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PURCHASING SPECIALIST SERIES

Series Definition:

This series reflects all professional positions located in the State's central purchasing office/agency in the Department of Accounting and General Services the duties of which involve performing and/or supervising and managing the purchasing of a wide variety of goods and services for the departments throughout the State; technical resource and administration of the purchasing of a wide variety of goods and services, utilizing all methods of procurement, for the departments throughout the State, requiring the development of detailed, technical specifications. The program purchases goods and services for individual agencies, on request, and prepares contracts for common use commodities and establishes price/vendor lists for these items for use by all agencies.

Positions in this series are responsible for the development, implementation and administration of detailed specifications describing the characteristics of the desired commodity or services and establishing terms and conditions (i.e., delivery/payment, performance period and other special requirements), publishing the solicitation notice on an appropriate system, conducting pre-bid/proposal conferences, responding to questions, scheduling vendor demonstrations, evaluating proposals, making award recommendations and establishing a contract with the awarded offeror.

Specialists in this series are required to conduct in-depth research; read and understand statutes, rules, manuals, and other detailed written material; communicate effectively orally and in writing, establish and maintain effective working relationships with other governmental agencies, vendors, and the public. Additional functions of the positions in this series requires knowledge and experience in performing market research and cost and pricing analysis.

Detailed specifications are developed to define acceptable quality levels, functions and other characteristics of goods, materials, equipment and services desired to ensure that the user, purchasing specialist and vendors fully understand the requirements.

The work requires the examination and analysis of user requirements to gain an understanding of the nature of the material, equipment or services required and the development of specifications, without unduly restricting competition. Positions in this series also may resolve disputes between users and suppliers. Thus, specialists also

make recommendations as to the disposition of failures to fulfill contractual requirements and may provide information for litigation to resolve contract disagreements.

The work includes reviewing offers recommending award and reviewing contract documentation for completeness. In this program the contract document consists of the specifications, or scope of work; bids/offers with general and/or special provisions, insurance certificates, payment and/or performance bonds (when applicable) and Deputy Attorneys General review and approval as to format.

The development of solicitations and the carrying out of formal purchasing procedures is conducted by this program to provide services to any department requesting such assistance. In addition to discussing requirements extensively with such requesting users to understand the particular circumstances and requirements of the purchase, specialists may advise and assist agencies in determining and clarifying product requirements when the agency requests such assistance. They also may recommend need for a sole-source, exemption or restrictive specifications exemption when circumstances indicate.

The State's central purchasing program is also responsible for the development of price/vendor lists for commonly used commodities and services by user agencies; office supplies and equipment, computer equipment, lumber, hardware, car rental services, etc. Formal purchasing procedures (i.e., IFB or RFP) are used. A price/vendor list consists of items for which contracts have been established to supply potential State's needs for those items or services. Thereafter, any agency desiring an item on the list need only follow the instructions provided, i.e. obtain quotes and to contact the awarded vendor for the item/services at the contracted price. The advantages of developing a price/vendor list are to leverage volume buying power and decrease or eliminate the duplication of purchasing efforts.

Such work includes the development of price/vendor lists for new commodity or service groups never addressed before by the central agency (although various line agencies may have been purchasing such items on a small quantity basis through informal means), the addition of new items or services to existing price/vendor lists, or the establishment of new contracts for new time periods for existing price/vendor lists). The specialist assigned a new commodity/service area conducts market research studies to determine what items are applicable to that commodity area (e.g., an assignment may be to develop a price list for computer supplies that may include paper, print cartridges, etc.).

A survey questionnaire or requirements letter is distributed to all agencies to determine the demand for such items or services. Those which appear to be of sufficiently frequent demand and statewide usage are considered for development of a price/vendor list. The specialist works with users to determine acceptable products and develops detailed specifications for each item to be placed on the price/vendor list and to

identify and specify terms and conditions, which will provide maximum service to all users. A completed IFB or RFP is then advertised, the award made and the agencies notified of the new price/vendor list contract.

Work on price/vendor lists ranges from routine (e.g., re-bidding of pre-existing price/vendor lists or addition of a new item to a price list) through moderately difficult (e.g., development of price lists for products which have relatable, similar price lists), complex (e.g., dealing with new and highly technical commodities/services) to highly complex (e.g., development of specifications for high profile, customized applications and/or programs involving ownership rights, controversial matters, etc.). Working with multiple users in determining terms and conditions most appropriate to meet the majority of needs and acceptability of products and specifications may or may not present problems, as compared to dealing with individual users in single purchases, depending on the range of special requirements involved and other factors. The development of price/vendor lists, per se, therefore is neither series nor level determining. Examination of the nature of the commodities/services for which specifications are being developed and the nature of responsibilities imposed on the specialist needs to be identified to determine the level of the position.

