



SENIOR INVENTORY CONTROL ANALYST

FC: UC108
PB: D
FLSA: Non Exempt

PC: 715
BU: 31 (AFSCME)
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Monitors the District's inventory control system and inventory replenishment functions; processes and reviews external and internal purchase requisitions; ensures compliance with established procedures and guidelines; performs in-depth analysis in support of various inventory projects; prepares varied, complex reports to assist department manager and other departments; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the working lead/advanced journey level, providing training and guidance to less experienced Inventory Control Analysts, support staff, and temporary staff in addition to performing the more difficult inventory control activities. Incumbents are expected to exercise independent judgment in developing analytical techniques and making sound inventory recommendations and ensuring implementation of approved recommendations based on analytical study results. This class is distinguished from Manager of Inventory Management in that the latter has overall responsibility for the inventory control system and the integrity of the materials management system.

REPORTS TO:

This position reports to the Manager of Inventory Management or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Monitors, reviews, analyzes and coordinates inventory flow based on short and long term inventory planning; reviews, analyzes and approves new items for inclusion into the inventory; reviews, analyzes and coordinates the deletion of obsolete items.
2. Initiates and monitors procedures for inventory data control; monitors inventory usage trends through evaluation and analysis; performs analyses in forecasting future inventory requirements.
3. Resolves various problems related to inventory control; recommends and designs modifications, procedures and enhancements to the material management computer system.
4. Plans and organizes analytical studies related to inventory control; develops or utilizes personal computer applications to assist with inventory studies or projects; confers with

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representatives of other departments, divisions, transit agencies, vendors and others as required by project assignment.

5. Reviews, processes, and approves new Item Masters into the inventory system; reviews, processes, and approves updates for existing Item Masters as requested.
6. Prepares technical and statistical reports, correspondence and other written material; ensures the integrity of the inventory reporting system.
7. Provides technical assistance to others on inventory control procedures; provides training and guidance to junior inventory control analyst; provides testing for IT for inventory control procedures.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices, methods and procedures of inventory control.
- Methods and techniques of inventory classification.
- Operational characteristics and procedures of an automated inventory system.
- Methods and techniques of analysis as applied to inventory control functions.
- Basic statistical analysis techniques and applications.
- Current office procedures, methods and equipment including computers.
- Principles of business letter writing and basic report preparation.

Skill in:

- Analyzing complex and difficult inventory control problems, evaluating alternatives and reaching sound conclusions.
- Collecting, evaluating and interpreting statistical data.
- Planning and organizing statistical and analytical studies.
- Coordinating multiple projects and meeting critical deadlines.
- Exercising sound independent judgment with minimum supervision.
- Preparing clear and concise reports.
- Maintaining accurate records and files.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, accounting or a closely related field from an accredited college or university.

Experience:

Three (3) years of (full-time equivalent) verifiable experience in utilizing a computerized inventory control system.

Other Requirements:

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

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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