



**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

**Department of Employee Relations**

**JOB EVALUATION REPORT**

City Service Commission Meeting: July 22, 2025

**Department of Public Works**

<b>Current</b>	<b>Recommended</b>
DPW Inventory and Purchasing Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$66,650 DPW – Administrative Services Division (One Position)	DPW Inventory and Purchasing Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$76,500 DPW – Administrative Services Division (One Position)
Fleet Inventory Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$76,500 FN: 4.8% for Snow and Ice Control DPW – Operations Division (One Position)	Fleet Inventory Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$76,500 FN: 4.8% for Snow and Ice Control DPW – Operations Division (One Position)
Inventory Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$72,778 DPW – Infrastructure Services Division (One Position) (One Auxiliary Position)	Inventory Manager PR 1EX (\$62,041 - \$86,854) FN: Recruitment is at \$76,500 DPW – Infrastructure Services Division (One Position) (One Auxiliary Position)
Inventory Assistant Manager PR 1BX (\$58,656 - \$71,754) FN: Recruitment is at \$61,544 DPW – Infrastructure Services Division (One Position) (One Auxiliary Position)	Inventory Assistant Manager 1BX (\$58,656 - \$71,754) FN: Recruitment is at \$62,959 DPW – Infrastructure Services Division (One Position) (One Auxiliary Position)

Note: Residents receive a 3% Resident Incentive Allowance.

The goal of this study was to review the rates of pay and recruitment rates for these four management inventory positions. Over the past few years there has been some changes in these positions regarding title, pay range, recruitment rate, location within DPW, and reporting relationships. As part of this study clarification was obtained. These four positions all focus on inventory for DPW and have overlapping responsibilities.

**DPW Inventory and Purchasing Manager**

The basic function of this position is to manage and monitor DPW inventory facilities and all matters related to the Department’s Inventory Control Program. Duties and responsibilities include:

- 15% Daily - review previous days inventory transactions, inventory purchase orders, and receipt activity for accuracy and correct accounting and other errors as required; budget check and post this activity to the Ledger as appropriate. Manage and provide direction for Inventory's position of Program Assistant I.
- 30% Monthly – for all department warehouses, prepare inventory value and cycle count activity reports and a reconciliation report of Inventory Module value to the Actuals Ledger value.
- 10% Periodically review cycle count paperwork for compliance to Department Inventory Policy; and prepare and submit reports regarding review findings to appropriate management staff.
- 5% Annually – for all department warehouses, prepare year-end Inventory value, volume, and variance reports.
- 5% Monitor Department inventory facility access and security. Daily review overnight warehouse access activity at non-fleet warehouses; semi-annually coordinate a review of facility physical security to ensure needed repairs are addressed timely.
- 5% Monitor inventory activity for compliance to Department Inventory Policy. Report breaches of policy to appropriate Department management and periodically review Policy and recommend changes as appropriate.
- 5% Maintain FMIS (Financial Management and Information Systems) Inventory Module Item Master and other system control records; and add, change, and inactivate such records as needed including an annual update of system Transaction Accounting Rules.
- 5% Act as FMIS Inventory Module Functional lead for all system bundle patch, upgrade, and system testing as required by DOA-ITMD (Department of Administration – Information Technology Management Division).
- 5% Act as Department liaison to other City departments in all matters related to inventory and inventory purchasing.
- 5% Provide training to the field locations regarding entries on the system.
- 2% Peripheral Duties – Assist in addressing inventory related budget checking errors as needed and after the fact corrections, and reallocation of inventory material charges or credits to other funding as required.
- 1% Peripheral Duties – Periodically assist accounts payable and accounts receivable staff in the resolution of inventory related matters.
- 2% Peripheral Duties – Periodically, in the absence of other managers, sign Control Group Registers and Procard documents, and oversee their staff as required.
- 5% Peripheral Duties – Perform other duties as may be required.

Minimum requirements include a bachelor's degree in accounting, public administration, business administration or related field; or five years of experience in inventory management. Equivalent

combinations of education and experience may be considered. These requirements have not been reviewed by the Staffing Division.

