



# Inventory and Store Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
INVENTORY AND STORE SPECIALIST I	1911	A11	\$32,332 - \$47,355
INVENTORY AND STORE SPECIALIST II	1912	A13	\$35,439 - \$52,388
INVENTORY AND STORE SPECIALIST III	1913	A15	\$38,976 - \$58,045
INVENTORY AND STORE SPECIALIST IV	1914	A17	\$42,976 - \$64,469
INVENTORY AND STORE SPECIALIST V	1915	A19	\$48,244 - \$76,028

## GENERAL DESCRIPTION

Performs inventory and/or retail sales work stocking, arranging, and transferring inventory; displaying and selling merchandise; and monitoring store or warehouse operations for compliance with established security requirements and procedures.

## EXAMPLES OF WORK PERFORMED

Maintains, stocks, and issues materials, equipment, supplies, merchandise, or other inventory.

Maintains accounting records of purchases, assigns inventory numbers to items, and monitors inventory and stock control records following loss prevention and agency guidelines.

Prices and identifies merchandise according to agency policies and procedures, stocks shelves and store merchandise as required, and assists customers in finding products and making selections.

Conducts inventory of stock or merchandise and reviews inventory control records and reports.

Prepares estimates of supply and merchandise needs and prepares requests for replenishing supplies and merchandise.

Loads and unloads stock and merchandise.

Records sales and collects cash, receipts, and coupons according to established guidelines and fiscal control procedures for retail environments.

Disposes of surplus property or spoiled products and arranges and rotates merchandise.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related experience, education, and certifications. Other factors may include the scope and nature of the inventory and/or retail sales work performed.*

**INVENTORY AND STORE SPECIALIST I:** Performs routine (journey-level) inventory and/or retail sales work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may fully perform a variety of routine daily tasks but may often rely on direction from others to solve problems that are not standard. Employees may assist others in performing work of greater complexity.

**INVENTORY AND STORE SPECIALIST II:** Performs moderately complex (journey-level) inventory and/or retail sales work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may routinely assist others in performing work of greater complexity. Employees at this level may:

- Compile and maintain an inventory database.
- Prepare purchase requests or orders and maintains files and supporting documentation.
- Fill orders by packaging, mailing, or delivering items.

**Note:** *Any senior-level employee (levels III-V) can serve as a team lead; however, within this job classification series team leader responsibilities will normally be found at levels IV or V. Senior-level employees may perform the full range of work listed in the examples above and may coordinate or oversee that work for others. Factors that may distinguish between the senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certifications.*

**INVENTORY AND STORE SPECIALIST III:** Performs highly complex (senior-level) inventory and/or retail sales work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Schedule inventories and review inventory databases.
- Review accounting records of purchases.
- Review pricing and identification of merchandise.
- Verify requests for replenishing supplies and merchandise.
- Determine the necessary mark-up of merchandise and ensure that merchandise is correctly priced and displayed.
- Verify the receipt of inventory or retail merchandise shipments and oversee the loading and unloading of stock and merchandise.

**INVENTORY AND STORE SPECIALIST IV:** Performs advanced (senior-level) inventory and/or retail sales work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate store and/or warehouse operations.
- Develop inventory control program guidelines and policies, reconcile inventory records with asset accounting records, and resolve inventory-reporting discrepancies.
- Review and approve requests for replenishing supplies and merchandise.
- Review markups on merchandise.
- Negotiate with vendors to secure competitive pricing for merchandise and other stock.

**INVENTORY AND STORE SPECIALIST V:** Performs highly advanced (senior-level) inventory and/or retail sales work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in retail sales and inventory management work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of warehousing methods and procedures, inventory and stock control record keeping, retail sales practices and procedures, customer service, and standard business practices.
- Skill in the use of a computer and applicable software.
- Ability to transfer stock from one location to another, to review warehouse and store operations for compliance, to follow prescribed store and inventory control standards, and to communicate effectively.

#### **Additional for Inventory and Store Specialist III – V levels**

- Knowledge of merchandising and cost management principles.

#### **Additional for Inventory and Store Specialist IV – V levels**

- Ability to serve as a lead worker providing direction to others.