

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

INVENTORY CONTROL SUPERVISOR

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 supervisory level work 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 supervise the activities of a stores or warehouse operation. Positions allocated to this classification must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not 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.
2. Positions which do not supervise a stores or warehouse operation for a majority of the time.
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. DEFINITIONS

INVENTORY CONTROL SUPERVISOR

Positions in this classification are responsible for the direction and supervision of a stores and warehouse operation(s). Responsibilities include overseeing the inventory for the store or warehouse, including the shipping and receiving, storage, computerized inventory systems and budgeting. Positions are responsible for recruiting, interviewing, hiring, training, assigning work, evaluating, disciplining, and terminating employees. In addition to functioning as a supervisor, positions allocated to this classification work under general supervision and perform any combination of the following duties and responsibilities:

- Establish and maintain adequate inventory levels
- Recommend new items for purchase
- Purchase items
- Develop overall space lay out
- Order and receive supplies
- Return damaged goods and receive credit
- Oversee receipt of and distribution of items
- Maintain and distribute up-to-date catalog of items for sale
- Oversee inventory or records tracking database/system
- Ensure accounts are current on a monthly basis
- Prepare, reconcile and analyze monthly financial statements
- Develop and implement policies and procedures
- Ensure Material Safety Data Sheets (MSDS) are up to date
- Ensure safety standards are followed

Representative Positions:

Central Warehouse Supervisor (DOC): This position is primarily responsible for traffic management and directing and controlling warehouse activities at Waupun Central Warehouse. This position is responsible for direction and supervision activities. The position evaluates warehouse design and space allocations; determines physical storage plans and procedures; evaluates operational needs for equipment and supervises equipment maintenance; assists in operating and capital budget preparation; analyzes, development and/or modifies and implements policies and procedures for receipt, inspections and quality control of commodities; monitors and maintains inventory levels and investigates discrepancies and initiates adjustments for accounting purposes. This position supervises permanent civil service, Limited Term (LTE), and inmate employees.

Records Center Supervisor (DOA): This position is responsible for the management of the State Records Center (SRC). The primary duties assigned to this position include: 1) Providing leadership and direction in management of the operations through staffing, recruitment, supervision, training, evaluation and discipline of all employees; 2) Providing customer service through coordination and assistance between all operational areas and other agencies; 3) Supporting the statewide records management program; 4) Developing policies, procedures and operational budgets; and 5) Managing the operation to meet established revenue targets.

Corrections Stores Supervisor (DOC): This position is responsible for the supervision of staff and the operation of the institution store, canteen, clothing and laundry for the correctional institution. This position is responsible for the complete store and canteen operation including estimating, requisition, receiving, storing, issuing, and maintaining inventory records.

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 Stores Supervisors, Corrections Stores Supervisors, Records Center Supervisors, Warehouse Supervisors, and Materials Distribution Supervisors.

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