

# Materials and Stores Supervisor Consolidated Series

## California State Personnel Board Specification

Series established January 12, 1972

### Scope

This series specification describes five classes which perform storekeeping and warehousing duties in a redistribution or point-of-use warehouse or supply room.

Storekeeping classes requiring specialized knowledge and application of machine parts storekeeping procedures are allocated to the Equipment Parts Worker series.

Schem Code	Class Code	Class
PB25	1506	Materials and Stores Specialist
PB24	1503	Materials and Stores Supervisor
PB23	1501	Warehouse Manager I
PB22	1500	Warehouse Manager II
PB21	1497	Warehouse Operations Manager

Materials and Stores Supervisor Series Specification - Class Titles and Codes

### Definition of Series

The Materials and Stores Supervisor series of classes describe work concerned with the receipt, storage, issuance, and shipping of a volume of varied supplies. Incumbents may also perform, to a limited degree, procurement, property control auction preparation and publications work.

### Entry Levels

Entry into this series is typically through the classes of Stock Clerk or Warehouse Worker.

### Factors Affecting Position Allocation

Level, variety and complexity of work, size of institution or agency served, number and variety of warehousing functions, size of warehouse, volume and variety of items stored, value of inventory, size of staff, supervision received, and supervision exercised are the differentiating factors between individual classes.

### Definition of Levels

#### Materials and Stores Specialist

This is the advanced journey level in the general storekeeping series. A Materials and Stores Specialist may either (1) lead lower level staff in the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderately complex storage practices in a redistribution or point-of-use warehouse or supply room; or (2) have charge of stores in a small State institution or agency; or (3) assume equivalent duties and responsibilities in assisting a higher grade warehouse supervisor.

#### Materials and Stores Supervisor

This is the working level supervisor in the series. A Materials and Stores Supervisor may either (1) supervise the receipt, storage, issuance, and shipping of a volume of varied supplies requiring complex storage practices in a large redistribution or point-of-use warehouse or supply room, including supervision over a group of assistants; or (2) in an assigned geographic area, to have charge of a large volume of equipment, stores and supplies for a State agency, and to be responsible for the maintenance of control records on the movement of equipment including supervision over a group of assistants; or (3) assume equivalent duties and responsibilities in assisting a higher grade warehousing manager.

## Warehouse Manager I

This is the first full supervisory level in this series. Incumbents plan, organize and direct the receipt, storage, issuance, and shipping of a heavy volume of varied supplies in one of the larger and unusually complex complete redistribution or point-of-use warehousing operations, which may include multiple warehouses. Typically incumbents supervise a moderate sized staff of at least five assistants. At this level, incumbents spend a majority of their time directing all the activities of a warehousing operation under administrative direction.

## Warehouse Manager II

This is the second level of full supervision in this series whose scope of responsibility is statewide or agencywide. Incumbents plan, organize and direct the operation of one of the largest and unusually complex complete redistribution or point-of-use warehousing functions in State service which includes multiple warehouses. Incumbents typically supervise a large staff of at least eight assistants including subordinate Materials and Stores Supervisors. At this level, incumbents are primarily involved in the resolution of warehousing problems and coordination of multiple warehousing functions.

## Warehouse Operations Manager

This position is the administrative and operational head of the Warehousing Section of the Office of Procurement. The incumbent plans, organizes and directs the work of the Warehousing Section of the Office of Procurement; supervises a group of assistants engaged in warehousing activities which include the receipt, storage and issuance of a heavy volume of varied supplies.

### Minimum Qualifications

#### Materials and Stores Specialist

##### EITHER I

One year of experience performing the duties of a Stock Clerk or Warehouse Worker in California state service.

##### OR II

Two years of experience in a supply room or warehouse in work involving the receipt and issuance of a large volume of varied commodities. (Experience in California state service applied toward this requirement must include at least one year at a level of responsibility at least equivalent to that of Stock Clerk.)

#### Materials and Stores Supervisor

##### EITHER I

One year of experience performing the duties equivalent in level to a Materials and Stores Specialist in California state service.

