

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

INVENTORY CONTROL COORDINATOR  
CLASSIFICATION SERIES

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 responsible for coordinating the daily operations of 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 series encompasses positions that are responsible for coordinating the daily operations of a store, warehouse or similar setting. Positions are responsible for supplies/inventory, shipping and receiving, computer systems and software, and budgeting for the store or warehouse.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which, for a majority of the time, perform assistant level inventory control duties and are more appropriately classified as Inventory Control Assistant.
2. Positions which, for a majority of the time, are responsible for the administrative support function of assisting with purchasing and are more appropriately classified as Purchasing Associate.

3. Positions which meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission and are more appropriately classified as Inventory Control Supervisor.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter this classification series by competitive examination. The Inventory Control Coordinator is the objective level in this classification series. Reclassification may occur to the Advanced level for positions that meet the first allocation (complexity of duties) listed in the definition section of the classification specification. Entrance into the Advanced level under the second allocation (leadworker) occurs by competitive examination.

## II. DEFINITIONS

### INVENTORY CONTROL COORDINATOR

Positions allocated to this classification are at the objective level and work under general supervision. Positions in this classification are responsible for the daily operations of a stores, warehouse, or similar setting such as a store/canteen operation in a state operated institution. Positions in this classification are responsible for overseeing the daily inventory and supply levels, the shipping and receiving for the store or warehouse, utilizing computer systems and software, and budgeting. Positions allocated to this classification perform any combination of the following duties and responsibilities:

#### Supplies/Inventory

- Issue supplies
- Requisition, receive, issue and record transactions for supplies and equipment
- Coordinate physical inventory counts
- Estimate stock needs
- Purchase/Order supplies
- Organize inventory floor plan
- Determine proper quantity for reorder
- Utilize a just-in-time inventory system
- Receiving, storing, determining, and maintaining inventory levels
- Daily receipt, storage, maintenance, inventory, restocking and final disposition of designated inventory stored at the Records Center
- Act as primary contact with vendors to order supplies, solicit prices for competitive bidding, or expedite delivery of supplies

#### Shipping and Receiving

- Determine appropriate shipping method or schedule delivery of items
- Research shipping costs and timetables, obtain quotes, and select vendor
- Fill orders for shipment and pick-up
- Receive, inspect, and accept incoming items
- Arrange for proper storage of items
- Receive and distribute deliveries from various carriers (e.g., UPS, Fed EX, Spee Dee, Airborne/DHL)
- Prepare forms for damaged or lost goods
- Contact vendors to arrange for returns and/or replacement of merchandise

- Perform check-in operations of returning inventory by scanning labels with handheld electronic bar code scanner
- Audit invoices for accuracy and match with receiving reports

#### Computer Systems and Software

- Utilize automated inventory database/system
- Generate reports on a monthly, quarterly, or annual basis
- Utilize databases
- Update prices in computerized system
- Download inventory check-in, stocking and re-stocking data from bar code scanners into database

#### Budgeting

- Manage/Monitor cadet/inmate accounts
- Provide input into budget estimates
- Order supplies based on budget for division, unit, section, department
- Charge backs to departments or divisions
- Audit requisitions from departments for proper completion and account information

#### Other

- Maintain equipment
- Complete Hazmat sheets
- Maintain Material Safety Data Sheets (MSDS)
- Operate canteen
- Monitor inmate worker activities/Supervise students
- Operate a pallet jack and fork lift

#### **Representative Positions:**

Inventory Control Coordinator for the State Lottery: This position is responsible for maintaining the security of millions of dollars worth of lottery tickets from the time they arrive at the warehouse until they are sold or destroyed by the Lottery. This position is responsible for the complete stores operation including estimating, requisitioning, receiving, storing, issuing and maintaining inventory records.

Inventory Control Coordinator for the State Records Center: This position is responsible for serving state agencies in the daily storage, maintenance, inventory, retrieval and final disposition of records stored in the Records Center. Perform data entry for new boxes, reels of microfilm, records series, personnel files and other necessary file maintenance. Maintain accurate inventory data in the records management software.

