



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDÅT ESPETÅT MIMURIÅT GUÅHÅN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913
Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



MEDIA RELEASE

July 29, 2026

Pursuant to 4 GCA § 6303.1 – Transparency and Disclosure

PETITION FOR CREATION OF POSITION

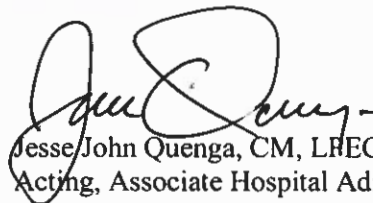
The Guam Memorial Hospital Authority is proposing to create the following position:

HOSPITAL LOGISTICIAN

Pay Grade: L (General Pay Plan)

This position will be established in the classified service within the Guam Memorial Hospital Authority. To view the petition, visit www.gmha.org, under the Employee Portal - GMHA Human Resource Department.

Comments should be emailed to human.resources@gmha.org no later than August 11, 2026. Should you have any questions, contact the Human Resources Department at (671) 647-2409.



Jesse John Quenga, CM, LREC
Acting, Associate Hospital Administrator of Operations



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July 28, 2026

MEMORANDUM

TO: Chairperson and Members of the Board of Trustees

FROM: Interim Hospital Administrator/CEO

SUBJECT: Petition for Creation of Position
RE: Hospital Logistician

Hafa Adai! This is to respectfully request approval to establish a classification specification for the Hospital Logistician position in the classified service within the Guam Memorial Hospital Authority (GMHA), pursuant to 4 GCA § 6303(d).

- A) **The justification for the new position:** The creation of a Hospital Logistician position is critical to strengthening GMHA's operations and ensuring seamless logistical support for routine patient care and emergency response activities. Effective healthcare delivery depends on precise coordination of medical supplies, equipment, and materials. This position will provide the technical skills needed to maintain the continuous availability of essential medical items, support clinical departments, and streamline vendor interactions, improving operational efficiency and readiness.

This position will serve as a resource, coordinating day-to-day inventory needs while also fulfilling logistics functions during emergencies, surge events, and disaster response. By upholding standards for safety, quality, and regulatory compliance, the role will equip decision-makers with accurate, timely information to improve care delivery and strengthen operational resilience.

- B) **Essential Details concerning the creation of the position:** The Human Resources Department reviewed the proposed Position Description Questionnaire (Exhibit B), the submitted organizational chart, and comparable job standards.

- C) **Analysis of the similarities and differences between the position to be created and positions listed pursuant to 4 GCA § 4101.1(d):** The Classification Specification listing under the Department of Administration (DOA) maintains all positions being utilized in the Government of Guam. Compared with the current standards, the Hospital Materials Management Administrator, Hospital Materials Management Assistant Administrator, Inventory Management Officer, and Management Analyst series were reviewed (Exhibit C).

The Hospital Logistician is a specialized role responsible for coordinating and optimizing hospital logistics, inventory control, supply chain operations, and materials planning to ensure uninterrupted availability of medical and non-medical supplies, equipment, and materials. Compared with the existing Government of Guam classifications, the position also evaluates logistics performance, implements strategies to improve operational efficiency, and supports



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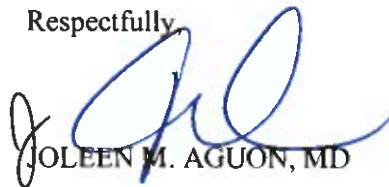


emergency preparedness and continuity of hospital operations. These unique logistics and supply chain functions are not covered by any existing Government of Guam classification.

- D) **Position Description:** The completed position description (Exhibit A) is attached. It confirms the position's nature of work, illustrative examples of duties, and the minimum experience, knowledge, abilities, and skills required to satisfactorily perform the essential functions of the role.
- E) **Proposed pay range and demonstration of compliance with 4 GCA § 6301:** The Hay Guide Chart-Profile Method was used to assign the "L" pay range for the proposed position. To demonstrate compliance with 4 GCA § 6301, the U.S. National Annual Mean Wage Estimate (from the U.S. Bureau of Labor Statistics) is attached for reference (Exhibit D). The recommended Hay Evaluation is stated on the last page of the proposed job standard.
- F) **A fiscal note as that term is described in 2 GCA § 9101 et seq.; and any other pertinent information:** The budget for the proposed position will be appropriated from the reallocation of a current vacant GMHA position.

Based on the information given and supporting documents provided, I respectfully request your approval to create the Hospital Logistician position at Pay Grade L under the General Pay Plan. If you have any questions, please do not hesitate to contact me. *Si Yu'os Ma'ase!*

Respectfully,


JOLEEN M. AGUON, MD

Attachments

Hospital Logistician

NATURE OF WORK IN THIS CLASS:

This professional work supports patient care, emergency response, and hospital operations by coordinating medical and non-medical supplies, equipment, and materials within the Materials Management Department at Guam Memorial Hospital Authority (GMHA).

