

EDITED TASK LISTING

CLASSIFICATION: MATERIALS AND STORES SPECIALIST

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Prepare purchase requests to ensure stock levels are adequate to meet the needs of the department using Business Information System (BIS) and other inventory tracking tools as needed.
2.	Prepare materials/stock for delivery/pick-up utilizing requisitions, material handling equipment, delivery practices, etc., on a daily basis.
3.	Complete goods receipt to document the appropriate delivery and condition of materials/stock using various tracking statements (e.g. purchase order, bill of lading, invoice, packing slip, etc.) in accordance with the Department Operations Manual (DOM).
4.	Coordinate the delivery of materials/stock to ensure appropriate transportation and timely delivery using various resources (e.g. Department of General Services Transportation Management, self-knowledge, interpersonal skills, referrals, etc.) as needed.
5.	Maintain inventory records to ensure adequate stock levels are available utilizing BIS or other inventory tracking systems on a daily basis.
6.	Assist in receiving, unpacking, and checking of incoming materials against purchase orders or bills of lading to ensure correct delivery and condition of goods utilizing standard receiving practices as needed.
7.	Coordinate movement of materials/stock for storage, retrieval, and inventory purposes utilizing BIS, inventory tracking system, etc., as needed.
8.	Direct warehouse staff in the maintenance of floors and storage areas to ensure a safe and orderly environment utilizing a variety of cleaning equipment (e.g. brooms, sweeping compound, etc.) as needed.
9.	Load and/or unload trucks or other common carriers to fill delivery requests using material handling equipment (e.g. forklift, pallet jack, hand truck, etc.) in accordance with the bill of lading.
10.	Act in the absence of the Property Controller and/or Staff Services Manager I to provide supervision to staff and continue customer services utilizing leadership skills and knowledge of operational procedures as needed.
11.	Communicate with staff and customers to obtain and/or provide information regarding stock items utilizing interpersonal skills, personal knowledge, and other resources on a daily basis.
12.	Act as a lead person to staff by providing training, instruction, and/or guidance in the performance of supply room/warehouse functions using interpersonal skills, personal knowledge, and other resources as needed.
13.	Handle sensitive materials (e.g. tear gas, ammunition, test materials, etc.) for storage and retrieval to ensure a safe, secure, and hazard free environment utilizing various guidelines, policies, and procedures in accordance with Material Safety Data Sheet (MSDS).
14.	Operate motorized vehicles to deliver/pick-up materials/stock adhering to various safety and vehicle guidelines, laws, rules, regulations, etc., as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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15.	Enter or adjust database system codes for inventory/billing purposes utilizing State Administrative Manual (SAM) and departmental policies/procedures as needed.
16.	Research and resolve customer inquiries and/or disputes in inventory or billing to provide accurate information/inventory utilizing SAM and departmental policies/procedures as needed.
17.	Input data to provide agency inventories and billing utilizing SAM and departmental policies/procedures as required.
18.	Assist customers in performing inventories to reconcile stock on hand with inventory reports utilizing SAM, departmental policies/procedures, and a variety of warehouse equipment (e.g. pallet jack, fork lift, hand dolly, etc.) as needed.
19.	Promote quality customer service to ensure customer satisfaction utilizing personal knowledge, customer service skills, and departmental policies/procedures on an on-going basis.
20.	Initiate or recommend changes that promote innovative solutions to meet customer needs utilizing SAM and departmental policies/procedures as needed.
21.	Receive incoming materials against invoices or bills of lading to verify items, quantities, proper billing code, control number, and agency name utilizing SAM and departmental policies/procedures on an on-going basis.
22.	Unpack incoming materials against invoices or bills of lading to verify items, quantities, proper billing code, control number, and agency name utilizing SAM and departmental policies/procedures on an on-going basis.
23.	Check incoming materials against invoices or bills of lading to verify items, quantities, proper billing code, control number, and agency name utilizing SAM and departmental policies/procedures on an on-going basis.
24.	Prepare material for shipment to designated locations based on internal warehousing system utilizing SAM, departmental policies/procedures, and a variety of warehouse equipment (e.g. pallet jack, fork lift, hand dolly, etc.) as required.
25.	Move materials to designated areas for storage utilizing SAM, departmental policies/procedures, and a variety of warehouse equipment (e.g. pallet jack, fork lift, hand dolly, etc.) as required.
26.	Stock and re-stock shelves and bins to meet warehouse needs utilizing SAM, departmental policies/procedures, and a variety of warehouse equipment (e.g. pallet jack, fork lift, hand dolly, etc.) as needed.
27.	Develop staff work standards for storage, shipping, and receiving operations utilizing SAM and departmental policies/procedures as needed.
28.	Communicate information to customers on new policies and practices to provide accurate and timely information utilizing SAM and departmental policies/procedures on an on-going basis.

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29.	Communicate verbally with customers to convey information regarding materials, orders, and shipments using personal knowledge, customer service skills, and telecommunication equipment on an on-going basis.
30.	Assist management and staff with continuous process improvements to improve in-house warehouse operations utilizing personal knowledge, SAM, and departmental policies/procedures on an on-going basis.
31.	Provide lead oversight to warehouse staff with workload requirements to ensure timely completion of assigned tasks using personal knowledge, SAM, and departmental policies/procedures as needed.
32.	Assist management with safety training and oversight to ensure the safety of all employees using personal knowledge, SAM, and departmental policies/procedures as needed.
33.	Pull and stage orders to prepare for shipment utilizing SAM, departmental policies/procedures, and a variety of warehouse equipment (e.g. pallet jack, fork lift, hand dolly, etc.) as required.
34.	Investigate discrepancies and/or adjust errors to reconcile inventory counts with stock on hand using SAM and departmental policies/procedures as needed.
35.	Mark incoming stock items to ensure proper location of storage, billing, and tracking using identification tags or other labeling equipment on an on-going basis.
36.	Provide assistance or direction to warehouse staff to ensure timely completion of tasks using personal knowledge and a variety of warehouse equipment (e.g. pallet jack, fork lift, hand dolly, etc.) as needed.
37.	Research inventory records to verify accuracy using a personal computer as needed.
38.	Input inventory data in order to maintain and update records using a personal computer on an on-going basis.
39.	Correspond electronically with internal/external customers to provide and/or obtain information regarding orders, materials, inventory, etc., using a personal computer as needed.
40.	Recycle outdated or excess materials to ensure proper disposal utilizing California Integrated Waste Management Board (CIWMB) and departmental policies/procedures as needed.
41.	Provide proper storage or disposal of state property to ensure proper handling and disposition utilizing SAM and departmental policies/procedures as needed.