**Class Summary**

The responsibilities of this classification include analyzing data and identifying and implementing methods to improve supply chain efficiencies in the support of business operations.

**Distinguishing Characteristics**

This is a single-level classification. This classification is distinguished from Contract Specialist II in that incumbents are responsible for the procurement of goods and services and incumbents within the Supply Chain Analyst classification are responsible for developing and managing inventory processes and recommending purchasing strategies in order to fulfill business requirements.

**Examples of Duties**

1. Collect and analyze data to create supply chain analytics that drive purchasing decisions; identify potential issues by assessing trends; and develop and deploy countermeasures.
2. Analyze inventory levels and provide standardized replenishment calculation criteria; create forecasting models to optimize inventory levels.
3. Develop and implement sustainable reordering methods and processes to promote Just-In-Time delivery.
4. Review and update supply chain policies to ensure the integrity of the supply chain system’s data and business processes.
5. Identify and implement new or improved metrics and key performance indicators (KPIs).
6. Assist management in establishing strategic goals for inventory management.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of supply chain management process and project management methodologies

Skill in analyzing data, problem-solving, predictive modeling, and logistics modeling

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite, SAP, EAM systems, and Oracle

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Supply Chain Analyst |
| **Class History** | 03/2022 - Created |