



## Auxiliary Services Job Family: **Stock Keeper Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

### GENERIC JOB PROFILE SUMMARIES

<b>Stock Keeper II INDIVIDUAL CONTRIBUTOR</b>	<b>Stock Keeper III INDIVIDUAL CONTRIBUTOR</b>
Monitor and maintain appropriate inventory levels of stockroom goods and supplies	Monitor and maintain appropriate inventory levels of stockroom goods and supplies
Supervise and/or carry out packaging and shipping of goods and materials using UPS, USPS, and other carriers	
Maintain computerized records of stockroom activity	
Be responsible for proper billing on all outgoing supplies	Direct the ordering, receipt, pricing, and distribution of goods
Establish priorities for stockroom work activities	Supervise the activities of junior Stock keepers
	Prepare product specifications for competitive bidding
	Develop, document, and revise policies and procedures

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10869 STOCK KEEPER II, BAND B	10870 STOCK KEEPER III, BAND C
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	High school Diploma or equivalent; up to 2 years or equivalent	High school Diploma or equivalent; 2 to 4 years or equivalent
<b>IMPACT</b>	Affects immediate department	Extends beyond department
<b>CONTACTS - INSIDE</b>	Assists others Cooperation of task completion Handle confidential information	Assists others Cooperation of task completion Handle confidential information
<b>CONTACTS - OUTSIDE</b>	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business activities Obtain involved information Provide detailed response
<b>CONTACTS - STUDENTS</b>	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures

FACTOR PROFILE	10869 STOCK KEEPER II, BAND B	10870 STOCK KEEPER III, BAND C
<b>SUPERVISION</b>	Students Temporaries On-the-job training	Group leader Full responsibility of students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals
<b>COMPLEXITY</b>	Focus on entire field	Focus on entire field
<b>LEVEL OF DECISION MAKING</b>	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits
<b>FREEDOM OF ACTION</b>	Under general supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress
<b>SUPPORT SKILLS – WRITING</b>	Provide standard responses to inquiries	Provide standard responses to inquiries
<b>SUPPORT SKILLS – COMPUTER</b>	Use business or technical programs for data input or word processing to create documents or reports	Use business or technical programs for data input or word processing to create documents or reports
<b>WORKING CONDITIONS - PHYSICAL</b>	Lift 20 to 50 lbs.	Lift more than 50 lbs.

FACTOR PROFILE	10869 STOCK KEEPER II, BAND B	10870 STOCK KEEPER III, BAND C
<b>WORKING CONDITIONS - VISUAL</b>	Normal concentration and visual attention	Close concentration and visual attention
<b>WORKING CONDITIONS - HAZARD</b>	Chemicals/ substance requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention. Protection devices required in some aspects of work.	Chemicals/ substance requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention. Protection devices required in some aspects of work.