



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|------------------------------|--------------|--------------|--------------|
| SUPPLY TECHNICIAN IV | 31 | F | 2.811 |
| SUPPLY TECHNICIAN III | 29 | F | 2.819 |
| SUPPLY TECHNICIAN II | 27 | F | 2.824 |
| SUPPLY TECHNICIAN I | 25 | F | 2.836 |
| SUPPLY ASSISTANT | 23 | F | 2.827 |

SERIES CONCEPT

Supply Technicians participate in the procurement, receipt, storage, issuing, shipment, property control, inventory, and recordkeeping for a wide variety of assets to include, but not limited to, the following: property, equipment, services, food, forms, parts and supplies. Incumbents work in a warehouse, stockroom or office setting and prepare and process documents for the requisition, purchase, receipt, issuance and transfer of goods; expedite the flow of goods from vendor to user; and maintain control records for a variety of property and equipment.

Procure a wide variety of supplies, services, food, forms, materials, parts and equipment up to pre-established monetary limits and specifically delegated purchasing authority; use a credit card or the requisition and purchase order processes via the open market, contracted vendors or informal bid in order to maintain stock levels or to purchase specific items in response to requests from authorized personnel; ensure compliance with applicable statutes, regulations, policies and procedures established at both the State and departmental level.

Receive and inspect items to ensure correct delivery and completeness of the orders; determine the condition of items and quantity received; ensure items meet order specifications; pack and return damaged goods and incorrect items; notify vendor of return status; may pick-up ordered items from various local locations.

Store items such as office supplies, forms, food, excess/surplus property, equipment, and janitorial supplies by following methods appropriate for each type of item; rotate items as necessary; provide accessibility to supplies; and maintain the storeroom in a neat and orderly condition.

Receive supply/equipment requests; review and approve for completeness and conformity to procedures; verify authority of person or agency placing order by checking authorization files to confirm legality of purchase.

Locate, verify and issue items and fill orders; distribute items over-the-counter; prepare orders for shipping; determine correct packaging method; package items for delivery and/or shipment; determine best method of shipment via product contract, special customer request or cost efficiency; may load pallets for shipment on transport vehicles; and deliver or ship supplies to various locations.

Ship equipment in need of repair or ship items to consignee using the most appropriate method to minimize damage or hazard; send packages by the best carrier available considering safety regulations, State contracts, time and costs involved.

Maintain perpetual inventory and perform periodic physical inventory as assigned; count and record items such as office supplies, forms, food, surplus/excess property, janitorial supplies, equipment, parts and other materials as required.

Maintain records related to the requisition, purchase, receipt, stocking, inventory, distribution, and property and equipment control by documenting information required by law, regulation or policy; assemble, file and distribute material safety data sheets for all hazardous materials.

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SERIES CONCEPT (cont'd)

Operate materials handling and/or safety equipment such as forklift, pallet jack and dolly in order to receive, move, rotate and issue parts, supplies, equipment and materials.

Input, update and retrieve data using a personal computer, mainframe computer terminal or comparable equipment; utilize a computerized inventory system and/or barcode scanners; track purchases; maintain inventory, property, and equipment records and produce reports as required; locate items on Internet and send e-mail messages related to work performed.

May repair equipment by replacing broken or missing parts and perform regular maintenance as assigned or send to outside vendor for repair or maintenance.

Dispose of obsolete and excess items by inspecting property to determine item's condition for use, transfer or sale; accept and receipt payment of sale; deliver and/or ship items deemed excess property to authorized entities; and contact the appropriate authority for disposition.

Provide oral and written reports as requested by supervisor and management; locate and disseminate information required; prioritize work to meet deadlines and commitments.

May set up and dismantle special equipment by reviewing the schedule of events and coordinating date, time and location to provide users with the necessary equipment at the appropriate time.

May serve as lead-worker for other employees as assigned; demonstrate proper work methods; assign and review work.

Perform related duties as assigned.

CLASS CONCEPTS

Supply Technician IV: Under direction, the position allocated to this class is responsible for the operation of a central warehouse facility that supplies an agency's regional warehouses statewide. Duties include supervising Supply Technician II's; managing, monitoring, maintaining and training staff statewide to use computerized perpetual inventory systems; establishing stocking levels and reorder points for supplies purchased, stored and distributed from the central warehouse to the regions; and assisting in the audit of regional warehouses, reporting findings, and recommending procedure/process improvements.

