

PART I

DEPARTMENT OF EDUCATION  
STATE OF HAWAII

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Class Specification for the Classes:

STOREKEEPING SERIES

This series includes all classes of positions which are primarily concerned with the performance, as well as the supervision, of central storekeeping activities. Positions are located in warehouses and large storerooms and maintain custody of contents within the storage areas.

Storekeeping functions involve a combination of clerical and manual work such as receiving and unpacking incoming supplies (trades tools, materials and parts; hospital supplies; school and office supplies; equipment; maintenance supplies; automotive parts; foodstuff; etc.) and examining them to verify conformance with purchase orders, invoices and specifications; storing the items; shipping, issuing or delivering supplies; maintaining various records; and ordering supplies when stock levels are low. Positions in this series also perform related functions such as maintaining property inventory records; preparing property transfer forms; storing or disposing of property; maintaining a petty cash fund; and performing incidental purchasing.

Levels in this series are distinguished on the basis of the scope and complexity of duties; the degree of independence and authority; supervision exercised over the work of others; the nature of available guidelines for the performance of work; judgment and resourcefulness required; and the knowledge and abilities required.

Positions which perform a mixed level of duties will normally be evaluated on the basis of the highest level of work which is performed, a substantial amount of time under general supervision and is significant for recruitment purposes. The presence of higher-level duties performed under close or immediate supervision for training or other purposes will not be considered in level determination. Moreover while the "Examples of Duties" portion of a specification may not repeat duties presented in the specifications for lower-level classes, it is understood that the duties of lower-level classes are an implied part of the range of work of such higher classes. Further, where a specific duty is not mentioned in a specification, its level shall be evaluated in terms of the manner and circumstances in which it is performed and compared against the representative duties listed in the specifications.

STORES CLERK I

8A.641

Duties Summary:

Receives, unpacks, stores, issues and delivers supplies, materials and equipment; posts data on stock record cards; performs other clerical or manual work incidental to storage/distribution functions; and performs other duties as required.

Distinguishing Characteristics:

This is the entry level in the storekeeping series. Positions at this level receive orientation in the storekeeping methods and procedures of the work unit and perform routine storekeeping activities, many of which are manual in nature but which require the ability to read and write in order to perform associated records keeping function. Tasks are performed under general supervision while more difficult work, if assigned, is subject to closer guidance and review.

Examples of Duties:

Receives supplies; unpacks and verifies goods against purchase orders and invoices and reports any discrepancies to superior; marks identifying codes, figures or letters on articles; stores supplies in designated areas, bins and shelves; issues out supplies in accordance with approved requisitions; posts data on stock record cards; counts items and assists in taking inventory; maintains storage areas in clean and orderly condition; makes minor repairs and adjustments to articles carried in stock; may cannibalize surplus items to obtain usable parts and assemble same; may drive a car or light truck to deliver or pick up supplies and operate a forklift or hand truck in moving heavy and bulky materials; and may oversee the work of others in performing manual work.

Knowledge and Abilities Required:

Knowledge of: Arithmetic up to and including multiplication of whole numbers.

Ability to: Read and understand detailed but uninvolved instructions and other similar written materials; carry out procedures in established storekeeping system; match words and numbers quickly and accurately; perform simple arithmetic calculations; use hand tools in simple unskilled functions; and for some positions, operate a light motor vehicle or learn to operate a forklift and lift and carry moderately heavy weights.

STORES CLERK II

8A.643

Duties Summary:

Performs a wide variety of storekeeping functions under general supervision; may maintain a limited storekeeping operation; and performs other duties as required.

Distinguishing Characteristics:

This is the independent worker level in this series and includes positions that perform the full range of stores clerical functions in an intensive storekeeping operation under the general supervision of a higher-level storekeeping position. A position in this class may also be solely responsible for storekeeping operation characterized by the following limitations: (a) the type of supplies stocked include office and custodial supplies which require little judgment in recommending substitution, arranging storage, etc., and (b) substantive decisions regarding supplies are made by users; or may assist a higher-level position in surplus property storage, disposal and reutilization operation.

Work is performed with minimal supervision, but guidance is readily available when policies and procedures are vague or new.

Examples of Duties:

Receives incoming supplies, verifies against purchase orders and invoices for proper type and quantity, determines whether supplies received are in satisfactory condition, and contacts vendors for shipment adjustments; stores supplies according to prescribed storage plans; issues or delivers supplies when requested; computes cube, volume, weight and shipping rates and prepares shipping forms; checks stock record cards or makes physical check for minimum stock levels and initiates requisitions for stock replenishment; may mark identifying codes, figures or letters on articles; takes physical inventory; may operate light motor vehicle or forklift; and may supervise assigned helpers.

In addition, positions may be assigned to oversee storeroom/warehouse operations and inform users when office supplies stock is low; receive supplies ordered by users and inform them if supplies appear damaged or are not consistent with purchase orders; reject delivery as directed by user; deliver or issue supplies to users; store excess furniture, equipment and supplies in designated surplus storage area; keep lists of usable excess furniture, equipment and appliance; and prepare disposal forms for unusable equipment.

Positions may also be assigned to pick up and store excess equipment and furniture; dispose of obsolete and unusable excess supplies; prepare listing of excess supplies available for use by State agencies or charitable institutions; prepare property transfer forms and schedules pick up and delivery; perform minor repairs of equipment and furniture; and cannibalize unserviceable items to maximize reuse of parts and to build more usable items.

