

**POSTING IS REQUIRED**

**Classification Notice No. 1374**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: November 14, 2012  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title of Stock Clerk to Stockkeeper I (609-J), changing the title and pay grade of Stockkeeper (615-J) to Stockkeeper II (614-J) and adding Stockkeeper III (616-J).**

The Public Works Fleet Maintenance Division requested that CSA conduct a study of stockroom positions. The results of the study support the creation of a Stockkeeper Series that parallels the recommendations of a Lean Process Review conducted by Laird Consulting. The new Stockkeeper Series will be used in departments/agencies across the City.

**REVISED CLASS SPECIFICATIONS INCLUDING  
TITLE CHANGES**

<b><u>Job Code:</u></b>	<b><u>Current Title:</u></b>	<b><u>Proposed Title:</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CJ2598	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
EJ2599	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
LJ2600	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
UJ2601	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)

**REVISED CLASS SPECIFICATION INCLUDING  
TITLE & PAY GRADE CHANGE**

<b><u>Job Code:</u></b>	<b><u>Current Title:</u></b>	<b><u>Proposed Title:</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>
CJ2602	Stockkeeper	Stockkeeper II	615-J (\$36,958-\$53,919)

**Proposed Pay Grade & Range**

614-J (\$35,353-\$51,581)

**NEW CLASS**

<b><u>Job Code:</u></b>	<b><u>Title:</u></b>	<b><u>Pay Grade &amp; Range:</u></b>
CJ2605	Stockkeeper III	616-J (\$38,636-\$56,381)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

**Public Notice of Changes:**

The scheduled time for the public hearing is **Thursday December 6, 2012 5:00 p.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday, November 28, 2012**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Frances Trujillo [frances.trujillo@denvergov.org](mailto:frances.trujillo@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday, December 4, 2012**.

**TITLE CHANGE**

<u>Job Code:</u>	<u>Current Title:</u>	<u>Proposed Title:</u>	<u>Pay Grade:</u>
CJ2598	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
EJ2599	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
LJ2600	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)
UJ2601	Stock Clerk	Stockkeeper I	609-J (\$28,290-\$41,298)

<u>Classification Title:</u>	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Stockkeeper I	3 – None/Incidental	6 – Office/Clerical	H – Heavy Physical	Non-exempt

**TITLE AND PAY GRADE CHANGE**

<u>Job Code:</u>	<u>Current Title:</u>	<u>Current Pay Grade:</u>	<u>Proposed Title:</u>	<u>Proposed Pay Grade:</u>
CJ2602	Stockkeeper	615-J (\$36,958-\$53,919)	Stockkeeper II	614-J (\$35,353-\$51,581)

<u>Classification Title:</u>	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Stockkeeper II	3 – None/Incidental	6 – Office/Clerical	H – Heavy Physical	Non-exempt

**NEW CLASS**

<u>Job Code:</u>	<u>Proposed Title:</u>	<u>Proposed Pay Grade:</u>
CJ2605	Stockkeeper III	616-J (\$38,636-\$56,381)

<u>Classification Title:</u>	<u>Supervisory Level:</u>	<u>EEO Code:</u>	<u>Medical Group:</u>	<u>FLSA:</u>
Stockkeeper III	3 – None/Incidental	6 – Office/Clerical	H – Heavy Physical	Non-exempt

**Synopsis:**

The Public Works Fleet Maintenance Division requested that CSA conduct a study of stockroom positions. The results of the study support the creation of a Stockkeeper Series that parallels the recommendations of a Lean Process Review conducted by Laird Consulting. The new Stockkeeper Series will be used in departments/agencies across the City. Listed below is the general statement of duties for each class:

Stockkeeper I: Performs entry-level stockroom duties, which includes the transporting and delivering of supplies, receiving shipments, stocking items, and assisting with the issuance of a variety of supplies, materials, parts, and equipment.

Stockkeeper II: Performs intermediate-level stockroom duties, which includes receiving and issuing stock items, and maintaining inventory control systems for a variety of supplies, materials, parts, and equipment.

Stockkeeper III: Performs full performance level stockroom duties, which includes purchasing, contacting vendors, researching orders, and maintaining inventory control systems for a variety of supplies, materials, parts, and equipment.

**Pay Rationale:**

**Stockkeeper I:**

No market data was found to determine the appropriate pay grade for the Stockkeeper I. As a result, an internal relationship of plus one pay grade to the Senior Transportation Worker is recommended. Both classifications perform similar duties in that they are maintaining stock or inventory. To add, both classifications require similar levels of education and experience. Based on this comparison, it is recommended to leave the Stockkeeper I at pay grade 609-J (\$28,290-\$41,298).

