

INVENTORY CONTROL ANALYST

DEFINITION

Analyzes procurement and warehouse and distribution inventory data, making independent judgments on stock replenishment requisitions; and generates orders and receipts for supplies, equipment, furniture, and services.

TYPICAL DUTIES

- Analyzes requisitions and exception reports to determine economical order quantities and order points for a large variety of stock items.
- Applies independent judgment in the ordering of stock items that have a history of difficult procurement or unusual disbursement.
- Replenishes warehouse and distribution inventory by issuing purchase orders against established contracts.
- Reviews and analyzes reports to monitor progress of bid purchase-order issuance, receipt of materials, and correction of data in the computer master inventory file.
- Reviews and determines when computerized inventory limit and database information corrections are needed and implements corrections.
- Generates goods receipts for schools and offices.
- Receives and inputs stock and non-stock order requests for schools and offices.
- Creates electronic shopping carts and purchase orders for books, supplies, equipment, furniture, and general and professional services.
- Contacts vendors and suppliers to resolve delivery issues and expedite and ensure timely deliveries.
- Resolves inventory management problems with warehouse staff, District schools and offices, and vendor representatives.
- Reviews contract documents, back-order reports, overdue order reports, and related information to expedite deliveries and determine critical needs and packaging and delivery requirements.
- Reviews and analyzes lead-time, service levels, and disbursement history; and determines whether desired inventory levels are being maintained or whether adjustments to the formula are necessary.
- Reviews documentation on new stock items and order revisions to determine their impact on warehouse and distribution operations.
- Receives and initiates telephone contacts with schools, branches, divisions, and vendors regarding orders, deliveries, and inventory management issues .
- Monitors and reviews inventory turnover to determine if items should be discontinued or deliveries should be scheduled more frequently.
- Calculates inventory throughout the year and corrects inventory errors.
- Tracks and documents performance of vendors and notifies purchasing staff of vendor performance issues.
- Assists schools by locating product categories and vendor numbers, and by researching other procurement related issues.
- Serves as a trouble shooter to solve inventory, purchase order, shopping cart, and requisition related problems and answer general questions.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Inventory Control Analyst performs specialized duties related to warehouse and distribution inventory analysis, corrects computer-generated reports, and applies independent judgment to establish and maintain optimum stock levels.

A Senior Inventory Control Analyst supervises a team responsible for distribution and warehouse inventory monitoring, specification updating, stock replenishment analysis, and training of subordinate staff.

An Inventory Control Clerk performs a variety of specialized inventory control and related clerical duties; codes update forms to change data in computer files, processes supporting documents, and communicates details of inventory status to District offices, schools, and vendors.

SUPERVISION

General supervision is received from a Supervising Purchasing Services Coordinator. Work direction may be exercised over Inventory Control Clerks. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Basic procedures regarding warehouse and distribution inventory
- Basic procurement procedures and terminology regarding purchase orders, requisitions, electronic shopping carts, contracts, and deliveries
- Elementary statistics and mathematical procedures
- Basic data processing terminology, applications, and input/output analysis
- Microsoft Office Outlook, Word, and Excel, and SAP

Ability to:

- Determine most appropriate method of collecting, analyzing, and correcting data
- Learn and apply rules, procedures, and variable formulas to inventory management
- Make a wide variety of calculations and projections
- Communicate tactfully and effectively with District personnel and the public
- Operate standard office equipment including computers and related software applications such as SAP and Control D
- Navigate and retrieve information using the Internet
- Work independently with minimal supervision

ENTRANCE QUALIFICATIONS

Education:

An associate's degree, 60 semester units, or 90 quarter units from a recognized college or university. Additional qualifying experience may substitute for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

A. Four years of responsible clerical experience including the purchasing of supplies for a school or office.

or

B. Two years of experience as an Inventory Control Clerk.

or

C. One year of experience analyzing data for warehouse and distribution inventory or storekeeping for supplies, equipment, or furniture.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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JPK