Employees in this class monitor inventory, maintain accurate records, support emergency and surge supply needs, and collaborate with internal and external stakeholders to maintain operational readiness.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Coordinates inventory forecasting and monitoring within assigned activities to ensure uninterrupted hospital operations. Reviews supply usage, stock levels, backorders, expiration dates, and consumption trends. Oversees distribution activities within assigned activities to resolve logistics issues and maintain service continuity promptly.

Tracks the movement and accountability of equipment and supplies, and coordinates asset management activities to maintain accurate control, documentation, and uninterrupted hospital operations.

Collaborates effectively with departments and vendors to coordinate logistics activities and support continuous supply availability.

Analyzes logistics and inventory for assigned activities; prepares reports to support operational planning, resource utilization, and cost-efficient decision-making.

Develops improvement strategies for assigned activities to strengthen procurement planning, inventory management, and supply chain efficiency.

Monitors adherence to healthcare regulations, accreditation standards, and internal policies related to logistics and supply chain management.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of inventory management, supply chain operations, and related procurement processes in a healthcare setting.

Knowledge of operational processes involved in the lifecycle management of supplies, equipment, and materials.

Knowledge of computer systems and applications used to manage inventory, ordering, and supply chain activities.

Ability to recognize operational issues, analyze contributing factors, and implement timely and effective solutions.

Ability to interpret and apply relevant laws, regulations, accreditation standards, and policies governing materials management functions.

Ability to gather and analyze operational data and prepare informative reports.

Ability to establish and maintain effective working relationships with internal and external stakeholders.

Ability to communicate effectively, both verbally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A. Bachelor's degree in logistics, supply chain management, business administration, or related field from a recognized educational institution; or
- B. Three (3) years of professional experience in supply chain operations; or
- C. Any equivalent combination of experience and training that provides the minimum knowledge, abilities, and skills.

ESTABLISHED:

PAY GRADE/PLAN: L/General Pay Plan

HAY EVALUATION

KNOW HOW	D+ I 2	175
PROBLEM SOLVING	D 3 (33%)	57
ACCOUNTABILITY	D 1 C	66
TOTAL POINTS:		298

Sharon J. Davis, Chairperson
GMHA Board of Trustees

EXHIBIT B

Class Code _____

**GUAM MEMORIAL HOSPITAL AUTHORITY
POSITION DESCRIPTION QUESTIONNAIRE****I. IDENTIFICATION**

Official Position Title: <u>Hospital Logistician</u>		Official Position No: _____	
Job Location: <u>Guam Memorial Hospital Authority</u>	<u>Operations</u>	<u>Materials Management</u>	
(Department/Agency)	(Division)	(Section/Unit)	
Name: _____			
_____ Last	_____ First	_____ Middle Initial	
Pay Grade: _____	☒ [X] Classified	☐ [] Unclassified	☐ [] Position Vacant
Supervisor: _____		Hospital Materials Management Administrator	
_____ Name of Direct Supervisor		_____ Title of Supervisor	

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below. (1) The daily work assignments, beginning with the first duty and ending with the last duty for the day. (2) Percentage of time and show % for each (total % equals 100%). (3) Order of importance, beginning with the most important. Mark (✓ or X) one format only: ☐ [] (1), ☐ [] (2), ☒ [X] (3)
	Coordinates the availability and distribution of medical and non-medical supplies and equipment to support uninterrupted hospital operations and patient care. Monitors inventory levels, usage trends, backorders, and expiration dates to maintain adequate stock and support operational readiness across assigned departments.
	Monitors and maintains hospital inventory records to ensure accurate tracking and accountability of supplies, equipment, and materials throughout the supply chain process. Ensures proper documentation of receipt, storage, issuance, and movement of materials in accordance with established procedures.
	Collects and analyzes inventory usage data and supply trends to support forecasting and operational planning. Identifies shortages, overstock conditions, and inefficiencies and provides information to support adjustments in ordering and distribution practices.
	Collaborates with internal departments and external vendors to support assigned activities. Identifies supply needs and monitors order status through delivery. Verifies order details including specifications, quantities, and timeliness, and follow ups on outstanding orders to support timely fulfillment.
	Coordinates internal distribution of supplies and equipment to patient care and support areas to ensure timely and appropriate delivery.
	Monitors compliance with healthcare regulations, accreditation standards, infection control requirements, and internal policies related to the coordination of patient care, emergency response, and hospital operations.
	Supports emergency preparedness and hospital emergency response activities by assisting with the coordination and availability of critical supplies during disasters or periods of increased patient demand and emergency operations.
	Prepares and maintains reports, logs, and documentation related to inventory status, supply usage, and logistics activities. Provides information to support management decision-making, forecasting, audits, and operational reporting.
	Collaborates with an administrator to identify and support process improvement initiatives within materials management and supply chain operations to enhance efficiency, accuracy, and service delivery.
	Performs other related duties as assigned.
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
	Responds when called upon regarding hospital-wide disaster and emergency events.
	Complies with all hospital policies, procedures, and protocols related to safety, life safety, patient safety, and infection control, including the requirement for reporting events, near misses, and unsafe conditions within the hospital's Safety Learning System (i.e., online reporting system); Just Culture; Behaviors that Undermine a Culture of Safety; Infection Control; Quality Assessment and Performance Improvement; and Equal Employment