Positions in this series perform professional work analyzing unique user requirements and developing of specifications/scopes of work requiring analytical ability, a high level of writing skill and the use of judgment in determining contents of specifications/scopes of work so as to not unduly restrict competition and to describe desired products, materials or services clearly. Such work also includes foreseeing potential problem situations, which may arise in user circumstances to accommodate and write them into specifications to prevent future problems in the purchase, its delivery, etc.

Professional positions in this series develop specifications for products, materials, equipment, and scopes of work for services, etc., or are in trainee positions for such work. Positions which perform work in formalized purchasing but are not involved in specifications/scope of work development are not necessarily considered professional nor allocable to this series if the extent of a position's involvement in formal purchasing is to make necessary bidding/advertisement and related arrangements for purchase of a computer system for which consultants or the user writes the specifications it does not meet the requirements for professional performance as defined in this specification.

Generally, every purchase over \$25,000 requires the same process: i.e., review of user needs, development of specifications, advertisement, review of bids, determination of the lowest responsible bidder, recommendation for award, review of contracts for completeness and follow-up to resolve contract administration problems as required. However, the extent to which judgment and analysis is required is dependent on the

amount and kind of precedents available and the inherent nature of the purchase. The following levels have been identified:

Routine and Repetitive Purchases: These consist of purchases where direct precedents are available such as in the renewal of a contract for the same service for the same agency of the same characteristics, terms, etc.; or for the rebidding of common use commodities price lists for statewide use. Some review of pre-existing material is required to ensure continued currency but no substantial research, development of specifications and little or no amendment of overall documentation is required, if any.

Moderately Difficult Purchases: These are (a) purchases for which there are indirect precedents such as in the purchase of security services for an agency which never had security services before. In this example, precedents in the form of security contracts for a number of other agencies are available to provide the specialist with a general approach to the assignment, characteristics of the purchase to look for, etc.; or (b) any purchase which is new or unique which does not meet the requirements for complex or highly complex purchases, described below.

Complex Purchases: Complex purchases require substantial judgment to determine essential descriptive and other criteria, and to differentiate between users' needs and preferences. Generally, they have the following characteristics:

1. New Purchases:

- a. Require substantial research through catalog and/or reference text reviews, discussions with vendors and/or consultants, requests for information, industry days, etc.) to determine the essential characteristics and features of the desired kind of product/service; and
- b. Have no direct or indirect precedents within the organization for the requested type of product/service to be purchased; and
- c. Require substantial discussion with users to clarify and identify needs and how they relate to requirements and features of the desired product/service; and
- d. Have one or more of the following added features:
 - 1) Consist of multiple features, functions or phases each of which requires description. Substantial skill is required in identifying essential requirements for each of these features or functions and to describe them clearly and adequately but to also avoid over-restriction of the product which may unreasonably restrict competition; and/or

- 2) Involve scientific or technical equipment necessitating a description of characteristics in technical language which requires an understanding of the technical terminology used and the implications of technical characteristics on the products' functioning. Difficulty in determining essential characteristics as opposed to non-essential although desirable characteristics may also be a factor; and/or
 - 3) Involve equipment of such size, scope or nature that extensive coordination with the user is required to identify and foresee special problems and needs such as site preparation requirements (e.g., special construction for placement, reinforcement, shielding, etc. may be required as well as special terms for shipment, transportation, maintenance, testing, payment) and to develop specifications accordingly; and/or
 - 4) Are of such cost and impact on the user's program (i.e., in the order of millions of dollars of expenditure for one purchase) that are novel or special requirements are necessary to ensure bidders are financially or otherwise qualified to fulfill contractual requirements; and/or
 - 5) Involve critical delivery and quality requirements such that extensive study and questioning of the user's operations is required to identify problem areas and to write in safeguards for assured performance (e.g., purchasing and delivery of election ballots for which there are restricted time frames and for which perfect performance is mandatory); and/or
 - 6) Other comparable complexities.
2. Products for Which Precedents Are Not Available:
- a. Products/services which tend to be unique to each user because user needs significantly and substantially affect the nature and characteristics of the purchase. Such products require a significant understanding of the user operations to assure adequate descriptions and coverage of essential features in the specifications. Examples of such products are computer or communications systems.
 - b. Products which are subject to such rapid technological change that previous research and precedents are outdated within short periods of time requiring continual re-researching to keep abreast of new developments and extensive contact with the user.
 - c. Other comparable complexities.

Highly Complex Purchases: require substantial and independent judgment to determine essential descriptive and other criteria, and to differentiate between users' needs and preferences. Generally, they have the following characteristics:

- a. statewide impact and high profile, complex and customized applications and/or programs which may include security issues, ownership rights, controversial matters/issues, etc.;
- b. working with other jurisdictions as team members to purchase goods, services and construction.