### **Fleet Inventory Manager**

The basic function of this position is to implement, maintain, and control all stockroom and tire shop activity, and standard operating procedures as established within DPW guidelines; manage personnel and activities in stockroom and tire shop; take action as required to ensure maximum efficiencies and minimum equipment downtime through timely parts procurement and distribution; and provide management controls and reports relative to all of Fleet Services parts inventory. Duties and responsibilities include:

- 40% Utilize AssetWorks Enterprise Asset Management System (EAM) to implement and maintain inventory control for the Division and ensure adequate inventory balances at Central Repair Garage, Tire Shop, Field Service Headquarters, Northwest Garage, and Lincoln Garage. Manage physical inventory counts, procedure audits, and loss prevention efforts. Monitor obsolete inventory and prepare proper disposal authorizations. Develop and maintain a method for tracking valuable cores and credits for DPW Inventory and Purchasing Section.
- 25% Direct daily activities of assigned employees, schedule overtime and vacation, and maintain adequate personnel levels at all locations. Maintain personnel files and daily time records, conduct interviews, ensure compliance with standard operating procedures, and initiate pre-disciplinary hearings as warranted. Maintain safety procedures, provide training, and conduct shop meetings. As part of the snow and ice control management team, report as scheduled or called up to meet the needs of the department in providing essential services. Ensure inventory staff is responsive and in place to maintain the fleet during snow and ice control operations.
- 20% Maintain purchasing, accounts payable, and all subscriptions associated with Fleet Services inventory and repairs. Monitor the activity of over 60 vendor contracts including vendor service contracts. Submit requisitions in a timely manner for vendor service contracts to ensure continuity of operations. Provide approval for payment and accuracy for over 200 daily emergency parts purchases, inventory purchases, and service invoices. Review and approve Procard purchases and statements to ensure accuracy and honesty, and to maintain records for audit purposes.
- 10% Maintain Material Safety Data sheets (MSDS) to ensure availability and compliance. Submit quarterly reports to the DPW Inventory and Purchasing Manager. Review and store AssetWorks – Inventory Reports. Review and update all inventory related forms, and process as needed and directed.
- 5% Complete special projects as assigned.
- 5% Peripheral Duties – Perform other duties as assigned.

Minimum requirements include five years of experience in ordering, expediting, and handling automotive parts and equipment, and modifying procedures in a stockroom. Experience in management or supervision of employees in a fleet parts operations preferred. A combination of supervision and fleet parts experience may be considered. Other relevant experience includes stock keeping systems

management, fleet vehicle maintenance systems, and tire repair activities. Experience with AssetWorks Inventory Management system is preferred. These requirements have not been reviewed by the Staffing Division.

### **Inventory Manager**

The basic function of this position is to oversee the daily operation of the Inventory Section of DPW Water, Sewers, Streets, Electrical Services, Communications and Sign shop including warehouses at multiple locations. Assign jobs and monitor daily activities of inventory personnel and the Inventory Assistant Manager. Oversee and place vendor orders, create and maintain computer and physical files, oversee supplies and hazardous waste materials, and maintain and monitor vendor contracts, and inventory activities including all aspects of cycle counts, physical inventory, and general material and equipment. Coordinate material inspections as required and maintain security and access to inventory areas. Monitor overnight inventory activity and expedite current and outstanding material orders. Research new items for stock and control obsolescence, review job applicants and assist in selection and hiring of personnel. Act as a liaison with procurement services and vendors on behalf of the department. Assist departments in creating and understanding contracts and their assignments, make purchases needed to continue City business without interruption with the use of Procard. Work with Department leads to ensure material is in place when needed and assist other managers in overseeing their staff when needed. Duties and responsibilities include:

- 60% Manage personnel work assignments, coordination of emergency parts requests, and assignment of work for City crews and contractors. Take first line disciplinary actions, assign and coordinate priority parts requests with inventory personnel and parts suppliers. Ensure that inventory processes are followed by all personnel and communicate inventory needs to Street Services Manager as they arise.
- 15% Maintain inventory records, coordinate contractor work and assignments, check inventory disbursements, and follow through as appropriate. Review invoices for approval, oversee parts returns for credits, investigate invoice errors if help is needed, review blanket contracts, contact outside vendors when needed, and assist inventory team with providing City crews and contractors material.
- 10% Create, oversee, and assist with cycle counting of physical inventory, enter counts, and investigate discrepancies. Maintain physical inventory records, review overnight security log, ensure inventory areas are secure and free of breaches. Create, implement, and enforce policies regarding inventory processes. Attend and create meetings to ensure all departments and members can complete work as needed.
- 10% Purchase items and materials needed for inventory operations.
- 5% Maintain proper safety procedures, monitor building maintenance for the stockroom and surrounding area, and make recommendations regarding procedure changes, personnel issues, shop tools, and safety issues.
- 5% Peripheral Duties – Perform other duties as assigned.