Opportunity, to include Sexual Harassment, Discrimination, English-Only Workplace, Anti-bullying; and Drug-free/Smoke-free Workplace.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or ✓) one box:

☐ None ☐ Up to 15% of total working hours
☒ 15 – 50% of total working hours ☐ Over 50%

B. Outside your department / agency. Mark (X or ✓)

☐ None ☐ Up to 15% of total working hours
☒ 15 – 50% of total working hours ☐ Over 50%

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor?

Mark (X or ✓) one correct response.

- ☐ Detailed and specific instructions / procedures received or followed for each assignment.
- ☒ General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
- ☐ Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
- ☐ General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Desktop Computer	60%
Telephone	25%
Xerox, Scanner, Fax Machine	5%
Calculator	10%

VII. JOB REQUIREMENTS

☐ Mark (✓ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."	
☐ No work experience is required.	
General:	
Bachelor's degree in logistics, supply chain management, business administration, or related field from a recognized educational institution; or	
Three (3) years of professional experience in supply chain operations; or	
Any equivalent combination of experience and training that provides the minimum knowledge, abilities, and skills.	
Specialized:	
Supervisor / Management:	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
2. FORMAL EDUCATION OR TRAINING:	
Mark (✓ or X) the most applicable education level required.	
a. ☐ Below High School – Show Number of Years	
b. ☒ High School Graduation / GED	
c. ☐ Vocational / Technical School	
Show specific training that is required by this position.	
d. ☐ Some College	
Show number of ☐ Semester Hours ____ or ☐ Quarter Hours _____.	
Show specific courses required by the essential functions of this job.	
e. College Degree (Show major area of study required.)	
☐ Associate's : _____	
☒ Bachelor's: _____ logistics, supply chain management, business administration, or related field	
☐ Master's: _____	
☐ Beyond Masters: _____	
3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.	

4. LICENSE, REGISTRATION OR CERTIFICATION:

List possession of required license, professional registration/certification needed to perform essential functions.

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:**1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.**

- ☒ ☐ Sitting The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- ☐ ☐ Sitting Employee is required to sit for extended periods or time without being able to leave the work area.
- ☒ ☐ Sitting/Standing/Walking The employee is required to sit, stand, walk most of the time.
- ☒ ☐ Climbing Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- ☒ ☐ Lifting Employee is required to raise or lower objects from one level to another regularly.
- ☒ ☐ Pulling and/or Pushing The job requires exerting force up to 50 pounds on a regular basis to move the object to or away from the employee.
- ☒ ☐ Carrying The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- ☒ ☐ Reaching The employee is regularly required to use the hands and arms to reach for objects.
- ☒ ☐ Stooping and Crouching The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- ☐ ☐ Crawling Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- ☐ ☐ Speaking The job requires expressing ideas by the spoken word.
- ☐ ☐ Listening The job requires the perception of speech or the nature of sounds in the air.
- ☐ ☐ Other Describe the requirement.

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

- ☒ ☐ General Intelligence (typical requirement for machine operators, office staff, etc.)
- ☐ ☐ Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- ☐ ☐ Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- ☐ ☐ Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- ☐ ☐ Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- ☐ ☐ Other: _____

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.

(Select one response only)

- 90 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

[] Mark (X or ✓) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- % Vibration (i.e., operating jackhammer, impact wrench).
- % Noise (Exposure at a level enough to cause hearing loss or fatigue).
- % An improperly illuminated or awkward and confining work space.
- % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- 10 % Lifting or carrying items or objects. Describe item/object and weight:

Incoming supplies assorted by boxes 5-50lbs.

- % Heat. (Hot or Cold) Describe source and degree of high or low temperature.

- % Medication accessibility: This position may be exposed to areas where medication is accessible.

- % Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[] Mark (X or ✓) if not applicable.

CONDITION

FREQUENCY OF EXPOSURE

C. Work Schedule/Hours – Mark (✓ or X) the most appropriate work schedule/hours for the job.

- [X] Regular – Standard Eight (8) hours daily, Monday – Friday
- [] Irregular – Shift work – A 24-hour work operation.

[] Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

[] Regular / Irregular – Overtime hours without overtime pay entitlement

State Purpose and Total Hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	(1) Has the employee correctly stated his or her official payroll position title? [] Yes [] No						
	(2) If not, what is the correct title? _____						
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [] Yes [] No						
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____						
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Name</td> <td style="width: 50%; text-align: center;">Title</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	Name	Title	_____	_____	_____	_____
Name	Title						
_____	_____						
_____	_____						
d.	Does this position require (mark one) [] Immediate supervision on a regular basis, [] Immediate supervision only for new/complex tasks, or [] Little immediate supervision.						
e.	Does the employee participate in (mark those appropriate) the [] Formulation, [] Interpretation, and/or [] Application of Agency/Department policy. Give examples: _____ _____ _____						
f.	The employee (mark one) [] Performs routine, well-defined tasks, [] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.						

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Signature of Immediate Supervisor

Date

Signature of Department Manager

Date

Signature of Division Manager

Date

IX.

Revised: GMHA April 2025

HOSPITAL MATERIALS MANAGEMENT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Responsible for the application, coordination and implementation of the procurement procedures and contract management of the materials management system throughout the hospital, and provide a systematic means of providing supplies, equipment, and services under the procurement authority pursuant to law. Responsible for the Central Supply and Receiving Department's systematic inflow, proper sterilization, processing and distribution of medical supplies, materials and equipment, including the maintenance, disassembly and assembly of technical medical equipment.

ILLUSTRATIVE EXAMPLES OF WORK (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Planning, organizing, coordinating, conducting, integrating and evaluating all programs / activities and functions within the Materials Management Division to ensure quality services and to achieve the hospital's mission, vision, values, goals, objectives, plans, etc.

Administer procurement, warehousing, inventory and surplus property programs in an agency or department.

Provide administrative support for all legal appeals and/or court appearance as delegated by the appointing authority relative to procurement issues.

Responsible to oversee and coordinate activities of the Materials Management Division and Central Supply and Receiving Department's sterilization operations and ensure regulatory compliance.

Develop and implement methods and systems for improving operational efficiency and controlling inventory, including but not limited to cataloging, receiving, storing, handling, distribution and sterilization processing, control and inventory of all equipment provided for the total operation of the hospital.

Plan, develop and coordinate meetings to ensure compliance with established practices in the development and implementation of policies and procedures in accordance to applicable laws and regulations.

Plan, direct, and manage medical supplies, pharmaceuticals, laboratory reagents, equipment and procurement stock inventory for the agency.

Review contracts periodically to ensure that provisions/contract specifications are met by contractors and/or vendors.

Ensure compliance to established programs (Infection Control, Safety, Risk Management, Security, Quality Assurance and JCAHO).

Hospital Materials Management Administrator
Page 2 of 3

Provide technical and administrative decisions, determinations, and conclusions in connection with the direction and coordination of procurement, warehousing, and distribution of supplies.

Develop and installs new or established procedures and methods governing procurement, warehousing, and distribution; secures and analyzes supply requirement forecasts, stock issue reports and other controlling data; develops plans and procedures for solving critical or complex procurement, warehousing and distribution problems or programs.

Responsible for the procurement of all hazardous materials that are requested and/or used within the Hospital. Train personnel within the facility to handle any spills or dispose hazardous chemical/materials and comply with the National Toxicology Program (NTP), Environmental Protection Agency (EPA), OSHA, JCAHO.

Responsible for procuring, disposal and transfer of the agency's surplus property; serves as the agency's technical advisor in supply problems; makes final decisions and determinations of awards and contracts for supplies.

Conducts continuous study, analysis and planning for formulating long range supply requirements, plans, programs and policies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, techniques and procedures in supply management programs and operations.

Knowledge of Joint Commission on Accreditation of Health Organization (JCAHO), federal and local regulations for acute and skilled nursing facilities.

Knowledge of contract management pursuant to local/federal laws.

Ability to administer the programs and activities of the various supply management functions in hospital setting.

Ability to maintain and manage the hospital's Inventory Management Information System.

Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness.

Ability to interpret and apply pertinent laws, regulations and policies governing the purchasing of commodities by the agency.

Ability to provide administrative support to appointing authority regarding all procurement appeals and when summoned by the judicial system.

Ability to make work decision in accordance with appropriate program guidelines.

Hospital Materials Management Administrator
Page 3 of 3

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skilled in basic computer programs.

MINIMUM EXPERIENCE AND TRAINING:

- A) Five (5) years materials/supply management experience in a healthcare environment and graduation from a recognized college or university with a Bachelor's degree in business administration, economics or related field; or
- B) Eight (8) years of materials/supply management work experience, including two (2) years of supervisor work experience in a healthcare environment and graduation from High School; or successful completion of a General Education Development (GED) Test; or any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

KH: EII3 304
PS: E3 (38%) 115
ACCT:E2C 132
551

Pay Grade: P

Approved: _____



Daniel L. Webb
Chairman, Board of Trustees
Resolution No. 08- 40 05/08/08

HOSPITAL MATERIALS MANAGEMENT ASSISTANT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Assists the Hospital Materials Management Administrator in the application, coordination and implementation of the procurement procedures and contract management of the materials management system throughout the hospital, and provide a systematic means of providing supplies, equipment, and services under the procurement authority pursuant to law. Assists in the oversight of the Central Supply and Receiving Department's systematic inflow, processing and distribution of medical supplies, materials and equipment, including the maintenance, disassembly and assembly of technical medical equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in planning, organizing, coordinating, integrating and evaluating all programs/activities and functions within the Materials Management and Central Supply and Receiving Department to ensure quality services and to achieve the hospital's mission, vision, values, goals, objectives, plans etc.