Determination of specialist level is based on the complexity of purchases made (i.e., routine/repetitive, moderately complex, complex or highly complex. At the senior worker level, the majority of work consists of highly complex purchases.

In addition to determining level by the nature of purchases, the levels in this series are defined by differences in the (a) nature and variety of work performed; (b) nature and extent of supervisory control over incumbents; (c) nature of guidelines available; (d) complexity of work performed; (e) personal contacts required; (f) supervisory skills required of incumbents; (g) managerial responsibilities; and (h) knowledge and skills required.

PURCHASING SPECIALIST I

2.626

Duties Summary:

Receives orientation and training in the principles, statutes, techniques, work processes and procedures related to government purchasing and specifications development work; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry level in the series designed to provide orientation and training in government purchasing and specifications development work. A position in this class reads a wide variety of materials to gain familiarity with purchasing specifications development work and performs simple assignments under close supervision. Assignments are part of a planned and organized training program and are characterized by detailed instructions and close review of work in progress and upon completion. A position at this level gains familiarity with the commodities and services assigned by reading a wide variety of material and through discussions with more experienced personnel and with users and vendors.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)*

Performs assigned readings and prepares required reports; receives orientation and training in purchasing and specification development procedures and pertinent laws, rules, regulations and policies; performs various assignments in maintaining purchasing files, catalogs, manuals and records, collecting and tabulating purchasing data, relaying factual information, and similar work to apply training; talks to various people and reads a variety of material to learn the characteristics and sources of information and supply of various commodities and services; prepares specifications, terms and conditions for simple repetitive purchases including rebids of common use commodity price lists; evaluates bids and recommends awards; prepares purchase orders for approval; contacts vendors on contract administration matters such as late delivery, overage/shortage, delivery schedule, etc.

Knowledge and Abilities Required:

Knowledge of: Proper English grammar, punctuation and word usage; arithmetic; report writing.

Ability to: Learn the principles and practices of governmental purchasing and the characteristics and sources of information and supply of assigned supplies, materials, equipment, and services; gather, analyze and evaluate facts and data, make inferences, draw conclusions and recommend sound alternatives for action consistent with facts, circumstances, guidelines, etc.; learn to conduct effective interviews; speak clearly and effectively; prepare clear, complete, concise reports; maintain effective working relationships.

PURCHASING SPECIALIST II

2.627

Duties Summary:

As an advanced trainee, performs routine purchasing and specifications development work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the advanced trainee through which the trainee advances as part

of the progression to full performance as an independent worker. A position in this class performs a variety of assignments ranging from routine to some limited moderately difficult in the purchasing of a wide range of supplies, equipment and services and the development of purchasing specifications for developmental purposes.

Supervision is relaxed on simple, routine and/or recurring purchasing assignments, and is initially close and immediate for moderately difficult assignments, decreasing to general supervision during the latter period at this level. Moderately complex purchases are performed under close supervision to further professional development during the latter period at this level.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)*

Reads various materials and talks to appropriate personnel to gain understanding of various commodities and services and of State programs and functions; discusses requirements, specifications and alternatives with requisitions; secures price quotations and delivery promises, and selects vendors on the basis of best bids; interviews vendors' representatives; reviews existing specifications for consistency of language and format and determines need for updating relative to new features, models, etc., in the industry; drafts specifications or modifies and recommends revisions to existing specifications, terms and conditions to improve language or to incorporate special user requirements or new developments; deals with users and vendors to resolve contract administration matters such as delivery problems, overages and shortages, damaged goods, poor quality, or non-conformance to specifications, and recommends assessment of penalties or other action or refers to supervisor as appropriate; conducts rebids of price lists and analyses; develops specifications for and conducts the addition to or establishment of new price lists; performs moderately difficult purchasing activities under supervision.

Knowledge and Abilities Required:

In addition to knowledge and abilities at lower levels, positions at this level must have:

Knowledge of: Basic knowledge of government purchasing statutes, principles, practices and procedures; interviewing techniques; common use and assigned commodities and services.

Ability to: Conduct interviews, studies and analyses and develop specifications, terms and conditions for routine formally advertised purchasing actions.

PURCHASING SPECIALIST III

2.628

Duties Summary:

Independently performs the full range of moderately difficult purchasing and specifications development work; makes analysis of users' requirements and prepares appropriate specifications, terms and conditions; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the independent worker level in the series. Work assignments range from the routine updating of bid list specifications through moderately complex purchases of new technical equipment or services; however, the predominant work assignment is of a moderately difficult nature.

A position at this level uses independent professional judgment and discretion to determine essential procurement criteria, differentiate between needs and preferences of users, determine appropriate type of specifications to develop depending on the nature of purchase and to resolve or recommend solutions to contract administration problems, etc.

