

STATE OF ALASKA
DEPARTMENT OF MILITARY & VETERAN AFFAIRS
Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DIVISION: ALASKA MILITARY YOUTH ACADEMY		PCN: 090324 (Position Description Attached)	
JOB CLASS/TITLE: STOCK & PARTS SERVICES III		WHEN POSITION IS NEEDED: ASAP	
WAGE GRADE: 54 / \$22.16 +DOE (steps)		DUTY STATION: CAMP CARROLL	
<input checked="" type="checkbox"/>	Permanent Full-Time	<input type="checkbox"/>	Permanent Full-Time Seasonal
<input type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: Federal			
CANDIDATE MUST BRING TO INTERVIEW: <input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) <input type="checkbox"/> Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form <input type="checkbox"/> Criminal Convictions: Must provide a copy of the judgement from the Court for <u>any</u> Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring APSIN* clearance, must provide judgement for <u>all</u> convictions regardless of date. <input checked="" type="checkbox"/> Copy of certifications and licenses <input type="checkbox"/> Other:			
<i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>			
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Supplemental Questions for PCN 090324

Stock & Parts Services III

As part of the applicant process please respond to the following questions and attach to your application.

1. What was your role in controlling inventory levels at your last employment?

2. How would you ensure accuracy of shipment and receipt of inventory transactions?

3. How do you ensure the accountability of personal items belonging to other individuals?

4. What warehouse software packages have you used?

5. What experience to you have in conducting inventories to determine current and future needs of an organization?

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

This position is responsible for independently performing advanced level procurements, warehouse management, and supply support to students and staff of the Alaska Military Youth Academy (AMYA). The position procures, receives, accounts for, stores, expedites, distributes, and disposes of a wide variety of conventional and/or specialized supplies and equipment, materials, and services necessary to support AMYA.

The Stock and Parts Services III, acts as the lead to provide guidance, training, and assistance to the Stock and Parts Services II.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Warehouse Management		
E/M	% of Time	Duty Statement
E	40 %	<p>Maintains security of the AMYA warehouse vehicles and a warehouse with an estimated net worth value of \$540,000.00. Initiates work order requests to the AMYA administrative staff for warehouse maintenance requirements.</p> <p>Monitors inventory stock levels and determines if inventory stocks levels require adjustment to meet the needs of the AMYA mission. Determines if supplies are excess or obsolete. Coordinates with AMYA staff for the disposal of, or otherwise discontinue stock items no longer available or no longer serviceable and offers substitutes or alternatives for those discontinued items.</p> <p>Receives/reconciles purchases against ordering documents. This entails opening boxes, matching shipped quantities to ordered quantities, researching and correcting discrepancies. Follows up on purchases to expedite delivery or resolve backorder problems. As required, distributes received items to requestors or stock items within the warehouse. Arranges and coordinates the logistics of shipping supplies, equipment and/or materials to AMYA offices outside the Anchorage area. Delivers supplies, equipment and/or materials to offices located on the AMYA campus and AMYA offices located within the Anchorage area.</p> <p>Determines supply/equipment needs and priorities of AMYA. Conducts semi-annual and/or annual warehouse inventories to determine immediate and future needs for clothing, equipment, janitorial, school, and personal hygiene supplies. Processes inventory adjustments or inventory corrections as necessary upon completion of reconciliation actions.</p> <p>Inspects all clothing and equipment items turned into the warehouse by students or staff. Assesses items that need repair and take to another agency for repair. Returns repaired items to service. If beyond repair, follow property disposal procedures established by the department as well as federal regulations and State statutes. Identifies lost clothing and equipment for replacement costs due to student or staff negligence. If required, initiates the electronic property form.</p> <p>Issues uniform and clothing items and equipment to AMYA students and staff. Explores all avenues to obtain difficult to order sizes. Maintains accurate records of items issued. This position issues clothing and equipment to an average of 400 or more students annually, and 25 staff when necessary. Processes over-the-counter issues, and stock return documents for all items issued and returned by students and staff.</p> <p>Maintains a "commissary" for AMYA students to purchase replacement school supplies and</p>

personal hygiene items. Students are given an initial issue of these items on the first day of acclimation at no cost, but must pay for replacements out of their weekly stipend. Items are purchased by students at cost.