Assists in overseeing activities of the Materials Management and Central Supply and Receiving Departments' sterilization operations and ensure regulatory compliance.

Assists in planning, directing, and managing medical supplies, pharmaceuticals, laboratory reagents, equipment and procurement stock inventory for the agency.

Assists in the development and administration of policies and procedures, including budget administration and personnel.

Ensure compliance to established programs (Infection Control, Safety, Risk Management, Security, Quality Assurance, accrediting organizations, and Centers for Medicare & Medicaid Services).

Responsible for assisting in the procurement of all hazardous materials that are requested and/or used within the Hospital.

Assists in training personnel within the facility to handle any spills or dispose hazardous chemical/materials and comply with the National Toxicology Program (NTP), Environmental Protection Agency (EPA), OSHA, accrediting organization, and Centers for Medicare & Medicaid Services.

Develops recommendations for improvements affecting cost, efficiency and quality of operations and functions.

Researches and develops specifications to determine agency requirements for annual bids and price agreements; reviews and approves or rejects vouchers.

Maintains and supervises the maintenance of a variety of records and prepares comprehensive reports.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern warehousing, purchasing and materials management practices and procedures.

Knowledge of the types, characteristics, sources, and market factors of supply, materials and equipment categories frequently required by the agency.

Knowledge of the principles of administration as applied to a centralized supply/materials management program.

Knowledge of accrediting organizations, CMS, and federal and local regulations for acute and skilled nursing facilities.

Ability to assist in administering the programs and activities of supply management functions.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to interpret and apply pertinent laws, regulations, and policies governing the purchasing of commodities by the agency.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Three years of experience in the various phases of supply work including procurement, supply cataloging, warehousing, contracting, stock control, issuing, and receiving of supplies; two years of supervisory experience and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Completion of all of the following procurement courses is preferred prior to or soon after hiring:

Module 1: Fundamentals and Principles of Procurement (Basic)

Module 2: The Procurement Solicitation Process (Advanced)

Module 3: The Procurement Review and Remedies (Administrative)

Module 4: The Management and Administration of Procurement (Administrative)

ESTABLISHED: July 1980
 AMENDED: April 1989; December 30, 2020

PAY GRADE/PLAN: O (GPP)

HAY EVALUATION

KNOW HOW:	EII3	264
PROBLEM SOLVING:	E3 (33%)	87
ACCOUNTABILITY:	E1C	100
TOTAL POINTS -		451


 THERESA OBISPO, Chairperson
 Board of Trustees

INVENTORY MANAGEMENT OFFICER

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of an Inventory Management Branch.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises programs and activities of the Inventory Control Warehouse, and Annex Section.

Reviews, develops, and implements policies and procedures for the safe, efficient and effective operation of the Inventory Management Branch.

Plans, develops and implements property disposal operations.

Coordinates the receiving, issuing, inventory and storage of supplies, materials and equipment; supervises the reconciliation and balancing of physical inventory accounts.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of inventory and warehousing methods and practices.

Knowledge of office practices and procedures as applied to supply inventory activities.

Ability to administer the program and activities of Inventory Management Branch.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in operation, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

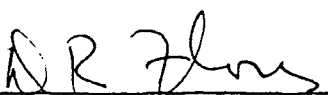
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare comprehensive reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Four years of experience in purchasing, storekeeping, inventory warehousing work, two years of supervisory experience and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES
Executive Director,
Civil Service Commission

MANAGEMENT ANALYST I

NATURE OF WORK IN THIS CLASS:

This is routine technical work involved in analyzing and developing improved managerial procedures and practices.

Employees in this class perform routine management analysis work independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in the review and evaluation of organizational units, processes and functions.

Gathers and organizes information on a specific problem or procedure.

Assists senior management analyst in the development and preparation of organizational goals and objectives.

Analyzes routine departmental procedures, methods and program objectives and prepares reports and recommendations.

Assists in conducting operational effectiveness reviews to insure functional or project systems are applied as designed and functioning satisfactorily.

Assists higher level management analysts on more complex projects.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, methods and techniques of modern management, public administration and statistical analysis.

Knowledge of computer system applications and office service equipment.

Ability to gather, organize and analyze facts and devise solutions to assigned problems.

Ability to make oral and written reports and presentation and prepare charts and graphs clearly and concisely.