**Stockkeeper II:**

Market data from Mountain States Employers Council was used to determine the appropriate pay grade for the Stockkeeper II. The average actual rate of pay for the benchmark, Materials Handler III, is \$44,616, which corresponds to the midpoint of the pay grade 614-J (\$35,353-\$51,581), which is \$43,467. This provides a percent difference of -2.58%.

**Stockkeeper III:**

Market data from Mountain States Employers Council was used to determine the appropriate pay grade for the Stockkeeper III. The average actual rate of pay for the benchmark, Materials Handler IV, is \$47,778, which corresponds to the midpoint of the pay grade 616-J (\$38,636-\$56,381), which is \$47,509. This provides a percent difference of -0.56%.

**Employee Impact:**

There is no employee impact. When appropriate, departments will reallocate or promote employees into the Stockkeeper III classification.

**Budget Impact:**

None – The incumbents will move pay-to-pay within the new series.

**Organizational Data:**

The Stockkeeper Series will report to the Stockroom Supervisor, or their current designation.

**Effective Date:**

CSR Section 7-37 A - If it is determined, as a result of an audit or a maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting reallocations shall be the beginning of the first work week following approval by the Board.



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### Stockkeeper I

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs entry-level stockroom duties, which includes the transporting and delivering of supplies, receiving shipments, stocking items, and assisting with the issuance of a variety of supplies, materials, parts, and equipment.

#### **DISTINGUISHING CHARACTERISTICS**

The Stockkeeper I is distinguished from Stockkeeper II who primarily issues stock and maintains an inventory control system for a variety of supplies, materials, parts, and equipment.

#### ***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

#### ***Level of Supervision Exercised:***

No supervisory responsibilities.

## ESSENTIAL DUTIES

Picks up orders from vendors and distributors and makes deliveries to central warehouse or location of repair.

Ensures that shipping paperwork and invoices are accurate and correct and in alignment with stock items.

Receives, unpacks, inspects and verifies quality and quantity of supplies against packing list or invoice.

Transfers shipments to stockroom for appropriate storage within bins or shelf areas, and labels items for correct identification for storage and retrieval.

Assist with inventory control and physical count of stock items.

Cleans and maintains orderliness of warehouse and storage areas.

Maintains and ensures the security of the stockroom and warehouse.

Performs pre-trip inspection of vehicle to ensure vehicle is in proper working order.

By position, operates a forklift for movement and storage of stock items.

By position, works the front counter for the distribution of stock items and processes associated invoices and paperwork.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## MINIMUM QUALIFICATIONS

### ***Competencies (Knowledge, Skills, & Abilities):***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization and displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Customer Service** – Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or other outside organizations) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

**Conscientiousness** – Displays a high level of effort and commitment toward performing work; demonstrates responsible behavior.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to

people from varied backgrounds and different situations; is sensitive to cultural diversity, race gender, disabilities, and other individual differences.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Self-Esteem** – Believes in own self-worth, maintains a positive view of self, and displays a professional image.

**Flexibility** – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

**Self-Management** – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Memory** – Recalls information that has been presented previously.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

**Oral Communication** – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Arithmetic** – Performs computations such as additions, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Writing** – Recognizes or uses correct English grammar, punctuation and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Reasoning** – Discovers or selects rules, principles, or relationships between facts and other information.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of shipping and receiving processes sufficient to be able to monitor received and missing items.

Knowledge of cleaning methods, materials, tools, and equipment sufficient to be able to effectively clean city facilities.

Skill in understanding and following oral, illustrated, written, or demonstrated instructions.

Skill in using equipment needed to transport materials within a warehouse.

Skill in comparing and copying words and numbers accurately, sorting data from a variety of sources and arranging them in sequential or logical order.

Skill in using computers.

Skill in using a forklift.

***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Stooping: bending the body by bending spine at the waist.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with apart of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object weighing 50 pounds or more.

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Subject to many interruptions.

***Education Requirement:***

Graduation from high school, or possession of a GED Certificate.

***Experience Requirement:***

None

***Education/Experience Equivalency:***

None



***Licensure and/or Certification:***

By position, requires possession of a valid Colorado Class R Driver's License at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** xx/xx/2012

***REVISED BY:*** John Hoffman

***CLASS HISTORY:*** xx/2012: The Stock Clerk is being revised as part of a study of Stockkeepers, were the Stock Clerk will be re-titled as a Stockkeeper I (entry level class) in a three class series.

01/16/2006: Class was reviewed as part of an annual maintenance study. Duties were updated and placed into the new class specification format.