Functional Area Title: Purchasing/Procurement

E/M	% of Time	Duty Statement
E	30 %	<p>This position must obtain and maintain a Procurement Officer Certification Level II. Within this positions delegated purchasing authority, procures good and services in direct support of the Alaska Military Youth Academy (AMYA). Prepares procurement documents as required to replenish stocked items. Procurements are made from state, departmental, and divisional contracts, over-the-counter sales from local vendors, and online. Items procured include but are not limited to school supplies, personal hygiene items, janitorial supplies, carpet cleaning services, clothing, computer equipment, office supplies, snow and ice melt, traction sand, snow shovels, and ice chippers. Procurements are made using requests for quotes/pricing, purchase orders, deliver orders, State purchasing card, and house charge accounts. This position processes and average of 900 purchasing documents annually and ensures procurements for contractual and non-contractual purchases conform to federal, state, and departmental guidelines. Contacts requestor for clarification if necessary. Procures and ships items in the most cost effective manner that support the priority of need.</p> <p>Prepares and issues Requests for Quotation, receives quotes and makes award for small procurements estimated to cost up to \$100,000.00. Assists the Department Procurement Office in preparing bid specifications and documents for the purchase of goods or services estimated to exceed \$100,000.00.</p> <p>Procures equipment and supplies required for grounds and facilities maintenance by AMYA staff. This includes but is not limited to lawn mowers, weed eaters, snow shovels, ice chippers, ice melt, and traction sand.</p>

Functional Area Title: Property and Vehicle Control

E/M	% of Time	Duty Statement
E	10 %	<p>Controls clothing, equipment, supplies, vehicles and other state and federal assets located within the AMYA warehouse. This includes but is not limited to: two warehouse vehicles, one multi-function fax/copier/scanner, portable radios and accessories, computes and information systems and software, furnishings, student and staff uniforms, bedding, pallet jacks, pallet lifters, laundry carts, hand dollies, hand carts, and all other consumable and expendable items.</p> <p>Assists the Department Property Manager and the AMYA property custodians in identifying and controlling accountable state and federal property items. When necessary, assists with preparing proper documentation for lost, stolen, or damaged items, or with turn-in of items deemed excess to AMYA or to the needs of the warehouse.</p> <p>Ensure accountability of personal items sent to the warehouse by AMYA staff for student who departed the program prior to graduation from the ChalleNGe phase. This includes but is not limited to clothing and personal effects such as wallets, I.D. cards, etc. Notifies parent/guardian of receipt of items and disposes of unclaimed items within established state, department, and division guidelines. Make arrangement with parents/guardians located within local area for the pickup of cadet personal items.</p> <p>Signs for keys to the warehouse and other controlled areas. Sign for a master key to the AMYA campus to facilitate deliveries of purchased supplies/equipment to locked offices during periods when no one is present. Conducts and annual key inventory of all keys assigned</p>

within the warehouse.

Maintains accountability of vehicles assigned to the warehouse. Keeps a sign out log for the purpose of signing out vehicles to AMYA staff not assigned to the warehouse. Makes certain all state employees operating a warehouse vehicle understand the state's requirements for operating a state vehicle to include, but not limited to refueling, maintenance, and reporting of accidents.

Functional Area Title: Safety

E/M	% of Time	Duty Statement
E	10 %	<p>Assists designated AMYA or department employees in performing fire warden duties for warehouse controlled areas on the AMYA campus. Submits work order requests to AMYA administrative staff identifying discrepancies noted during the fire marshal inspections. Serves as the designated fire warden for the warehouse, ensuring the facility is maintained to required standards.</p> <p>Keeps all exits and doorways free from debris or other items that may prevent expedited exit from the warehouse in the event of an emergency. Identifies all safety hazards and work with AMYA administrative staff to make corrections.</p> <p>Ensures Safety Data Sheets/Material Safety Data Sheets are readily available to all employees who may handle potentially harmful substances. Trains warehouse personnel on the use of eye wash station, and annotates training. Monitors the shelf life of eye wash solution and procures new solution well in advance of noted expiration date.</p>

Functional Area Title: Lead Duties

E/M	% of Time	Duty Statement
E	10 %	<p>As the lead Stock and Parts Service III, providing training, guidance, and mentorship to the other Stock and Part Services II assigned to the AMYA warehouse. Prioritizes warehouse work load to meet the needs of AMYA students and staff.</p> <p>Uses a computer to create or update warehouse documents and spreadsheets using Microsoft Office software applications in the Windows environment and on a Local Area Network. Ensures all warehouse generated issue forms are reviewed and updated annually. Provides necessary copies of updated forms to AMYA staff.</p> <p>Using ALDER, generates a weekly Inventory Item On Order report, and monthly an Inventory Value Analysis report. Reports will be used to help maintain the required warehouse on order points throughout each class cycle.</p> <p>Work with supervisor to set up annual inventories using IRIS to freeze the warehouse and generate a Cycle Count Report in ALDER to conduct a count of all assets. Reconciles all overages and shortages, and enter the actual count on the Inventory Freeze Table (INVF) within IRIS.</p> <p>As required, provide guidance to AMYA staff on state and departmental procurement and warehouse requirements, and policies and procedures. Conducts training on procurement and warehouse operations to AMYA staff at least annually.</p> <p>Every two years, works with supervisor to review, update and maintain the currency of Warehouse Memorandum of Understandings, and Warehouse Standard Operating Procedures.</p> <p>When requested by the supervisor, offers insight for evaluation purposes on Stock and Parts Services II assigned to the AMYA warehouse.</p>

