

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Supply Chain Technician II

Class Code: 7282

Pay Grade: 208

GENERAL CLASS DESCRIPTION:

Under general supervision, serves in a medical-surgical supply replenishment function capacity; oversees and performs supply replenishment functions: releases orders, picks orders, places supply in appropriate locations, and expedites stock outs and trouble shoots issues within hospital-based electronic supply chain management systems. Provides liaison services between leadership, nurses, and health care professionals in acquiring the desired products or services according to the defined schedule and ensuring inventory levels are maintained and follows defined policies/procedures. Assists with patient charges capture and provides usage history/trend data to the management team and clinicians.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provides leadership and functional supervision to assigned staff. Assigns work to staff members to meet daily operational needs. Assists with the development and delivery of training to new staff. Maintains effective communication with customers, team and management team. Demonstrates effective problem-solving skills; ability to prioritize needs and manage resources.
2. Oversees the daily medical-surgical supply chain operations of supply technicians.
3. Performs routine inspection of item expiration dates to maintain the integrity of inventory quality and safety. Works with the automated supply inventory mechanisms (electronic supply storage units, bar code readers).
4. Provide assistance to nurses and other healthcare professionals in order to anticipate and address urgent needs. Performs activities that result in customer satisfaction, efficient medical-surgical supply management and positive financial performance.
5. Manages medical-surgical inventory in order to maintain established par levels. Oversees and facilitates inventory ordering, monitoring and audit.
6. Solves problems when there are supply shortages/outages and based on a review of data, recommend operational and policy revisions to address potential or actual supply chain disruptions.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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7. Applies knowledge of the hospital-based electronic supply chain management system to resolve supply chain challenges. Serves as a functional resource for the electronic supply chain management systems to staff and customers. Responsible for the accuracy of inventory by overseeing and assuring the proper accounting for all inventory transactions in the electronic inventory management system.
8. Responsible to oversee and assure that supplies are available to health care providers when they are needed in order to support optimal patient care.
9. Responsible for medical-surgical supply chain functions that support accurate supply documentation. Oversees and assures accurate cross-reference of items in electronic supply chain management tools.
10. Utilizes reporting systems to analyze and resolve discrepancies. Use reports to provide usage history data to management team and clinicians.
11. Oversees and assures the accuracy of all safety stock and to organize supply areas to maximize efficiency.
12. Performs miscellaneous tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of distribution and applying procedures, methods, and techniques commonly used in receiving, warehousing, and distribution products.
2. Knowledge of proper lifting and bending techniques as well as operating manual and electric powered handling equipment.
3. Ability to interpret and follow oral and written instructions.
4. Ability to prepare and maintain stock records, reports and inventories.
5. Ability to perform proficiency in Microsoft Office applications and others as required.
6. Ability to work and communicate effectively with employees, supervisors, and external parties.
7. Ability to work independently and make quick decisions.
8. Ability to provide functional supervision to others (lead, coach, train).
9. Ability to work with material management processes and computerized inventory control systems updating receiving, warehousing, and distribution transactions.

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MINIMUM ELIGIBILITY REQUIREMENTS:

1. Two years of work related experience in supply management receiving, warehousing, and distribution setting; or
2. Any combination of such experience and/or post high school education that totals two years.
3. Possession of appropriate driver's license as required.

H:(hr/classdes) 7282

REVISION EFFECTIVE:

July 1, 2015