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### Stockkeeper II

#### **\*GENERAL STATEMENT OF CLASS DUTIES**

Performs intermediate-level stockroom duties, which includes receiving and issuing stock items, and maintaining inventory control systems for a variety of supplies, materials, parts, and equipment.

#### **DISTINGUISHING CHARACTERISTICS**

The Stockkeeper II is distinguished from Stockkeeper III who is responsible for researching and coordinating purchases with vendors, and is distinguished from the Stockkeeper I who is responsible for transporting, receiving, and stocking a variety of supplies.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contact with the public or employees where explanatory or interpretive information is exchanged, defended, or gathered; and, discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

No supervisory responsibilities.

## ESSENTIAL DUTIES

Issues a variety of stock items, maintains and updates stock inventory records in a department computer database, and verifies stock availability by comparing physical count to inventory records.

Prepare location transfer requests and work orders for stock items.

Create reports to identify stock items that need to be replenished.

Receives, unpacks, inspects, and verifies quality and quantity of supplies against a packing list or invoice.

Updates database and inventory records to accurately track, maintain, and record inventory levels, and notifies appropriate personnel of discrepancies.

Transfers shipments to stockroom for appropriate storage within bins or shelf areas, and labels items for correct identification for storage and retrieval.

Performs inventory control utilizing a computer, physically counts inventory stock items to verify stock levels, and identifies and prepares surplus reports for disposal, sale, or return of stock items.

Monitors shipment back orders and notifies appropriate personnel of any changes.

Cleans and maintains orderliness of warehouse and storage areas.

Maintains and ensures the security of the stockroom and warehouse.

By position, assists in the training of employees to identify parts, materials, and perform computer functions.

By position, works with vendors to order routine stock items, fills out purchase order request, processes invoices and P-Card payments, and determines shipment priority.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## MINIMUM QUALIFICATIONS

### ***Competencies (Knowledge, Skills, & Abilities):***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization and displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Customer Service** – Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or other outside organizations) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

**Conscientiousness** – Displays a high level of effort and commitment toward performing work; demonstrates responsible behavior.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; *develops and maintains effective relationships with others; may include effectively dealing with* individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race gender, disabilities, and other individual differences.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Self-Esteem** – Believes in own self-worth, maintains a positive view of self, and displays a professional image.

**Flexibility** – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

**Self-Management** – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Memory** – Recalls information that has been presented previously.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

**Oral Communication** – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Arithmetic** – Performs computations such as additions, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Writing** – Recognizes or uses correct English grammar, punctuation and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Reasoning** – Discovers or selects rules, principles, or relationships between facts and other information.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of shipping and receiving processes sufficient to be able to monitor received and missing items.

Knowledge of cleaning methods, materials, tools, and equipment sufficient to be able to effectively clean city facilities.

Skill in understanding and following oral, illustrated, written, or demonstrated instructions.

Skill in using equipment needed to transport materials within a warehouse.

Skill in comparing and copying words and numbers accurately, sorting data from a variety of sources and arranging them in sequential or logical order.

Skill in using computers.

Knowledge of ordering and controlling supplies sufficient to be able to evaluate and estimate usage rates, storage problems, and values.

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

Skill in using equipment needed to transport materials within a warehouse.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Lifting: raising or lowering an object weighing 50 pounds or more.

Carrying: transporting an object, usually by hand, arm or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force upon an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Climbing: ascending or descending objects usually with hands/feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Accommodation: ability to adjust vision to bring objects into focus.

Vision far acuity: ability to see clearly at 20 feet or more.

Vision near acuity: ability to see clearly at 20 inches or less.

Depth perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors.

### ***Working Environment:***

Subject to many interruptions.

### ***Education Requirement:***

Graduation from high school or possession of a GED Certificate.

**Experience Requirement:**

Two years of stockroom experience receiving, stocking, issuing, and maintain inventory records of parts and equipment, supplies, or materials.

**Education/Experience Equivalency:**

Additional appropriate education may be substituted for the minimum experience requirement.

**Licensure and/or Certification:**

By position, requires possession of a valid Colorado Class R Driver's License at the time of application.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 09/16/1995

**REVISED DATE:** xx/xx/2012

**REVISED BY:** John Hoffman

**CLASS HISTORY:** xx/2012: The Stockkeeper is being revised as part of a study of Stockkeepers, were the Stockkeeper will be re-titled as a Stockkeeper II (intermediate level class) as part of a three class series.

01/16/2006: Class was reviewed as part of an annual maintenance study. Duties were updated and placed into the new class specification format.