Minimum requirements include a high school degree or equivalent and five years of experience as an Inventory Control Assistant 2 or higher. These requirements have not been reviewed by the Staffing Division.

### **Inventory Assistant Manager**

The basic function of this position is to assist the Inventory Manager in the daily operation of the Inventory Section of DPW Water, Sewers, Streets, Electrical Services, Communications, and Sign Shop including warehouses at multiple locations. Assign jobs and monitor daily activities of inventory personnel, assign inventory transaction reports for entry and review entries for accuracy, prepare and assign work for contractors and City crews. Oversee and place vendor orders, maintain computer and hard files, oversee supplies and hazardous waste materials, and maintain and monitor vendor contracts, and inventory activities including physical inventory and general material and equipment, coordinate material inspections, maintain security, monitor overnight inventory activity, and expedite current and outstanding material orders. Research new items for stock and control obsolescence, review job applicants and assist in selection and hiring of personnel, act as a liaison with procurement services and vendors on behalf of the department and oversee and review Procards in the absence of the Inventory Manager. Duties and responsibilities include:

- 60% Lead person for the daily operations of all stockroom activities including personnel work assignments, coordination of emergency parts requests, and assigning work for City crews and contractors. Take first line disciplinary actions, assign and coordinate priority parts requests with inventory personnel and parts suppliers. Communicate with the Inventory Manager on all aspects of stockroom activities and assume all duties of the stockroom in the absence of the Inventory Manager.
- 20% Maintain inventory records, coordinate contractor work and assignments, check inventory disbursements, and follow through as appropriate. Oversee and ensure proper training of employees. Review invoices for approval, oversee parts returns for credits, investigate invoice errors if help is needed, review blanket contracts, and contact outside vendors when needed, and assist inventory team with providing City crews and contractors material.
- 10% Conduct and assist with cycle counting of physical inventory, enter counts, and investigate physical inventory discrepancies. Maintain physical inventory records, review overnight security log, and ensure inventory areas are secure and free of breaches.
- 5% Peripheral Duties – Attend inventory related meetings. Maintain proper safety procedures, monitor building maintenance for the stockroom and make recommendations regarding procedure changes, personnel issues, shop tools, and safety issues. Oversee training of employees and ensure proper training is completed in a timely manner.
- 5% Peripheral Duties – Maintain inventory area dumpsters and equipment, and perform other miscellaneous duties as assigned.

Minimum requirements include five years of experience as an Inventory Control Assistant 2 or higher. These requirements have not been reviewed by the Staffing Division.

### **Analysis and Recommendation**

It is noted that three of these positions have significant supervisory responsibility. The Fleet Inventory Manager supervises nine Inventory Control Assistant 3 positions and two Program Assistant II positions. The Inventory Manager and Inventory Assistant Manager share supervision for one Inventory Control Assistant 3 position, seven Inventory Control Assistant 2 positions, and eight Inventory Control Assistant 1 positions. The Inventory Manager also supervises the Inventory Assistant Manager and may have transitional duty workers or laborers assigned. The DPW Inventory and Purchasing Manager supervises one Program Assistant I position but also has some department-wide oversight responsibilities for the inventory function.

In reviewing these positions, we recommend that the recruitment rate for the three positions of DPW Inventory and Purchasing Manager, Fleet Inventory Manager, and Inventory Manager in Pay Range 1EX (\$62,041 - \$86,854) have the same recruitment rate of \$76,500. We further recommend that the recruitment rate for Inventory Assistant Manager in Pay Range 1BX (\$58,656 - \$71,754) be increased from \$61,544 to \$62,959.

We therefore recommend recruitment rates as listed in the chart below for the four DPW inventory management positions.

Title	Pay Range	Current Recruitment Rate	Recommended Recruitment Rate
DPW Inventory and Purchasing Manager	1EX (\$62,041 - \$86,854)	\$66,650	\$76,500
Fleet Inventory Manager	1EX (\$62,041 - \$86,854)	\$76,500	\$76,500
Inventory Manager	1EX (\$62,041 - \$86,854)	\$72,778	\$76,500
Inventory Assistant Manager	1BX (\$58,656 - \$71,754)	\$61,544	\$62,959

#### Action Required - Effective Pay Period 17, 2025 (August 3, 2025)

\* See addendum included in CCFN for Salary and Position Ordinance changes.

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