Knowledge and Abilities Required:

Knowledge of: Storekeeping practices, methods and procedures; inventory recordkeeping; arithmetic up to and including multiplication of decimals.

Ability to: Maintain storage records; inspect goods for quantity and quality against purchase orders, invoices and specifications; follow oral and written instructions; perform arithmetic computations quickly and accurately; lift and carry moderately heavy weights; and for some positions, operate a light motor vehicle or learn to operate a forklift.

STOREKEEPER I

8A.645

Duties Summary:

Plans for and operates a large intensive storekeeping function, requisitions, receives, stores, issues and maintains the stock levels of a wide variety of supplies or stores; maintains all records of the storekeeping operation; may dispose of and coordinate the reutilizations of surplus supplies and equipment; and performs other duties as required.

Distinguishing Characteristics:

This class includes positions with direct responsibility for the day-to-day operation of a large storeroom and/or warehouse and open storage areas including the receipt, storage, issuance and stock level maintenance of a wide variety of materials, supplies and equipment, in which judgment is required in recommending appropriate substitutes, adjusting replenishment levels according to seasonal demands, and resolving other problems not clearly covered by established policies or procedures. A position in this class may also have direct responsibility for an extensive surplus property storage and disposal operations and coordinate the possible reutilization of such property.

A position at this level assumes responsibility for harmonious relationships with users and other work units. Decisions are required because problems are often not covered by established policies or procedures.

Examples of Duties:

Plans activities of the storekeeping function; develops internal procedures and recordkeeping systems; recommends revision to requisitioning procedures as necessary; prepares requisitions for supplies required in a hospital, skilled trades activity and maintenance and office operations; receives supplies, verifies against purchase orders and invoices for proper type and quantity, determines whether supplies received are in satisfactory condition, and contacts vendors for shipment adjustments; picks up or makes cash purchases from vendors whenever authorized; responsible for a petty cash fund; may prepare purchase orders; fills requisitions from users and issues out or delivers to requestor; stores and issues out surplus furniture, equipment and miscellaneous items; takes periodic inventory of items in storage facilities and nonexpendable items located in shops and offices; processes forms for the transfer or disposal of items and equipment; recommends substitutes when requested items are not available; may operate a hand truck, forklift or other equipment in moving bulky or heavy material and may operate a motor vehicle to pick up supplies.

A position in this class may also inspect surplus property and determine whether others could use it, contact possible users and arrange for transfer; coordinate the disposal of unserviceable items; cannibalize parts from unserviceable furniture, appliances and equipment and make usable items; maintain a stock of usable parts; keep apprised of location and uses of new equipment within the organization served; maintain a list of surplus property available so that organizational units or other agencies may use such items rather than purchase new items; and arrange for assistance in moving bulky or heavy items.

Knowledge and Abilities Required:

Knowledge of: Storekeeping practices, methods and procedures; inventory procedures and recordkeeping; shipping procedures; arithmetic up to and including the multiplication of decimals and long division.

Ability to: Plans and carry out a storekeeping operation; maintain storage and inventory records; learn and apply applicable policies and procedures of the agency; make arithmetic computations; inspect goods for quantity and quality against purchase orders, invoices and specifications and determine when to reject; follow oral and written instructions; write routine correspondence, summaries and reports; lift and carry moderately heavy objects.

STOREKEEPER II

8A.647

Duties Summary:

Plans for a large, intensive storekeeping operation; supervises others and participates in the receipt, storage, delivery issuance of materials, supplies and equipment and the maintenance of records; and performs other duties as required.

Distinguishing Characteristics:

This is the supervisory level in the Storekeeping series. Positions in this class are typically of one of the following types:

1. A supervisor of receipt, storage, delivery, price labeling and shipping functions in a quasi-commercial operation requiring a large subordinate staff including temporary and part-time employees. Due to the cyclical nature of operations serviced, frequent intense work activity necessitates the use of judgment in scheduling of employees and in maintaining a smooth, efficient and coordinated storage and delivery operations. Tact is required in personal contacts with ordering departments and users.
2. A working supervisor over several permanent, full-time subordinates involved in stock level maintenance, requisitioning, receipt, storage, shipping and issuance of a wide variety of supplies. Judgment is required to adjust stock levels based on seasonal demands and to recommend priorities in purchasing.

Examples of Duties:

Plans, schedules, assigns, coordinates, directs and reviews the work of a group of subordinates or the work of subordinate receipt and storage units; conducts studies and revises or recommends revisions to storekeeping policies and procedures; evaluates work of subordinates and establishes quantitative and qualitative standards of performance; assesses the overall adequacy of operations and devises methods, techniques and other means for improvement; participates in meetings with representatives of other units or organizations to work out problems and changes and to achieve necessary coordination; recommends or reviews and approves vacation schedules; recommends personnel transactions; maintains various operational records and prepares relevant reports; as required, performs work regularly done by subordinates.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; storekeeping practices, methods and procedures; inventory recordkeeping; shipping procedures; and arithmetic.


Ability to: Plan, schedule, assign, coordinate, direct and review the work of others; understand program operations and details and relate storekeeping operations to other related functions; interpret and apply rules, regulations, policies and procedures governing storekeeping operations; deal tactfully with other operating units and users; handle intense workload and associated problems effectively and prepare reports and correspondence.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes STORES CLERKS I & II and STOREKEEPERS I & II by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

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for Gerald Okamoto  
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