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Operates an assigned desktop computer on a daily basis. This includes monitor, keyboard, CPU, Labelwriter, and Local Area Network printer. Software used includes, but is not limited to: Microsoft Word, Excel, Powerpoint, Internet Explorer, and Outlook; Integrated Resource Information System; and Adobe Acrobat.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Daily use of hand carts; laundry carts; automotive vehicles (3/4 ton delivery van and 2 1/2 box truck); hydraulic lift gate on 2 1/2 ton box truck; manual pallet jacks; manual and electric pallet lifters; knife/box opener; and general office equipment (telephone and multi-function copy/fax/scan machine).

As-needed use of power tools (electric drills and saws), hand tools (hammers, screwdrivers, hand saws, files, chisels, riveting tools), or other tools required to make equipment repairs.

Occasional use of handheld radios to communicate with Academy staff.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Daily use of AMYA Warehouse Standard Operating Procedures, Alaska Military Youth Academy Policies and Procedures, and DMVA Standard Operating Procedures to perform required Supply operations.

As needed use of State of Alaska Procurement Statutes, Regulations, and Manuals (AS 36.30, 2 AAC 12, AAM 81 and 82), Joint Base Elmendorf-Richardson Fire and Physical Security Regulations, and State of Alaska Property Control Handbook to perform required tasks or advise AMYA staff of proper procedures.

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Purchase required goods, equipment, supplies, and services from contract and non-contract vendors within delegated procurement authority. Obtain quotes where necessary to obtain best pricing.

Make decisions regarding "fair wear and tear" versus willful damage to State clothing and equipment items issued to students and staff.

Determine whether or not acquired property is accountable under the State of Alaska property control system. Report determination to Division Property Custodian and assist in tagging required items with a State Property Control Number and reporting acquired items to the Department Property Manager for entry into the Integration Resource Information System (IRIS).

Make determinations on serviceability of property, clothing, and equipment items. Ensure unserviceable items are disposed of per established state or department procedures. Ensure serviceable items are re-issued or disposed of per established state and/or department procedures.

Prioritize required tasks. As required, schedule appointments with sections or other agencies for turn-in or disposal of surplus items, delivery of received items, or use of the box truck or van by another AMYA section.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Daily contact on various issues with staff and students assigned to the Academy.

As-needed contact with vendors on various issues related to acquiring quotes, ordering and receiving required items, and any problems with orders.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Failure to perform daily warehouse functions may result in unnecessary interruption of Academy operations or create an unsafe environment for staff and/or students. An example of creating an unsafe environment would be failing to promptly submit a work order for repair of a damaged toilet.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Equipment and supply stock knowledge in dealing with clothing, supply, and equipment vendors.

Ability to effectively communicate with students, staff, and other individuals using telephone, email, cell phone, or handheld radio.

Effective use of writing skills to inform, schedule, and request dates, times, places, and personnel to assist and support Supply employees.

3.8. List licenses, certifications, registrations, physical or other standards required by state or

federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Current State of Alaska Class D drivers license.

State of Alaska, Department of Administration, Division of General Services, Level II Procurement Certification.

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating Description

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				F
Walking				F
Standing				F
Running	N			
Jumping	N			
Bending or twisting			O	
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs			O	
Driving cars, light duty trucks				F
Driving heavy duty vehicles				F
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers			O	
Pinching with fingers			O	
Grasping with hand, gripping			O	
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds				F
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance		P		
Seeing objects peripherally			O	
Using depth perception			O	
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)		P		
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels	N			
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)		P		
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)		P		
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Work with at-risk youth in a residential facility.				F
Ability to simultaneously perform multiple mentally and physically demanding tasks.				F
Use manual pallet jacks and pallet lifter, and electric pallet lifter, to move pallets of supplies and equipment.				F
Push or pull laundry carts containing up to 300 lbs of bedding or clothing.				F
Use hand or wheeled carts to move supplies and equipment.				F
Exposure to aggressive/angry people in the work environment		P		

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

5. Supervisory Authority

This page must be completed if PCN **090324** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **090324** supervises or leads. Record **090324** 's level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **090324** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **Yes** If no, skip this section.

PCN 090324 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 090324	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
090305	4	4	4	4	1	2	1	3	1