

Minimum Qualification Specifications
for the Classes:

PURCHASING TECHNICIAN I & II

Experience Requirement

Applicants must have work experience of the kind, quality and amounts indicated below, or any equivalent combination of training and experience.

Basic Experience Requirement: Work experience which demonstrated the ability to read, comprehend and apply written directions, and perform basic arithmetic computations, including percentages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis, but not necessarily on a full-time normal work basis. This requirement may also be met by graduation from high school, or equivalent.

Class Title	General Experience (years)	Specialized Experience (years)	Supervisory Aptitude (years)	Total Experience (years)
Purchasing Technician I	2	0	0	2
Purchasing Technician II	2	1	**	3

General Experience: Responsible work experience which demonstrated the ability to request information from others and to explain procedural requirements, orally and in writing, and which demonstrated knowledge/experience as described under (a) or (b) below, or a combination of both:

- (a) Experience which demonstrated the possession and application of a good working knowledge of governmental purchasing methods, laws, regulations, policies, procedures and requirements. Examples of qualifying experience include account clerical or pre-audit work which involved the examination of documents supporting governmental purchases (e.g., authorizations for purchases, requisitions, invoices, purchase orders, contracts, statewide central purchasing lists, etc.) for validity and accuracy and to ensure that proper procedures were followed; and the preparation or review and approval of vouchers authorizing payments.
- (b) Experience preparing and submitting requisitions for purchasing where the work involved all aspects of the following: (1) gathering information

regarding the desired product and alternatives by gathering brochures and discussing requirements with requestors and vendors, (2) obtaining information regarding prices and/or obtaining quotations, (3) writing up the requisition for submittal for purchasing, and (4) which demonstrated an understanding of purchasing policies, procedures and requirements.

Specialized Experience: Responsible work experience in the purchasing of supplies, materials and equipment and/or services which demonstrated knowledge of the methods and procedures of purchasing and which provided familiarity with regular business and trade practices in buying and selling, such as selling terms and conditions, discounts, delivery scheduling and packing and packaging practices, various commercial sources of supply and comparative prices for a variety of goods and/or services. The experience must have also demonstrated the ability to use purchasing reference materials and to work effectively with requestors in clarifying and identifying the nature of goods and/or services required and with vendors to explain and clarify purchasing requirements and practices and to solve problems.

****Supervisory Aptitude:** For some Purchasing Technician II positions, applicants must possess Supervisory Aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Non-Qualifying Experience

1. Experience in the requisitioning of goods which did not involve information-gathering and writing as described under General Experience above, is not qualifying.
2. Experience in the authorization or review of payroll claims is not qualifying.

Substitutions Allowed

1. Excess Specialized Experience may be substituted for General Experience on a month-for-month basis.
2. Successful completion of coursework at an accredited business or technical school, college or university, may be substituted for General Experience or

Specialized Experience on the basis of fifteen (15) semester credit hours for six (6) months of experience, up to a maximum of one (1) year of General or Specialized Experience, provided that three (3) semester credit hours provided knowledge of purchasing methods, practices and procedures.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

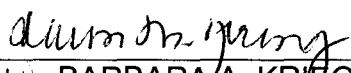
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes PURCHASING TECHNICIAN I and II, which were approved on August 6, 1986.

DATE APPROVED: 9/10/2012



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