Inventory Control Coordinator for an Institution Canteen: This position is responsible for maintaining and operating the Institution canteen, receiving and storing merchandise in the store and canteen, maintaining a high-risk security environment.

Inventory Control Coordinator University of Wisconsin - Madison Warehouse: This position is responsible for the receiving, storing, and shipping of dry food stores and supplies, maintenance and cleaning supplies, small and large equipment for the Division of University Housing's Central Warehouse. Duties include monitoring computer-based daily reports, placing orders and maintaining stock levels of designated warehouse items, updating assigned storage location of each item into a computerized inventory database, and maintaining building offices, the warehouse area, grounds and equipment.

**INVENTORY CONTROL COORDINATOR – ADVANCED**

The Inventory Control Coordinator – Advanced has the following allocations:

- First allocation - Performing complex inventory control duties for a majority of time
- Second allocation - Leadworker

In order for positions to be classified at this level, they must be of similar scope and complexity to those listed as representative positions below.

**First Allocation – Complex Duties**

In addition to the work performed at the Inventory Control Coordinator level, positions in this classification are responsible for performing additional complex inventory control duties for a majority of the time. Positions at this level may be the sole person for the operation. In addition, positions at this level may perform unique duties. Duties consist of:

**Supplies/Inventory**

- Review requests for new items and recommend products to be sold
- Research products, determine cost, and selling price
- Make personal contacts regarding items available for sale
- Write specifications for materials or supplies to be purchased

**Computer Systems and Software**

- Manage computerized inventory database/system
- Utilize internet for purchasing, shipping, and determining selling cost
- Post items for sale online

**Representative Positions:**

University of Wisconsin – Stevens Point: This position is responsible for coordinating the Surplus Property Office at the University of Wisconsin – Stevens Point, which includes market development; campus surplus property assessments, student staff employee selection and supervision, program development, development and maintenance of computer systems designed to maintain and improve operational efficiency.

University of Wisconsin – La Crosse: This position is responsible for the implementation of the computerized inventory database and receiving system of the Bookstore Operation. The position participates in the coordination of the book, school, and shipping and receiving departments of a major University Bookstore. Additionally, this position is responsible for creating, maintaining and updating computerized inventory database, contact with vendors on selection and ordering of merchandise, contact with faculty concerning specific material requirements, supervision of student employees, determine retail pricing of merchandise, approve invoices for payment, and storing and stocking of merchandise.

**Second Allocation – Leadworker**

Positions functioning as leadworkers over two or more staff in the stores and warehouse operations area meet the definition of Inventory Control Coordinator – Advanced. Positions lead the work of Inventory Control Assistants and Inventory Control Coordinators.

**Leadworker:** An employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned and documented on the work unit's organization chart. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Leadworkers cannot “share” the responsibility of leading the work of employees. For example, if two leadworkers lead the work of one employee each and together jointly lead the work of one more employee, neither position will meet the definition of leadworker.

**Representative Position:**

Department of Corrections: In order to be classified as an Inventory Control Coordinator – Advanced at the Department of Corrections, positions must meet the definition of leadworker. Position is responsible for directing the daily activities of the correction’s institution warehouse and/or inmate canteen. Operation includes commissary items sold to inmates using computerized/scanner sales system; determining and directing storage plans and procedures; distribution of goods; inventory management and purchasing or requesting; record keeping; and responsibility for physical maintenance of assigned storeroom areas. Maintain and control of high-risk security environment in accordance with institution security policies and procedures, while directing and training inmate workers. This position functions as the lead worker to all Inventory Control Coordinators on a shift. In addition, this position assists in the coordination and planning of work flow, provides training and direction to other Inventory Control Coordinators.

**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 series 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 Storekeepers, Lottery Storekeepers, and Records Center Clerks.

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