



MATERIAL CONTROL SYSTEMS ANALYST

FC: UA135
PG: SEIU-08

PC: 713
BU: 04

DEFINITION

Under general supervision, performs responsible operational, systems and management analyses in support of inventory control and materials management activities and functions; makes recommendations for action and assists in policy and procedure implementation; performs related work as assigned.

CLASS CHARACTERISTICS

This class performs responsible and difficult analytical work in the evaluation of materials management systems and projects, including the operations of a computer-based inventory control system. Projects may include statistical analyses, staff training, operations support, policy and procedure development, or other areas related to the complex system inventory control and reporting. The incumbent is expected to exercise independent judgement in selecting study approach and analytical techniques and in making sound recommendations based upon study results. This class is distinguished from the Senior Material Control Systems Analyst in that the latter is assigned more complex analytical projects with greater impact due to the size or scope and may direct the work of office support or technical assistants on a project or day-to-day basis.

EXAMPLES OF DUTIES

Evaluates materials management operations effectiveness, including the receipt, storage and distribution of materials, equipment, parts and supplies; reviews and evaluates the computerized inventory control system and recommends system modifications to improve effectiveness, accuracy and efficiency; analyzes alternatives and makes recommendations regarding such areas as material classification, loss control, file maintenance, contract audit and staff training; discusses findings with management staff and prepares reports of study conclusions; assists in the development and implementation of goals and objectives related to materials management and inventory control activities; plans, organizes and directs physical inventory activities, including spot and cycle counts; prepares new or modified procedures to improve operations and assists in their implementation; coordinates activities with those of other divisions within the Purchasing and Materials Management Department; confers with representatives of other transit or governmental agencies, vendors and others, as required by project assignments, provides technical assistance to others on administrative and analytical matters; may develop or utilize specific computer applications to assist with analytical studies;

prepares technical reports, correspondence and other written materials; may direct the work of support staff on a project basis.

QUALIFICATIONS

Knowledge of:

Principles, practices and methods of materials management and inventory control, particularly related to computerized inventory control systems; basic public purchasing principles and practices; basic budgetary and accounting principles; financial/statistical/comparative analysis techniques and formulae.

Skill in:

Analyzing difficult material management and inventory control problems, evaluating alternatives and reaching sound conclusions; collecting, evaluating and interpreting varied information and data, either in statistical or narrative form; interpreting and applying laws, regulations, policies and procedures; preparing clear, concise and complete procedures, reports and other written materials; maintaining accurate records and files; directing the work of others on a project basis; coordinating multiple projects and meeting critical deadlines; exercising sound independent judgement within established guidelines; establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

A typical way of gaining the knowledge and skills outlined above is:

Any combination of college and experience equivalent to graduation from a four year college with major course work in business or public administration or a closely related field and two years of experience in inventory control, purchasing, materials management or similar analyses. Additional analytical experience may be substituted for the education. Graduation from a four-year college is preferred.