



Date: March 31, 2021
To: Civil Service Commission
From: Desiree Davalos, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION –
MECHANICAL EQUIPMENT STOCK CLERK I-II**

On March 25, 2021, the Civil Service Department received correspondence from Fred Verdugo, Acting Director of Human Resources, requesting Civil Service Commission approval of the revised classification specification for Mechanical Equipment Stock Clerk I-II. Staff has reviewed this request and recommends the approval of the revisions to the classification specification, in accordance with Article XI, Section 1101 (d) of the City Charter.

Facts for Consideration:

- The classification of Mechanical Equipment Stock Clerk I-II can be found in the Financial Management Department.
- The Classification Specification of Mechanical Equipment Stock Clerk I-II was adopted September 1, 1967.
- The proposed changes to the Mechanical Equipment Stock Clerk I-II Classification Specification are as follows:

- **Definition Section:**

Removed "...operates an automotive parts storeroom stocking a wide variety of parts and accessories" and updated to reflect current definition of the position "...procures, receives, stores and issues parts, accessories and equipment for automotive, heavy-duty truck and specialized equipment systems in a mechanical parts storeroom using computerized systems"

- **Distinguishing Characteristics Section:**

Grade level distinctions have been added as follows:

- Grade Level I - Performs the routine duties of the classification
- Grade Level II - Performs full range of duties

- **Examples of Duties Section:**

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Updated current range of duties and responsibilities as stated on past job bulletins, in conjunction with industry standards, to reflect the current responsibilities of the position.

- The added updated duties include:
 - Accurately navigates and inputs data into computerized inventory systems;
 - Contacts alternate suppliers to determine the availability of parts, prices and supply;
 - Analyzes inventory activity such as stock levels, part usage and price fluctuations;
 - Completes documentation as needed for warranty claims and refund of expenses paid or credits issued in lieu of payment;
 - May be required to pick up parts and/or supplies from vendors;
 - Follows procedures to ensure that terms of purchase orders and specifications are met, including delivery dates and quantity and quality of goods received;
 - Arranges with vendors for correction of errors or replacement of defective and nonconforming parts;
- The removed outdated duties include:
 - Maintains records of delivery dates and other terms of purchase;
 - Maintains parts catalogues and vendor price lists;
 - Determines proper accountability for items received and issued;
 - Checks quantity and quality of goods received and arranges with vendors for correction of errors and replacement of defective items;
 - Prepares detailed store records and reports;

- **Minimum Qualifications Section:**

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Updated the requirements in conjunction with past recruitments and industry standards.

- “Two or more years paid, full-time equivalent experience in automotive, heavy-duty, and/or mechanical equipment parts procurement, stock and inventory control.” has been updated to replace “Education and experience equivalent to high school graduation and four years recent experience in auto parts procurement and storekeeping requiring a wide knowledge of parts utilized by late model light and heavy equipment.”
- “Ability to pass a rigid City medical examination, have no restricted back motion, pronounced obesity or history of back trouble.” has been removed.

○ **Knowledge, Skills, and Abilities Section:**

Added the Knowledge, Skills, and Abilities (KSA) section to clarify KSA requirements for the position, which included the following:

- Knowledge of stockroom and computerized inventory procedures;
- Ability to operate computers including the use of the Internet, spreadsheet, database and word processing software;
- Ability to effectively communicate both verbally and in writing;
- Ability to provide quality customer service to both internal and external customers;
- Ability to conduct internet research.

Notations of the following have also been added to the KSA Section: “Willingness to work overtime, weekend and/or holiday hours.” and “A valid driver's license must be submitted to the hiring department at the time of the selection.”

- Staff worked with the Financial Management Department, the Human Resources Department, and the International Association of Machinists & Aerospace Workers (IAM) on the proposed changes to the Mechanical Equipment Stock Clerk I-II classification specification. All parties have been notified that this request is on today's agenda. .

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- Staff has completed its meet and confer obligation on March 1, 2021 with the International Association of Machinists and Aerospace Workers (IAMAW) union regarding the proposed changes.
- Representatives from the Financial Management Department and the Human Resources Department will be present to respond to any questions from the Civil Service Commission.

DD 03/31/2021 Revision to Class-Mechanical Equipment Stock Clerk I-II

Memorandum

Date: March 25, 2021

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – MECHANICAL EQUIPMENT
STOCK CLERK**

Attached for your consideration is an update to the Mechanical Equipment Stock Clerk Classification Specification. The Financial Management department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize the language. The Example of Duties were revised to reflect the current duties of the classification. The Minimum qualifications requirement for education, training, and experience was changed to two or more years paid, full time equivalent experience. Additionally, the classification specification now includes a Knowledge, Skills and Abilities statement.

Human Resources staff worked with Civil Service and corresponding departments to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Mechanical Equipment Stock Clerk classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

FB:DA:KC:BD

Attachments

Mechanical Equipment Stock Clerk Classification Specification

cc: Dana Anderson, Acting Deputy Human Resources Director
Khristina Coston, Human Resources Officer

TITLE: **MECHANICAL EQUIPMENT STOCK CLERK I – II**

DEFINITION: Under general supervision, procures, receives, stores and issues parts, accessories and equipment for automotive, heavy-duty truck and specialized equipment systems in a mechanical parts storeroom using computerized systems.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the routine duties of the classification

Grade Level II - Performs full range of duties

EXAMPLES OF DUTIES:

- Procures, receives, stores, and issues parts, accessories and equipment for automotive, heavy-duty truck and specialized equipment systems in a mechanical parts storeroom using computerized systems;
- Accurately navigates and inputs data into computerized inventory systems;
- Contacts alternate suppliers to determine the availability of parts, prices and supply;
- Keeps informed on new products and prices and recommends substitutes for items in scarce supply;
- Prepares cost estimates of parts required for major equipment overhaul;
- Analyzes inventory activity such as stock levels, part usage and price fluctuations;
- Completes documentation as needed for warranty claims and refund of expenses paid or credits issued in lieu of payment;
- May be required to pick up parts and/or supplies from vendors;
- Determines the annual need for major items, product line, seasonal items and new equipment parts line;
- Follows procedures to ensure that terms of purchase orders and specifications are met, including delivery dates and quantity and quality of goods received;
- Arranges with vendors for correction of errors or replacement of defective and nonconforming parts;
- Maintains operational and control procedures to ensure proper accountability of items received, stored and issued;
- May supervise the work of others;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Two or more years paid, full-time equivalent experience in automotive, heavy-duty, and/or mechanical equipment parts procurement, stock and inventory control.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of stockroom and computerized inventory procedures;
- Ability to operate computers including the use of the Internet, spreadsheet, database and word processing software;
- Ability to effectively communicate both verbally and in writing;
- Ability to provide quality customer service to both internal and external customers;
- Ability to conduct internet research.

Willingness to work overtime, weekend and/or holiday hours.

A valid driver's license must be submitted to the hiring department at the time of the selection.

HISTORY:

Approval/Adoption Dates: 09/01/67

Approved Revision Civil Service Commission: XX/XX/XX