Supply Technician III: Under limited supervision, positions allocated to this class must supervise Supply Technician II's. In addition, incumbents are responsible for the operation of a regional warehouse which serves several divisions in a large agency with diverse needs such as the Department of Transportation. Incumbents are working supervisors who oversee and participate in the most complex purchasing activities performed by subordinate Supply Technician II's. Incumbents draft and recommend operating policies and procedures and initiate the purchase of equipment and services as budgeted for the warehouse. They also may prepare and monitor the operational budget and make recommendations regarding non-recurring expenditures. This work requires incumbents to interpret and apply information to specific problems for which there may be no clear-cut precedent. Problem solving frequently requires general research, factual comparisons, and examination of detailed information.

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CLASS CONCEPTS (cont'd)

Supply Technician III (cont'd)

Incumbents determine priorities for work assignments and are given a substantial degree of independence to plan, organize, assign and perform duties. Errors in procuring required items or setting and controlling inventory levels affect the content, quality, adequacy and timeliness of services provided to clients with the division or region and often have monetary/budget impact.

Supply Technician II: Positions at this level work in a variety of settings and may or may not have supervisory responsibility:

- 1) Supervisory positions oversee a single warehouse which serves several institutions for a State agency; train, supervise and evaluate the performance of subordinate Supply Technician I's, Supply Assistants, and/or warehouse/delivery personnel; establish and revise work performance standards; and ensure proper orientation and ongoing training of staff. Incumbents have the authority to make changes in procedures within the warehouse which will improve the quality of work and better meet the needs of the institution/division; establish appropriate inventory and reorder levels; organize and assign work, and establish delivery schedules and priorities.
- 2) Non-supervisory positions, on an ongoing basis, purchase a wide variety of items such as chemicals, heavy and light duty equipment parts, tools, safety equipment, highway maintenance and construction supplies, furniture, equipment, clothing, surplus property, and fuel at significantly higher dollar amounts than Supply Technician I's based on the agency's delegated Direct Purchase Authorization obtained from the Purchasing Administrator under the State Administrative Manual (S.A.M.) Chapter 1500.

Incumbents interpret and apply agency, State and federal policy, rules, regulations and laws to ensure compliance with fire, safety, health or security standards; perform the most complex purchasing duties independently; make final decisions regarding the purchase of items within the restrictions of fire, safety and security regulations and laws and the terms of current service contracts; and exercise a significantly higher level of direct purchase authority than Supply Technician I positions.

Purchases made at this level are typically reviewed by the supervisor after the transaction is completed and items have been received. Errors in judgment regarding the purchase of high dollar items could result in significant cost to the agency. Errors in complying with fire, safety, health, and security laws could result in a threat to the health, welfare and safety of patients, inmates, employees and the public. Errors in setting and controlling inventory could result in spoilage of perishable items and costs associated with understocking and overstocking.

Supply Technician I: Under general supervision, Supply Technician I's perform the duties outlined in the series concept but the focus of the work at this level is complex item-specific purchasing for a range of supplies, equipment, materials, forms, parts and services on a regular basis. Incumbents work closely with the requesting party to clarify and develop item specifications; refer to catalogs or the Internet to locate specific items, evaluate terms of warranties, and identify acceptable substitutions; initiate informal bid process with local and out-of-state vendors in which they negotiate price, terms and delivery date; make final decisions regarding item and vendor based on price, quality and availability; and originate purchases using a credit card, purchase order or requisition within the agency's standard purchasing authority as described under S.A.M. Chapter 1500 and agency procedures. Additionally, Supply Technician I's frequently encounter problems in locating supply sources and must search beyond the local area for items. Purchases are based on requests received from authorized agency personnel or through review of stock.

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CLASS CONCEPTS (cont'd)

Supply Technician I (cont'd)

In addition to purchasing duties, some positions maintain property inventory records; affix identification tags; record property movement or disposition; conduct periodic physical inventory to reconcile internal data with State Purchasing records; and inspect property to make recommendations and/or arrangement for disposition.

