

Market Range Detail - Warehouse/Inventory Specialist

Effective Date

February 17, 2014

Market Range Title Description

Positions in this market range title perform physical labor and support tasks associated with inventory control and the operation of a moderate to large supply room, warehouse, or yard. Duties include monitoring appropriate stock levels, ordering and filling supply requests, procuring, receiving, inspecting, returning, issuing, distributing, inventorying, moving, maintaining and disposing of materials supplies, and equipment. Activities include utilizing bar code readers and inventory control information systems to track and update stock; transporting supplies, materials and equipment; operating forklifts and pallet jacks; handling hazardous materials and medical supplies; researching and making recommendations and decisions for a variety of supply and equipment purchases. May perform minor maintenance and repair on equipment, furniture, and facilities and assemble office furniture and equipment. Experienced staff may lead others including providing oversight to temporary staff.

Positions in the Warehouse/Inventory Specialist MRT are differentiated from the Trades Generalist MRT in that the former predominantly performs inventory control operations and the lateral primarily performs a variety of semi-skilled repair and trades tasks.

Market Range

Minimum Hourly Rate

\$13.38

Midpoint / Hiring Maximum

\$17.36

Maximum Hourly Rate

\$21.33

Likely Minimum Qualifications

- A combination of training, education, and experience equivalent to graduation from high school or GED.
- 1 to 2 years related warehouse or inventory control experience.
- Other combination of suitable experience may be substituted at department's discretion.

Working Titles

- Inventory Specialist
- Medical Inventory Worker
- Transfer Station Attendant
- Vaccine Specialist
- Warehouse Specialist
- Warehouse/Inventory Specialist

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.