

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 1861000***

**Warehouse Supervisor, Grade 18 186100**  
**Warehouse Manager, Grade 23 186200**

Brief Description of Class Series

Positions within this series are responsible for a wide variety of program operations and planning duties directed at the consolidation of independently managed New York State agency warehouse/distribution center locations. They are classified only at the Office of General Services (OGS), Consolidated Warehouse and Distribution Operation unit.

Distinguishing Characteristics

*Warehouse Supervisor:* supervisory level; under the general direction of higher-level staff, is responsible for the daily administration, supervision, and management of one or more centralized warehouse/distribution center locations managed by OGS.

*Warehouse Manager:* managerial level; oversees OGS-managed warehouse/distribution centers; monitors the daily administration, supervision, and management of multiple locations and staff assigned to the OGS Consolidated Warehouse and Distribution program.

Related Classes

Correctional Industries Shipping Supervisor is a one position class responsible for shipping, warehousing, inventory management, and related activities for Correctional Industries products.

Shipping Supervisors direct the daily operations of a large distribution center or centralized print, mail and freight operation, while overseeing the receipt, storage, and scheduling of the distribution of a variety of products and commodities.

## Illustrative Duties

### *Warehouse Supervisor*

Serves as the primary liaison with agency partners to direct the transition of assets into centralized warehouse/distribution center locations managed by OGS; works with tenant agencies to move assets, performing physical inventory for transferred product and coordinating surplus requests.

Manages the distribution of publications and materials for tenant agencies and supervises titles such as Head Mail and Supply Clerk, Stores and Mail Operations Supervisor and staff.

Communicates with OGS staff to ensure that assets being transitioned are appropriate for a specific space.

Represents OGS Distribution Management in communications or meetings with supply contractors, manufacturers, and tenant agencies.

Acts as Health and Safety Representative for onsite staff.

Participates in safety committee meetings with partner agencies.

Recommends capital improvements, equipment purchases, and maintenance agreements and/or contracts.

Analyzes internal controls and processes and recommends procedural or policy changes to improve operations.

Performs the full range of supervisory duties.

### *Warehouse Manager:*

May perform all of the same duties and functions as a Warehouse Supervisor.

Collaborates with New York State agencies to identify opportunities to reduce the State's warehouse distribution center footprint and manages the transition of assets into OGS consolidated locations.

Monitors the Statewide Financial System (SFS) for transferred inventory and determines disposition of property including surplus items.

Ensures distribution centers meet health and safety regulations and codes including first aid medical station compliance.

Administers safety committee meetings with tenant agencies.

Writes procedural or policy changes to improve operations.

Fosters continuous improvement between tenant agencies by evaluating requests, monitoring trends, and developing a schedule for all reoccurring high volume and/or priority distributions and events. This includes the development and reporting on after-action plans and lessons learned.

Performs ongoing analysis of shipping functions including perform cost-saving analyses of vendor pricing and internal courier rates.

Approves purchase requisitions and orders associated with tenant agency distribution functions.

Performs the full range of administrative supervisory duties.

### Minimum Qualifications

#### *Warehouse Supervisor*

Open Competitive: six years of experience managing a warehouse of at least 40,000 square feet that includes oversight of inventory; development and implementation of shipping and receiving work schedules and assignments; coordination and enforcement of operational, personnel and safety policies and procedures and logistics. Experience must include one year as a supervisor and two years operating a forklift.

#### *Warehouse Manager*

Promotion: one year of service as a Warehouse Supervisor.

Open Competitive: seven years of experience managing a warehouse of at least 40,000 square feet that includes oversight of inventory; development, and implementation of shipping, and receiving work schedules and assignments; coordination and enforcement of operational, personnel and safety policies and procedures, and logistics. Experience must include two years as a supervisor and two years operating a forklift.

Substitutions: An associate's degree substitutes for two years; bachelor's degree for four years.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of

the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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SDP