



Date: April 14, 2021
To: Civil Service Commission
From: Desiree Davalos, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION – STOCK AND RECEIVING CLERK**

On April 8, 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 Stock and Receiving Clerk. Staff has been working with Human Resources and the impacted departments on these revisions. Staff 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 Stock and Receiving Clerk can be found in the Fire, Harbor, Energy, Water, and Health Departments.
- The Classification Specification of Stock and Receiving Clerk was last revised January 18, 1974 and adopted March 21, 1983.
- The proposed changes to the Stock and Receiving Clerk Classification Specification are as follows:

- **Examples of Duties Section:**

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:
 - May deliver mail, supplies and equipment to other facilities;
 - May operate a city vehicle;
 - May operate a forklift;
 - May operate high pressure equipment to fill air and oxygen cylinders;

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- Performs inventory count process, which may include use of inventory scanners;
- One duty statement was also updated from “Stores, issues and delivers supplies and equipment” to “Stores, issues and delivers supplies and equipment, which may include use of scanners”.

○ **Minimum Qualifications Section:**

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

- The minimum qualifications now state, “One year of full-time equivalent paid experience in ordering, receiving, storing, issuing, and accounting for a wide variety of materials, tools and equipment.” The word “recent” was removed from the experience requirement and “full-time equivalent paid” was added.
- “The ability to operate a typewriter and calculator.” has been removed, as this is no longer required for the position.
- “list or maneuver heavy objects” has been updated, defined, and moved to the Knowledge, Skills, and Abilities Section.
- “meet and deal effectively with vendors and other employees” is removed as this is covered by an ability statement, “ability to communicate both verbally and in writing”, in the Knowledge, Skills, and Ability Section.

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

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

- Knowledge of inventory processes.
- Ability to communicate both verbally and in writing;
- Ability to comprehend and interpret complex written information;
- Ability to operate computers, including the use of the Internet, spreadsheets, databases, word processing, and inventory software;

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- Ability to lift or maneuver heavy objects up to 50 pounds alone, and up to 100 pounds, typically with assistance.

Notations of the following have also been added to the Minimum Qualifications Section: "Willingness to work overtime, weekend and/or holiday hours.", "Positions in the Water, Energy, and Fire departments require candidates obtain forklift certification, prior to the completion of the probationary period.", and "Valid motor vehicle operator's license."

- Staff worked with the Fire, Harbor, Energy, Water, and Health Departments, the Human Resources Department, and the International Association of Machinists & Aerospace Workers (IAMAW) on the proposed changes to the Stock and Receiving Clerk classification specification. All parties have been notified that this request is on today's agenda.
- Representatives from the user departments and the Human Resources Department will be present to respond to any questions from the Civil Service Commission.

DD 04/14/2021 Revision to Class-Stock and Receiving Clerk

Date: April 8, 2021

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – STOCK AND RECEIVING CLERK**

Attached for your consideration is an update to the Stock and Receiving Clerk Classification Specification. Various departments met with Civil Service and Human Resources staff to update the classification specification in order to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize the language. In addition, several duties were added to the class specification to reflect duties currently performed by employees in the class.

Human Resources staff worked with Civil Service and representatives from the Energy Resources, Fire, Harbor, and Water 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 Stock and Receiving Clerk classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Elizabeth Calixtro, Labor Relations Officer at (562) 570-7474.

FV/KC:TH

Attachments

Stock and Receiving Clerk Specification

cc:

Christina P. Winting, Executive Director, Civil Service
Dana Anderson, Acting Deputy Human Resources Director, Human Resources
Elizabeth Calixtro, Labor Relations Officer, Human Resources
Khristina Coston, Human Resources Officer, Human Resources

TITLE: STOCK AND RECEIVING CLERK

DEFINITION: Under supervision, performs manual and clerical duties in receiving, storing and issuing supplies and equipment.

EXAMPLES OF DUTIES:

- Checks receipt of goods against purchase orders and verifies consignments with shipping papers;
- Stores, issues and delivers supplies and equipment, which may include use of scanners;
- Posts receipts and issuances to records;
- Prices and files and requisitions;
- Types purchasing requisitions, receiving tickets, warehouse invoices, etc.;
- Performs routine maintenance and custodial duties in stores area;
- May contact vendors to expedite orders, place verbal orders for contract materials and make arrangements for delivery;
- May deliver mail, supplies and equipment to other facilities;
- May operate a city vehicle;
- May operate a forklift;
- May operate high pressure equipment to fill air and oxygen cylinders;
- Performs inventory count process, which may include use of inventory scanners;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

One year of full-time equivalent paid experience in ordering, receiving, storing, issuing, and accounting for a wide variety of materials, tools and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

Candidates must possess all of the following:

- Knowledge of inventory processes.
- Ability to communicate both verbally and in writing;
- Ability to comprehend and interpret complex written information;
- Ability to operate computers, including the use of the Internet, spreadsheets, databases, word processing, and inventory software;
- Ability to lift or maneuver heavy objects up to 50 pounds alone, and up to 100 pounds, typically with assistance.

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



CLASSIFICATION SPECIFICATION

Stock and Receiving Clerk (continued)

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Positions in the Water, Energy, and Fire departments require candidates obtain forklift certification, prior to the completion of the probationary period.

Valid motor vehicle operator's license.

HISTORY:

Revision of Classification Specification dated 01/18/74.

Approval/Adoption Dates: 03/21/83 - Human Resources Department

Civil Service Commission Approval/Adoption Date: XX/XX/XXXX