



INVENTORY CONTROL ANALYST

FC: UA105
PG: SEIU-08

PC: 713
BU: 04
May 2003

*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

Under general supervision, monitors, reviews and evaluates the District's inventory control system, material usage, projected future demand and inventory replenishment and ensures compliance with established procedures and guidelines; performs related work as assigned.

CLASS CHARACTERISTICS

This class provides review and analysis of the District's inventory control system, coordinates work flow and replenishment, maintains inventory data reporting integrity and performs special projects. This class is distinguished from the Senior Inventory Control Analyst in that the latter uses complicated analytical methods in order to provide recommendations to support inventory management.

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

1. Reviews inventory requisitions and oversees implementation of established reorder points.
2. Performs inventory restocking; reviews and ensures the accuracy of inventory accounting and other transactions and makes necessary corrections.
3. Reviews, analyzes, approves and processes set-ups for new inventory items and changes to item master for existent inventory items.
4. Reviews progress of assigned projects, compiles and reports results.
5. Develops computerized spreadsheet inventory reports; distributes a variety of inventory reports to appropriate departments; maintains records of inventory reports and other documentation.
6. Redesigns inventory control system forms; organizes and maintains accurate records of inventory data and information; prepares a variety of periodic and special reports related to inventory control analysis and projects.
7. Assists in providing input for modifications to the inventory and non-inventory system.
8. Assists in special analytical projects assigned by the Manager of Inventory Management.

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9. Establishes priorities for the expediting process; acts as a liaison for users and purchasers of inventory items and materials; authorizes over/under shipments over an established variance.
10. Monitors and maintains files for replenishing multiple year inventory contracts.
11. Monitors inventory computer reports from the mainframe computer; maintains continuous computer files for the obsolescent program.
12. Organizes and maintains material requirement information for plan maintenance.
13. Assists in coordinating the Fixed Asset Control Process to validate the Fixed Asset Information system (FAIS).

QUALIFICATIONS

Knowledge of:

Principles, practices, methods and procedures of inventory control.
Principles and terminology of inventory accounting.
Business computer applications particularly related to inventory reporting.
Statistical and analytical methods and procedures.

Skill in:

Determining economic ordering quantities following established guidelines.
Performing accurate mathematical calculations.
Analyzing complex inventory problems, evaluating alternatives and reaching sound conclusions.
Developing spreadsheets for reports.
Ensuring the accuracy of work order, cost center numbers and other inventory information and data and making necessary corrections.
Utilizing and developing modifications for computer and administrative systems related to the inventory control system.
Maintaining organized and accurate records of inventory data and information.
Verifying the accuracy and completeness of inventory information and data.
Exercising sound independent judgement within established guidelines.
Preparing clear, concise and complete reports and other written materials.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Two (2) years of (full-time equivalent) verifiable professional inventory control, materials management or a closely related field.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-

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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 and lifting up to 15 pounds.

BART EEO-1 Job Group: 3500 - Professionals
Census Code: 0710 - Management Analysts
Safety Sensitive: N