At this level, procurement duties vary and include different or unrelated processes and methods. Determinations regarding what needs to be done require evaluation of diverse factors and typically entail choosing from among several alternative courses of action. Purchasing involves elements and conditions which must be identified and evaluated in order to determine interrelationships and the applicability of standard procedures. Assignments and objectives are prescribed, however, the employee is expected to use initiative in locating and procuring requested items and solving problems.

Purchases made by Supply Technician I's are subject to review although errors may not readily be detected until after items are received. Errors may result in purchase of items that are not cost effective, not available within the required time frame or do not meet the needs of the agency. Non-compliance with State purchasing regulations could result in denial of the claim and personal liability for payment. Errors in processing purchase documents and budget coding would result in a delay in payments to vendors and in misappropriation of budget funds.

Supervision is not a requirement at this level, although positions may serve as a leadworker for lower level employees.

Supply Assistant: Under general supervision, Supply Assistants receive, store, issue, ship, inventory and maintain records of property, equipment or expendable stores or supplies as described in the series concept. In addition, they may reorder stocked items to maintain designated supply levels, perform limited item- or service-specific procurement with supervisory review, and/or deliver and pick up property, equipment, expendable stores and supplies including hazardous materials on a continuing basis within the local area or the grounds of a large institution or campus.

Some incumbents may prepare and process purchase orders and requisitions or use a credit card to procure a limited variety of well defined repair services or items such as office supplies, food, office furniture, printing materials, or janitorial supplies; contact vendors to determine availability and price; and follow up with vendors when problems occur. Procurement work is reviewed by the supervisor before a purchase is made. Guidelines and manuals are explicit and directly applicable to the work. Problems that are new or complex in nature are referred to the supervisor; and work is reviewed or spot-checked by the supervisor or by end users within the agency.

Procurement and delivery duties are varied, but basically interrelated and mostly predictable. Assignments involve several sequential steps, processes or operations. Choices regarding what needs to be done require recognizing the difference between a few readily apparent factual situations and applying the appropriate rules, regulations or procedures.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS (cont'd)

- * Per NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

SUPPLY TECHNICIAN IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of progressively responsible purchasing and warehouse experience which included developing delivery schedules for the transportation of materials and equipment, supervising subordinate personnel, and budget record maintenance, one year of which included maintaining computerized perpetual inventory records, training staff to use a computerized inventory system, and reviewing inventory and procurement records for the purpose of evaluating efficiency and compliance; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Supply Technician III. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: computerized perpetual inventory systems; methods and techniques used to perform inventory and procedural audits; distribution methods used to transport materials and equipment to regional warehouses throughout the State. **Working knowledge of:** budget preparation and maintenance; training methods and techniques including computer training; State regulations and procedures related to personnel administration, purchasing services and materials, and budget preparation and maintenance; department policies and operating guidelines applicable to assigned activities. **Ability to:** develop and write processes and procedures for a computerized perpetual inventory system; develop training materials and methods related to computerized inventory systems; communicate and demonstrate new processes and techniques in a group setting; organize and write procedural and inventory audit findings; make recommendations for procedure/process improvement based on audit findings; determine appropriate inventory and reorder levels to maximize the availability of equipment and materials purchased and stored at a central location; develop and assign delivery schedules; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: computerized fuel inventory systems; training methods and techniques including computer training; State regulations and department policies and procedures related to purchasing services and materials, inventory control, receipt and storage for a large variety items.

SUPPLY TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of progressively responsible purchasing or warehouse experience which included maintaining inventory records, shipping and receiving materials and equipment, inventory storage and handling, and purchasing a variety of supplies, equipment and materials, one year of which included responsibility for establishing inventory and reorder levels; negotiating price, terms and delivery date for items purchased; and interpreting and applying rules, regulations and laws to ensure compliance with fire, safety and health standards; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Supply Technician II in Nevada State service. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: storekeeping methods and procedures; purchasing regulations, practices and procedures; physical inventory procedures, records and controls. **Working knowledge of:** principles of effective supervision and training; warehouse operations and postal regulations; federal and State purchasing

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MINIMUM QUALIFICATIONS (cont'd)

SUPPLY TECHNICIAN III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

and property inventory laws, rules and regulations. **General knowledge of:** budget preparation and maintenance. **Ability to:** analyze personnel, equipment, operating and travel needs and expenses for budget preparation; assist the supervisor in compiling data for budget preparation; coordinate, review and recommend improvements in storeroom operations; evaluate product data and make buy-rent and stock-purchase recommendations; draft and recommend storeroom operating policies and procedures; perform general research, make factual comparisons, examine detailed information, and reach logical conclusions and decisions; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Supply Technician IV.)