## OR II

Three years of experience in a supply room or warehouse in work involving the receipt, storage, issuance, and shipping of varied supplies or food commodities. (Experience applied toward this requirement must include at least one year of supply room or warehouse responsibilities equivalent in level and responsibilities to Materials and Stores Specialist.)

## Warehouse Manager I

### EITHER I

One year of experience performing the duties equivalent in level to a Materials and Stores Supervisor in California state service. or

Two years of experience performing the duties of a Materials and Stores Specialist in California state service.

### OR II

Three years of experience in a storeroom or warehouse which must have included or been supplemented by one year of responsible supervisory or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. (Experience in California state service applied toward the supervisory requirement must include at least one year in a class at a level of responsibility equivalent to that of Materials and Stores Supervisor.)

## Warehouse Manager II

### EITHER I

One year of experience performing the duties equivalent in level to a Warehouse Manager I in California state service. or

Two years of experience performing the duties equivalent in level to a Materials and Stores Supervisor in California state service.

### OR II

Four years of experience in a storeroom or warehouse which must have included or been supplemented by two years of responsible supervisory or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. (Experience in California state service applied toward the supervisory requirement must include at least one year in a class at a level of responsibility equivalent to that of Warehouse Manager I.)

## Warehouse Operations Manager

### EITHER I

One year of experience performing the duties equivalent in level to a Warehouse Manager II in California state service.

## OR II

Broad and extensive (more than five years) responsible managerial or technical experience related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. (Experience in California state service applied toward the supervisory requirement must include at least one year in a class at a level of responsibility equivalent to that of Warehouse Manager II.)

### **Additional Desirable Qualifications**

#### **All Levels:**

Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.

#### **Knowledge and Abilities**

##### **Materials and Stores Specialist**

Knowledge of: Modern warehousing methods and practices, including the keeping of, receiving, shipping, and inventory records; freight rates and classifications; Office of Procurement specifications; regulations involved with consolidated freight shipments, stock array systems; freight claim procedure; inventory and quality control.

Ability to: Read and write English at a level required for successful job performance; perform heavy physical labor; operate motorized material handling equipment; estimate possible future demands of various supplies based upon past needs; work independently; work and communicate effectively with those contacted in the work; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action.

##### **Materials and Stores Supervisor**

Knowledge of: All of the above, operation of motorized material handling equipment; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: All of the above, and determine whether incoming supplies meet the standards set up in the Office of Procurement and agency specifications; supervise the work of a group of assistants; effectively contribute to the department's affirmative action objectives.

##### **Warehouse Manager I**

##### **Warehouse Manager II**

Knowledge of: All of the above, and warehouse management principles and procedures; methods of packing and shipping a wide variety of commodities; inventory control and statistical forecasting techniques; work standards development; cost-centered warehousing techniques; proper methods of storing supplies requiring both normal and special storekeeping practices; principles of personnel management and supervision; principles of governmental budgeting.

Ability to: All of the above, and plan and direct the work of others; meet and deal effectively with those contacted in the course of business; develop a storekeeping activity budget; estimate possible future demands of various supplies based upon past needs.

##### **Warehouse Operations Manager**

Knowledge of: All of the above, and management information systems for multiple warehouse operations; quality control inspection and testing; purchasing principles and practices; and organizational principles.

Ability to: All of the above, and plan, direct and coordinate the operation of a multiple warehouse system.

## Special Personal Characteristics

### Materials and Stores Specialist

### Materials and Stores Supervisor

Strength, good physical agility, and willingness to do heavy manual labor.

### Class History

<b>Class</b>	<b>Date Established</b>	<b>Date Revised</b>	<b>Title Changed</b>
Materials and Stores Specialist	04/12/1947	05/09/1989	05/09/1989
Materials and Stores Supervisor	04/12/1947	05/09/1989	05/09/1989
Warehouse Manager I	02/02/1957	05/09/1989	01/12/1972
Warehouse Manager II	04/12/1947	05/09/1989	01/12/1972
Warehouse Operations Manager	02/01/1952	05/09/1989	01/12/1972

Materials and Stores Supervisor Series History - Dates Established, Revised, and Title Changed

Updated 6/3/2012