Ability to work effectively with the public and employees.

Page 2
Management Analyst I

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from a recognized college or university with a Bachelor's degree in public or business administration, industrial management or closely related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1930



DAVID R. FLORES, Executive Director
Civil Service Commission

MANAGEMENT ANALYST II

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical work involved in analyzing and developing improved managerial procedures and practices.

Employees in this class perform moderately complex management analysis work independently on an on-going basis and participate in the full range of complex professional duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Analyzes organizational units, processes and functions; evaluates and recommends improvements in organization utilization of personnel, space, equipment and material.

Evaluates existing and proposed policies and techniques as assigned; prepares factual reports and proposes revision based upon findings; assists in presenting and discussing recommendations with administrators.

Studies work flow and layout; prepares charts and reports; makes recommendations.

Studies forms and publication used in operations; designs new forms and proposes revision to existing forms and publications.

Performs assigned phases of management studies; gathers and organizes data; applies statistical techniques to analyze data; prepares reports and recommendations based upon findings.

Conducts studies of work output for specific operations; makes recommendations concerning the establishment of certain standards.

Assists in the implementation of approved management reviews and studies.

Studies the applications of office service machines and assists in adapting data processing equipment to specific operations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, methods and techniques of modern management and public administration and statistical analyses.

Knowledge of computer system applications and office service equipment.

Page 2

MANAGEMENT ANALYST II

Ability to gather, organize and analyze facts and devise solutions to assigned problems.

Ability to make oral and written reports and presentations and prepares charts and graphs clearly and concisely.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

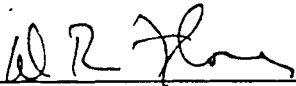
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience as a Management Analyst I or equivalent work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, industrial management or closely related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission

OCCUPATIONAL OUTLOOK HANDBOOK

OOH HOME | OCCUPATION FINDER | OOH FAQ | HOW TO FIND A JOB | A-Z INDEX | OOH SITE MAP

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Logisticians

PRINTER-FRIENDLY 

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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Summary



[Job Outlook](#)

Employment of logisticians is projected to grow 17 percent from 2024 to 2034, much faster than the average for all occupations.

About 26,400 openings for logisticians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

[State & Area Data](#)

Explore resources for employment and wages by state and area for logisticians.

[Similar Occupations](#)

Compare the job duties, education, job growth, and pay of logisticians with similar occupations.

[More Information, Including Links to O*NET](#)

Learn more about logisticians by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

What They Do ->

What Logisticians Do



Logisticians manage the life cycle of a product, which includes how a product is distributed and delivered.

Logisticians analyze and coordinate an organization’s supply chain, the system that moves a product from supplier to consumer. They manage a product’s entire life cycle, from design to disposal.

Duties

Logisticians typically do the following:

- Oversee product acquisition
- Direct the allocation of materials, supplies, and products
- Forecast and direct the alignment of a product’s demand and supply flows
- Monitor and manage product risk
- Manage business systems, including their selection and implementation
- Review logistical functions and identify areas for improvement
- Serve as a liaison between an organization and its suppliers or customers
- Propose strategies to minimize costs or time required to deliver goods

Logisticians oversee activities related to purchasing, transportation, inventory, and warehousing. They organize and direct the movement of goods, people, and equipment, including manufacturing components, consumer products, and military personnel and supplies.

Logisticians choose, integrate, and implement software for systems that help them to plan and track product movement. They use these systems to manage their organization’s data and administrative functions, such as for procurement.

Some logisticians have other duties, such as training and managing clerical staff. Logisticians may work closely with, or under the supervision of, [supply chain managers](#) and [project management specialists](#).

[<- Summary](#)

[Work Environment ->](#)

Work Environment



Logisticians ensure that operations stay on schedule and work quickly to resolve problems that arise.

Logisticians held about 241,000 jobs in 2024. The largest employers of logisticians were as follows:

Manufacturing	23%
Federal government	16
Professional, scientific, and technical services	15
Wholesale trade	11
Management of companies and enterprises	10

Logisticians work in many industries. Some logisticians work in the logistical department of a company, and others work for firms that specialize in logistical work, such as freight-shipping companies.

Logisticians’ work is fast paced and therefore may be stressful. They must ensure that operations stay on schedule, working quickly to solve problems that arise. Some logisticians travel, such as to visit manufacturing plants or distribution centers.

Work Schedules

Most logisticians work full time, and some work more than 40 hours per week. Depending on the position, logisticians may need to work nonstandard hours. For example, manufacturing industries may require logisticians to work flexible hours, evening shifts, or weekends.

[<- What They Do](#)

[How to Become One ->](#)

How to Become a Logistician



Logisticians use interpersonal skills when collaborating with colleagues, suppliers, and customers.

Logisticians typically need a bachelor’s degree to enter the occupation. Employers often prefer to hire candidates who have experience in a related occupation. In some cases, work experience may substitute for education.

