

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INVENTORY CONTROL ASSISTANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions performing assistant level inventory control duties in a store, warehouse or similar setting. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions that perform a variety of assistant level duties necessary for operating a store or warehouse, such as filling orders, and receiving, delivering, and storing materials and supplies.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority of the time, perform general clerical or administrative support duties which are more appropriately classified as Clerical Assistant, Office Associate, or Office Operations Associate.
2. Positions which, for a majority of the time, are responsible for the daily operations of a storeroom, including duties such as estimating stock needs, determining proper quantity for reorder, auditing invoices, maintaining the inventory control system, and are more appropriately classified as Inventory Control Coordinator or Inventory Control Coordinator – Advanced.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competitive examination.

II. DEFINITION

INVENTORY CONTROL ASSISTANT

Positions in this classification are responsible for providing inventory control assistance to Inventory Control Coordinators or Supervisors in stores and warehouses throughout the state. Positions are responsible a majority of the time for filling orders, and receiving, delivering, and storing materials and supplies. Work is performed under limited to general supervision. Positions allocated to this classification perform any combination of the following duties and responsibilities:

- Monitor and maintain appropriate inventory levels
- Notify Inventory Control Coordinator or Inventory Control Supervisor when inventory levels need to be replenished
- Take physical inventory counts
- Receive and inspect incoming shipments
- Verify documentation on freight bill, packing list and purchase order
- Complete receiving reports
- File claims for short or damaged shipments
- Stock shelves
- Properly store items
- Fill orders or requisitions
- Pack/prepare items per standards as specified by various carriers (e.g., UPS, Fed Ex, DHL)
- Deliver items
- Schedule pick ups of items
- Utilize computerized inventory database/system
- Answer calls and questions from customers
- Generate monthly reports on spending and inventory levels

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 25, 2006, and announced in Bulletin OSER-0107-MRS/SC as a result of the Stores and Warehouse Operations Survey. This classification replaces positions previously classified as Stock Clerks.