SUPPLY TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of stocking, storeroom or warehouse experience which included purchasing a variety of supplies, equipment and materials, maintaining inventory records, inventory storage and handling, and shipping and receiving materials and equipment; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Supply Technician I in Nevada State service. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: market value of a variety of items; researching and developing specifications for technical equipment and supplies; recordkeeping related to inventory control; fire and safety laws, rules and regulations applicable to materials stocked and purchased. **General knowledge of:** principles of effective supervision and training. **Ability to:** analyze technical computer data related to purchasing and stores operations; negotiate with vendors regarding desired quality, warranty, price and delivery date of supplies and materials; review inventories and identify and research discrepancies; prepare purchasing specifications for equipment and supplies; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Supply Technician III.)

SUPPLY TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of stocking, storeroom or warehouse experience which included maintaining inventory records, inventory storage and handling, shipping and receiving materials and equipment, and/or ordering supplies, equipment and materials; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Supply Assistant in Nevada State service. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: storekeeping methods and procedures; purchasing regulations, practices and procedures; physical inventory procedures, records and controls; proper handling, storage and shipment of hazardous materials. **General knowledge of:** data entry techniques; customer service techniques; researching and developing specifications for technical equipment and supplies. **Ability to:** operate standard office equipment; order inventory utilizing State and/or vendor computerized systems; use technical reference manuals, guides and other informational resource materials related to supply/procurement work; maintain records and write correspondence relating to procurement; operate materials handling equipment; perform

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MINIMUM QUALIFICATIONS (cont'd)

SUPPLY TECHNICIAN I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

minor repairs to furniture and equipment; train co-workers and subordinates in completing tasks; learn State and agency policy and procedures related to ordering supplies and materials; prepare general item-specific specifications; communicate with vendors and requestors regarding the price, availability, terms and delivery of supplies and materials; read, interpret and disseminate information regarding fire and safety regulations and laws applicable to materials stocked and purchased; train and provide work direction to others as assigned; prioritize work assignments based on agency needs; follow-up on orders to ensure timely delivery of materials and supplies purchased; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Supply Technician II.)

SUPPLY ASSISTANT

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in stocking, shipping, issuing and receiving materials in a retail, storeroom or warehouse environment; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: basic calculator functions. **General knowledge of:** storekeeping methods and procedures; methods and costs of available shipping; basic computer functions and keyboarding techniques; recordkeeping related to storekeeping; storekeeping equipment such as forklift, pallet jack and dolly; inventory methods. **Ability to:** systematically arrange similar kinds of stock and/or property into groups or categories according to established criteria; add, subtract, multiply and divide numbers; perform routine work according to set procedures and sequence; establish and maintain cooperative working relationships with others; read and understand catalogs, instructions, forms, and other materials commonly used in a supply/procurement environment; complete standard forms; lift and move heavy objects; communicate effectively with others in person and on the telephone. **Skill in:** packaging a variety of supplies and materials for shipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Supply Technician I.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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|--------------|--------------|--------------|--------------|--------------|--------------|
| ESTABLISHED: | 1/1/61 | 1/1/61 | 1/1/61 | 2/1/67 | 1/1/61 |
| REVISED: | | | 10/27/76 | 10/5/70 | |
| REVISED: | 12/19/85-12 | 12/19/85-12 | 12/19/85-12 | 12/19/85-12 | 12/19/85-12 |
| REVISED: | 7/1/89P | 7/1/89P | 7/1/89P | 7/1/89P | 7/1/89P |
| | 8/27/88PC | 8/27/88PC | 8/27/88PC | 8/27/88PC | 8/27/88PC |
| REVISED: | 7/1/01P | 7/1/01P | 7/1/01P | 7/1/01P | 7/1/01P |
| | 10/4/00PC | 10/4/00PC | 10/4/00PC | 10/4/00PC | 10/4/00PC |
| REVISED: | 3/4/16PC | 3/4/16PC | 3/4/16PC | 3/4/16PC | 3/4/16PC |