitors contractors to ensure compliance with OSHA safety standards and regulations governing facilities and the handling and storage of hazardous materials. Initiates amendments to contracts when required and develops specifications for new contracts prior to expiration. Prepares monthly safety reports and documents for progress payments. Coordinates with the property administrator to ensure the contractor is complying with the Property Control System covering government furnished property. _____%

3. Responsible for reparable management over parts supporting district operations. Develops authorized stock limitations, initiates maintenance, ensures proper storage and disposition, etc. Parts include a wide variety of specialized components, parts and end items of high unit value requiring a unique degree of care in handling, storing and maintenance. Develops and analyzes management reports to ensure effectiveness of this operation. _____%

Performs other duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Level 1-7 1250 pts

- Knowledge of a broad range of supply program relationships. Assignments require knowledge of specialized methods and techniques to analyze and evaluate the effectiveness and efficiency of supply programs.

- Knowledge of highly complex technical equipment, components and assemblies is required. Types of equipment may include dredging, scientific testing, construction, computers and peripheral equipment, and engineering systems.

- Ability to develop and recommend new or revised local directives, policies and implementing instructions relating to stock control issues.

- Knowledge and ability to monitor usage transactions, and to track the procurement, storage and disposition of equipment and property.

FACTOR 2, SUPERVISORY CONTROLS

Level 2-4 450 pts

Employee receives general supervision from the immediate supervisor who initially outlines general policy, program objectives and assigns overall responsibility for accomplishment of the assigned supply functions. Incumbent is expected to work independently in planning and carrying out assigned functions, referring only matters of a policy nature to the supervisor. Performance is evaluated in terms of attainment of objectives, soundness of judgment, and for compliance with policy and regulatory requirements.

FACTOR 3, GUIDELINES

Level 3-3 275 pts

Guidelines available include applicable federal, Army, and USACE regulations and procedures. The employee uses judgment in applying guidelines, modifying, adapting, and making adjustments to satisfy requirements of the work. The incumbent exercises judgment in applying standard supply practices to new situations.

FACTOR 4, COMPLEXITY

Level 4-4 225 pts

Incumbent performs duties consisting of a variety of supply functions involving unrelated processes and methods. Work requires analysis and testing of a variety of established procedures and techniques. Duties require evaluation of situations complicated by contradictory requirements which must be analyzed to determine the applicability of established methods. A wide diversity of data must be appraised in the process of drafting overall recommendations. Consideration must be given to conceivable future changes that would impact meeting routine and emergency situations.

FACTOR 5, SCOPE AND EFFECT

Level 5-3 150 pts

Work involves resolving a variety of conventional supply problems. The employee's work products affect the efficiency of general as well as supply operations. The incumbent is accountable for integrating the stock control program to fully meet traditional and unique activities. The effect of the work is primarily local in nature.

**FACTOR 6, PERSONAL CONTACTS AND
FACTOR 7, PURPOSE OF CONTACTS**

Level 2b 75 pts

Contacts are with employees, supervisors and managers outside the immediate office, with employees serving in similar positions at higher headquarters or occasionally with representatives of private concerns in a moderately structured setting. The purpose of the contacts is to plan, coordinate work, or advise on efforts to resolve stock control problems. This is accomplished by influencing individuals contacted toward a common goal and who are generally cooperative.

FACTOR 8, PHYSICAL DEMANDS

Level 8-1 5 pts

Position is primarily sedentary in nature and performed in a typically office setting with no unusual physical demands. Field storage facility visits and performing physical inventories subject the incumbent to walking, climbing, bending, and stooping.

FACTOR 9, WORK ENVIRONMENT

Level 9-1 5 pts

Work is primarily performed in an office setting. Employee occasionally wears required safety

equipment such as hard-hats and safety shoes when working in a storage facility.

**EVALUATION STATEMENT
STOCK CONTROL SPECIALIST
GENERAL SUPPLY SPECIALIST, GS-2001-11**

1. REFERENCES:

- a. OPM PCS, Supply Program Management Series, GS-2003, Jul 92
- b. OPM PCS, General Supply Series, GS-2001, Jul 92
- c. OPM PCS, Grade-Evaluation Guide for Supply Positions, Jul 92

2. SERIES AND TITLE DETERMINATION:

Subject position has responsibility for planning, coordinating, and directing a combination of supply functions including inventory management, distribution facilities and storage management, and repairable management. The paramount reason for the existence of this position is to manage stock control operations for districts with large quantities of parts or other stockage needed to meet mission requirements.

The Supply Program Management Series includes positions that involve: (1) management, direction, or administration of a supply program that includes a mixture of technical supply functions; or (2) staff managerial, or administrative work primarily concerned with analyzing, developing, evaluating, or promoting improvements in the policies, plans, methods, procedures, systems, or techniques of a supply program. Positions in this series are concerned with the overall management, or staff work related to overall management of a supply program encompassing two or more of the technical supply activities included in the GS-2000 Group. The technical supply areas are Inventory Management, Distribution Facilities and Storage Management, Packaging, and Cataloging. Subject position does not meet the criteria for the GS-2003 series as it is not responsible for a supply program.

This position performs supply work covered by two or more two-grade interval series in the Supply Group when no other series is appropriate for the paramount knowledge and abilities required for the position. Position is most appropriately placed in the General Supply Series, GS-2001, and titled General Supply Specialist.

3. GRADE DETERMINATION:

In accordance with the grading guidance for the GS-2001 standard, the Grade-Evaluation Guide for Supply Positions is used for grade determination.

Factor 1, Knowledge Required by the Position

Level 1-7

1250 pts

Factor 2, Supervisory Controls	Level 2-4	450 pts
Factor 3, Guidelines	Level 3-3	275 pts
Factor 4, Complexity	Level 4-4	225 pts
Factor 5, Scope and Effect	Level 5-3	150 pts
Factors 6&7, Personal Contacts and Purpose of Contacts	Level 2b	75 pts
Factor 8, Physical Demands	Level 8-1	5 pts
Factor 9, Work Environment	Level 9-1	<u>5 pts</u>
	TOTAL POINTS	2435 pts

A total point value of 2435 falls in the point range of 2355-2750 for the GS-11 level.

4. FINAL DETERMINATION: General Supply Specialist, GS-2001-11