Education

Logisticians typically need a bachelor’s degree, although less education may be sufficient for some jobs. Bachelor's [degree](#) programs may be in fields such as logistics and supply chain management, [business](#), or related disciplines. Coursework includes accounting, economics, procurement, and other business topics.

Licenses, Certifications, and Registrations

Although not required, certification demonstrates professional competence and a broad knowledge of logistics. Information on certifications is available from [CareerOneStop](#). Certifications available from the [Defense Acquisition University](#) (DAU) are required for Department of Defense acquisitions.

Work Experience in a Related Occupation

Logisticians may benefit from work experience in a field related to logistics, supply chains, or business. Some get experience while working in a logistical support role, such as [material recording clerks](#), or while serving in the [military](#). Others gain experience by participating in internships during college.

Some employers allow candidates to substitute work experience for a specific degree.

Advancement

Experienced logisticians may advance to become [supply chain managers](#) or [project management specialists](#). Education, experience, and other requirements may vary by employer and industry.

Important Qualities

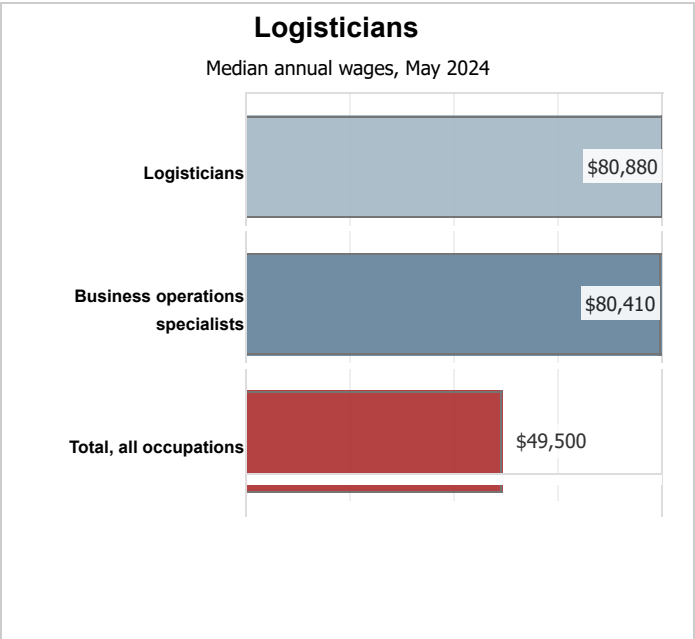
The following are examples of qualities that are important for these workers to perform their duties. For more information, visit the Employment Projections (EP) [skills data page](#).

- Communication skills.** Logisticians must be able to convey information to their business associates, including suppliers and customers.
- Critical-thinking skills.** Logisticians must develop, adjust, and carry out plans that maximize efficiency.
- Customer service skills.** Logisticians must understand the needs of their customers when coordinating the movement of goods, supplies, and equipment.
- Interpersonal skills.** Logisticians need to collaborate with colleagues, suppliers, and customers.
- Organizational skills.** Logisticians must be able to keep detailed records and manage many responsibilities in a fast-paced environment.
- Problem-solving skills.** Logisticians must be able to handle unforeseen issues, such as delivery problems, and adjust plans as needed to resolve the issues.

<- Work Environment

Pay ->

Pay



Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

The median annual wage for logisticians was \$80,880 in May 2024. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$49,260, and the highest 10 percent earned more than \$132,110.

In May 2024, the median annual wages for logisticians in the top industries in which they worked were as follows:

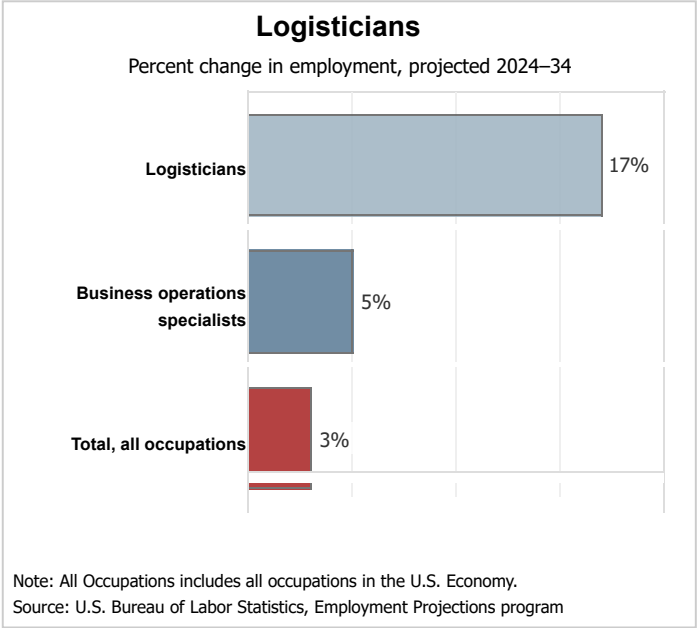
Federal government	\$101,110
Management of companies and enterprises	84,960
Manufacturing	83,720
Professional, scientific, and technical services	82,330
Wholesale trade	73,090

The majority of logisticians work full time and they sometimes work overtime to ensure that operations stay on schedule.

