

## SENIOR INVENTORY CONTROL ANALYST

### DEFINITION

Supervises staff performing duties related to distribution and warehouse inventory monitoring, specification updating, stock replenishment analysis, and training of subordinate staff.

### TYPICAL DUTIES

Supervises a team that typically performs the following duties:

- Monitoring distribution and warehouse inventory and analyzing stock replenishment needs.
- Receiving and inputting stock and non-stock orders into a database; and processing and modifying requisitions, purchase orders for goods, furniture, equipment, books, and general and professional services such as conference attendances and rental of facilities.
- Providing technical and customer service support to schools and offices by answering questions related to P-card purchases and reconciliations, procurement, warehousing and distribution, vendor payments, delivery shortages, contracts, facilities, requisition of goods and services, and processing of various types of orders.
- Uses databases to retrieve, generate, and analyze data related to inventory management, stock replenishment, procurement, contracts, distribution, food order, requisition conversations, bid purchase-order issuances, accuracy and timeliness of transactions, and receipt of materials.
- Reviews and revises specifications for supplies, materials, and equipment to determine critical needs and requirements of the unit.
- Analyzes requisitions and exception reports to determine economical order quantities and order points for a large variety of stock items.
- Monitors and reviews inventory turnover to determine if items should be discontinued or deliveries should be scheduled more frequently.
- Maintains and updates inventory and online catalog databases.
- Contacts contracted vendors to resolve delivery issues and ensure timely deliveries.
- Assists schools and offices by providing technical support and answering procurement related questions.
- Provides training to lower level staff in performing various inventory management, procurement, contracts, food order, and warehouse and distribution related processes and procedures.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Inventory Control Analyst supervises a team responsible for distribution and warehouse inventory monitoring, specification updating, stock replenishment analysis, and training of subordinate staff.

The Senior Procurement Customer Service Supervisor supervises the activities of staff and coordinates functions relative to the Shopping Cart Support Center of the Materiel Management Branch.

An Inventory Control Analyst performs specialized duties related to warehouse inventory control and stock replenishment analysis, corrects computer-generated reports, and applies independent judgment to establish and maintain optimum stock levels.

## SUPERVISION

General direction is received from the Senior Procurement Customer Service Supervisor. Supervision is exercised over lower-level technical and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Basic procurement procedures and terminology regarding purchase orders, requisitions, contracts, and delivery order issues
- Procedures regarding distribution, warehousing, inventory management, food order, barter exchanges, and surplus property (salvage)
- General specifications terminology
- Filing and other information-storage systems
- Elementary statistics and mathematical procedures
- Basic data processing terminology, applications, and input/output analysis
- Computer software applications i.e., Microsoft Word, Excel, Outlook, PowerPoint, and basic word processing software
- District applications i.e., Integrated Financial System (IFS), SAP, CMS

### Ability to:

- Efficiently train, evaluate, and supervise staff
- Learn and apply rules, procedures, and variable formulas to inventory management
- Determine the most appropriate method of collecting, analyzing, and correcting data
- Make a wide variety of calculations and projections
- Communicate tactfully and effectively with District personnel and the public
- Operate standard office equipment including personal computers and related District applications
- Work independently with minimal supervision

## ENTRANCE QUALIFICATIONS

### Education:

An associate's degree from a recognized college or university in business administration or a related field. Additional qualifying experience may substitute the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

Three years of experience in collecting and analyzing data as it applies to inventory management, procurement, warehousing and distribution, and specification preparation.

Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class  
04-24-13  
JPK

Reviewed  
03-16-21  
JPK