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### Stockkeeper III

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs full performance level stockroom duties, which includes purchasing, contacting vendors, researching orders, and maintaining inventory control systems for a variety of supplies, materials, parts, and equipment.

#### **DISTINGUISHING CHARACTERISTICS**

The Stockkeeper III is distinguished from the Stockkeeper II who receives and issues stock items and is distinguished from the Stockroom Supervisor who supervises Stockkeepers engaged in stockroom activities.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contact with the public or employees where explanatory or interpretive information is exchanged, defended, or gathered; and, discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

By position, performs lead work.

## ESSENTIAL DUTIES

Works with vendors to order stock items, verifies invoices and P-Card statements for accounts payable, and determines shipment priority.

Researches stock and parts item numbers, descriptions, quantities, prices, labor and freight charges, and contacts vendors to solicit bids and order stock items in order to maintain adequate stock levels and repair equipment.

Uses a computer database to identify and resolve pricing, receiving, and issuing discrepancies to ensure balancing of the inventory. Reconciles inventory balances with a variety of reports and supporting documentation.

Approves purchase orders and emergency service requests up to a set dollar amount and must have supervisor or management approval for expenditures that exceed authorization level.

Reviews service bid contracts to ensure purchase orders are within compliance of stated contract objectives.

Data enters requisitions and accounts payable to ensure proper coding of funding sources and accuracy of documentation.

Tracks purchase orders through the pay-to-procure approval process.

Determines kinds and quantities of stock items to be ordered based on current and projected usage, availability of stock from vendors, storage capabilities, user requirements, and projected cost saving.

Prepares requisitions for ordering special items, checks inventory for acceptable substitutes, researches vendor catalogs, the internet, and other available information to identify sources for special items.

Performs inventory control utilizing a computer, physically counts inventory stock items to verify stock levels, and identifies and prepares surplus reports for disposal, sale, or return of stock items.

Create reports to identify stock items that need to be replenished.

Maintains and ensures the security of the stockroom and warehouse.

Assists in the training of employees to identify parts, materials, and perform computer functions.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## MINIMUM QUALIFICATIONS

### ***Competencies (Knowledge, Skills, & Abilities):***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization and displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.



**Customer Service** – Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or other outside organizations) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

**Conscientiousness** – Displays a high level of effort and commitment toward performing work; demonstrates responsible behavior.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness *to others*; *develops and maintains effective relationships with others*; *may include effectively dealing with* individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race gender, disabilities, and other individual differences.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Self-Esteem** – Believes in own self-worth, maintains a positive view of self, and displays a professional image.

**Flexibility** – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

**Self-Management** – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Memory** – Recalls information that has been presented previously.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written materials to specific situations.

**Oral Communication** – Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Arithmetic** – Performs computations such as additions, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Writing** – Recognizes or uses correct English grammar, punctuation and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Reasoning** – Discovers or selects rules, principles, or relationships between facts and other information.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of shipping and receiving processes sufficient to be able to monitor received and missing items.

Knowledge of cleaning methods, materials, tools, and equipment sufficient to be able to effectively clean city facilities.

Skill in understanding and following oral, illustrated, written, or demonstrated instructions.

Skill in using equipment needed to transport materials within a warehouse.

Skill in comparing and copying words and numbers accurately, sorting data from a variety of sources and arranging them in sequential or logical order.

Skill in using computers.

Knowledge of ordering and controlling supplies sufficient to be able to evaluate and estimate usage rates, storage problems, and values.

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

Skill in using equipment needed to transport materials within a warehouse.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Lifting: raising or lowering an object weighing 50 pounds or more.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force upon an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Climbing: ascending or descending objects usually with hands/feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Accommodation: ability to adjust vision to bring objects into focus.

Vision far acuity: ability to see clearly at 20 feet or more.

Vision near acuity: ability to see clearly at 20 inches or less.

Depth perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Subject to many interruptions.

***Education Requirement:***

Graduation from high school, or possession of a GED Certificate.

***Experience Requirement:***

Three years of stockroom experience receiving, stocking, issuing, and maintain inventory records of parts, equipment, supplies, or materials, to include purchasing experience.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for the minimum experience requirement.

***Licensure and/or Certification:***

By position, requires possession of a valid Colorado Class R Driver's License at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** xx/xx/2012

***REVISED DATE:*** New Class

***REVISED BY:*** John Hoffman

***CLASS HISTORY:*** xx/2012: During the course of a study of Stockkeepers, the Stockkeeper III was created as a full performance class in a three class series, which will focus on purchasing and inventory control.