

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.609
	STATE OF HAWAII	2.610
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Minimum Qualification Specifications
for the Classes:

PROCUREMENT AND SUPPLY SPECIALIST I, II, III, and IV
(PROCUREMENT & SUPPLY SPCLT I, II, III, & IV)

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the paragraphs below and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Procurement & Supply Spclt I	0	0	0
Procurement & Supply Spclt II	1/2	0	1/2
Procurement & Supply Spclt III	1-1/2	*	1-1/2
Procurement & Supply Spclt IV	2-1/2	*	2-1/2

Specialized Experience: Progressively responsible work experience in purchasing which involved working with users and vendors to identify, clarify and specify requirements for products, materials, equipment or services in order to:

- a. Develop specifications for formal bids and/or update existing specifications to ensure their currency and applicability. This experience must have demonstrated knowledge of documentation requirements for formal purchases (e.g., standard bonding requirements, severability, special provisions, etc.), an understanding and use of common purchasing resources (e.g., manufacturers' catalogs, buyers' guides, etc.) and purchasing methods and practices; or
- b. Conduct research and studies on products, etc., such as life cycle or in-use cost studies; testing, evaluating and reporting on alternative products, and/or comparable studies in order to make purchasing recommendations to management. This experience must have involved identifying and gathering pertinent data, analyzing and evaluating data gathered, considering alternatives and their implications and recommending alternatives for action.

Applicants for the class Procurement and Supply Specialist III must have had at least six (6) months of experience in each of the areas (a and b) specified above, and at least one (1) year of experience in dealing with purchases of a moderately complex and complex nature (refer to specifications for Purchasing Specialist for definitions of "moderately complex" and "complex"). In addition, applicants for the class Procurement and Supply Specialist III must have demonstrated the following:

- a. Knowledge of purchasing methods and techniques;
- b. Ability to interview users, vendors and others regarding user requirements;
- c. Ability to conduct pertinent research regarding unique user requirements and characteristics of desired products, equipment, materials, etc.;
- d. Ability to assess user needs and circumstances including operational requirements, policies, agency procedures and related requirements, and conduct analyses to identify and recommend specific products most appropriate for the agency/organization's needs;
- e. Ability to evaluate unique user situations and concerns; analyze and evaluate documentation, justifications, terms and conditions of purchases; and develop or review and assure the development of technical specifications which clearly and appropriately describe the desired product, material, equipment or service;

- f. Ability to assess unique user situations to foresee problems which may arise in the execution, administration or termination of the purchasing agreement, and the ability to recommend/develop terms and conditions and other special requirements accordingly; and
- g. Familiarity with concerns collateral to purchasing in assuring the provisioning of an assigned organization or agency, including storage and distribution concerns and inventory maintenance.

Applicants for the class Procurement and Supply Specialist IV must have had one (1) year of experience comparable in nature and scope to the class Procurement and Supply Specialist III.

*Supervisory Experience: For the classes Procurement and Supply Specialist III and IV, 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.

Qualifying Experience: Qualifying experience is not limited to that acquired in positions allocable to this series or in positions otherwise designated as "professional." It may have been obtained in any position, e.g., purchasing technician or agent, substantially engaged in formal purchasing, which involved the activities and knowledge specified above.

Non-Qualifying Experience:

The following types of work experience are not qualifying:

- 1) Experience limited to purchasing through informal means;
- 2) Experience involving responding to general questions regarding procedures for formal purchasing or involving the consolidation or development of written requests for quotes;
- 3) Experience which involved primarily serving as the liaison between the user and those conducting the formal purchasing;

- 4) Experience which involved consolidating and transmitting specifications prepared by the user to those conducting the formal purchase without concomitant responsibility for review of specifications for clarity, descriptiveness and appropriateness and which did not require intensive discussion with the users to ensure the appropriateness of the specifications;
- 5) Experience which was limited to gathering information regarding various products, passing such information to the user and providing informal opinions or suggestions regarding the proposed purchase without further analysis or detailed study of user requirements, circumstances, etc.; and
- 6) Experience limited to assisting others in the development of contracts (e.g., checking contract terms and conditions for conformance with standard formats and language, arranging for advertising, handing out copies of specifications, etc.).

Substitutions Allowed

1. A bachelor's degree in marketing from an accredited college or university, which included coursework in the analysis and solution of problems in pricing and distribution, and marketing research analysis, may be substituted for six (6) months of Specialized Experience.
2. A master's degree in public or business administration from an accredited college or university may be substituted for six (6) months of Specialized Experience.
3. A master's degree in public or business administration with specialization in marketing which included coursework in the analysis and solution of problems in pricing and distribution, and marketing research analysis, may be substituted for one (1) year of Specialized Experience.
4. A law degree (LLB, JD, or equivalent) from an accredited school of law may be substituted for six (6) months of Specialized Experience.
5. Work experience as a professional staff analyst concerned with the study of management operations to determine more efficient and cost-effective work methods may be substituted for the required Specialized Experience on the basis of two (2) months of such experience for one (1) month of Specialized

Experience to a maximum of six (6) months of Specialized Experience. To be qualifying, the experience must have involved the analysis of work operations and methods including some consideration of materials, equipment and/or supplies, and providing advisory services to management regarding same. Management analysis work which was limited to the study of organizations for the development of organizational tables and functional statements is not qualifying.

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.

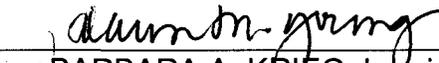
Physical and Medical Requirements

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

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This is an amendment to the minimum qualification specifications for the classes PROCUREMENT AND SUPPLY SPECIALIST I, II, III and IV, which were approved on August 6, 1986.

DATE APPROVED: 2/27/2012



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