<- How to Become One

Job Outlook ->

Job Outlook



Employment of logisticians is projected to grow 17 percent from 2024 to 2034, much faster than the average for all occupations.

About 26,400 openings for logisticians are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Employment

As the growth of e-commerce makes logistics more dynamic and complex, logisticians will be in demand to move products more efficiently, solve problems, and identify areas for improvement. The increased volume of inventory and need to manage multiple supply chains have made logisticians' work critical. In addition, as more goods are purchased online, timeliness of delivery remains a priority for companies, further increasing demand for these workers.

Employment projections data for logisticians, 2024–34

Logisticians
SOC Code: 13-1081
Employment, 2024: 241,000
Projected Employment, 2034: 281,300
Change, 2024–34 (Percent): 17
Change, 2024–34 (Numeric): 40,300
Employment By Industry: Get data

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

<- Pay

State & Area Data ->

State & Area Data

Occupational Employment and Wage Statistics (OEWS)

The [Occupational Employment and Wage Statistics](#) (OEWS) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link below goes to OEWS data maps for employment and wages by state and area. Use the dropdown boxes to select an occupation.

[Occupational Employment and Wage Statistics \(OEWS\) Profiles](#)
[Projections Central](#)

Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at www.projectionscentral.org . Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state’s websites where these data may be retrieved.

CareerOneStop

CareerOneStop includes hundreds of [occupational profiles](#)  with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#)  to search for wages by zip code.

[<- Job Outlook](#)

[Similar Occupations ->](#)

Similar Occupations

This table shows a list of occupations with job duties that are similar to those of logisticians.

Cost Estimators Job Duties: Cost estimators collect and analyze data in order to assess the time, money, materials, and labor required to make a product or provide a service. Entry-Level Education: Bachelor's degree 2024 Median Pay: \$77,070
Industrial Engineering Technologists and Technicians Job Duties: Industrial engineering technologists and technicians help engineers solve problems affecting manufacturing layout or production. Entry-Level Education: Associate's degree 2024 Median Pay: \$64,790
Industrial Engineers Job Duties: Industrial engineers design, develop, and test integrated systems for managing industrial production processes. Entry-Level Education: Bachelor's degree 2024 Median Pay: \$101,140
Industrial Production Managers Job Duties: Industrial production managers oversee the operations of manufacturing and related plants. Entry-Level Education: Bachelor's degree 2024 Median Pay: \$121,440
Management Analysts Job Duties: Management analysts recommend ways to improve an organization’s efficiency. Entry-Level Education: Bachelor's degree 2024 Median Pay: \$101,190
Meeting, Convention, and Event Planners Job Duties: Meeting, convention, and event planners arrange all aspects of events and professional gatherings. Entry-Level Education: Bachelor's degree 2024 Median Pay: \$59,440
Operations Research Analysts Job Duties: Operations research analysts use mathematics and logic to help solve complex issues. Entry-Level Education: Bachelor's degree 2024 Median Pay: \$91,290
Project Management Specialists Job Duties: Project management specialists coordinate the budget, schedule, staffing, and other details of a project. Entry-Level Education: Bachelor's degree

2024 Median Pay:
\$100,750

Purchasing Managers, Buyers, and Purchasing Agents

Job Duties:
Buyers and purchasing agents buy products and services for organizations. Purchasing managers oversee the work of buyers and purchasing agents.

Entry-Level Education:
Bachelor's degree

2024 Median Pay:
\$79,830

Quality Control Inspectors

Job Duties:
Quality control inspectors examine products and materials for defects or deviations from specifications.

Entry-Level Education:
High school diploma or equivalent

2024 Median Pay:
\$47,460

[<- State & Area Data](#)

[More Info ->](#)

Contacts for More Information

For information about certifications, visit [CareerOneStop](#).

For more information about certifications required for Department of Defense acquisitions, visit

[Defense Acquisition University](#)

O*NET

[Logisticians](#)

[Logistics Analysts](#)

[Logistics Engineers](#)

[<- Similar Occupations](#)

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Logisticians, at <https://www.bls.gov/ooh/business-and-financial/logisticians.htm> (visited *July 12, 2026*).

Last modified date: August 28, 2025

U.S. BUREAU OF LABOR STATISTICS Occupational Outlook Handbook Office of Employment and Unemployment Statistics Suitland Federal Center Floor 3 4600 Silver Hill Road Washington, DC 20212-0002

Telephone: 202-691-5700_ www.bls.gov/ooh [Contact OOH](#)