Work is performed independently on a day-to-day basis; however, the supervisor is consulted when clarification of new policies and procedures is required, or when there are legal problems resulting from the interpretation of the specifications, terms and conditions of a particular contract, or when unusual, unprecedented problems arise.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)*

Discusses requirements, specifications and alternatives with requisitioners; expands product knowledge and of sources of supply by reading various materials and discussions with users, vendors, consultants and others; identifies product characteristics and analyzes their significance; advises users to justify sole source or restrictive purchases when appropriate; determines the type of specifications most appropriate for each purchasing requirement; prepares specifications, terms and conditions to meet the minimum

requirements of the user while assuring maximum competition; determines a fair and equitable method of evaluating bids; conducts pre-bid conferences as required; determines whether bids meet specifications and legal requirements; computes cost as applicable, e.g., when life cycle or other costing methods are used to determine price; prepares summary sheets listing acceptable bids and identifies lowest responsible bid; recommends awards, drafts letters of rejection for bids which do not meet the specifications, terms and conditions or other requirements; reviews contracts covering the purchase for completeness; resolves contract administration problems or recommends assessment of penalties or other actions to supervisor as necessary; prepares reports and drafts correspondence related to contract administration problems; conducts studies for the expansion of price/vendor lists or the development of new price/vendor lists and follows through on required purchasing steps; prepares reports and correspondence; provides information regarding the State's procurement statutes, policies and procedures and sources of supply, product quality, etc. to users, line purchasing staff and others; may assist in guiding and training new employees or line purchasing personnel and may provide advice to other specialists on purchases related to assigned commodity groups and services.

Knowledge and Abilities Required:

In addition to knowledge and abilities at lower levels, positions at this level must have:

Knowledge of: Purchasing statutes, principles, practices, rules, policies and procedures; appropriate type of purchasing specifications for differing purchasing requirements; various bid evaluation methods; market conditions and trends of assigned commodities and services; sources of supply and information for a wide variety of commodities and services.

Ability to: Draft specifications for the full range of procurement actions; conduct the full range of studies; resolve contract administration problems and/or recommend appropriate solutions.

PURCHASING SPECIALIST IV

2.629

Duties Summary:

Serves as a specialist making the full range and variety of work in procuring and establishing standards and specifications for commodities and services that involve the application of highly technical and complex principles, techniques, concepts and work processes; may assist in guiding lower level specialists; and performs other related duties

as assigned.

Distinguishing Characteristics:

This class reflects a purchasing specialist independently performing technical and complex work assignments and processes by establishing standards and specifications for procurement and contracting of commodities, services and construction.

A position in this class will include providing assistance on a regular basis with developing bidding procedures and contract methods for technical and complex projects; conducting studies on the impact of the program in relation to outside activities or its effect of external changes to the program; developing policies and procedures, legislative proposals, procedural and other manuals and conducting complex and/or the full range of purchasing and contracting assignments, and conducts training. Positions of this class will be responsible for problem-solving a wide range of complaints/issues, which could not be resolved by lower level specialists. In addition, such specialists may also be assigned to advise and assist lower-level specialists on unusual or technical purchasing techniques or contracting methods, statutory and rule application.

Positions perform work independently within general procedural and administrative guidelines. The supervisor is consulted only on complex and technical questions not covered by policy or precedents.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)*

Develops solicitation procedures and contract methods for highly technical, complex common use commodities not previously managed by the central purchasing office/agency; prepares specification, terms and conditions to meet the minimum requirements while assuring maximum competition; determines whether bids meet specification and legal requirements; reviews for the justification for sufficiency and statutory compliance for purchases and recommends such action when appropriate; determines the type of specifications most appropriate for each purchasing requirement; resolves complaints which could not be resolved at lower levels regarding procedures, policies, product quality, contract performance, etc.; evaluates the impact of program activities on relevant statutes, rules and regulations and recommends solutions to problem areas; participates in analyzing and developing legislative proposals for the amendment of laws to meet changes in business practices and other conditions; conducts studies, analyzes and develops specifications for complex purchases

including requests or for common-use commodities; may assist in guiding and training new employees or line purchasing staff and may provide advice to other specialists.

Knowledge and Abilities Required:

In addition to knowledge and abilities at lower levels, positions at this level must have:

Knowledge of: Purchasing statutes, principles, practices, rules, policies and procedures; appropriate type of purchasing specifications for differing purchasing requirements; various evaluation methods; market conditions and trends; sources of supply and information for a wide variety of commodities and services.

Ability to: Draft specifications for the full range of procurement actions including complex/technical purchases; conduct the full range of studies; resolve contract administration problems or recommend appropriate solution.

PURCHASING SPECIALIST V

2.630

Duties Summary:

Performs work in procuring and establishing standards and specifications for the most complex, specialized and technical commodities and services; serves as a specialist with independent responsibility for problem solving the most difficult and technical issues with assignments of a very complex nature; may serve as a supervisor to lower-level specialists; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects a senior purchasing specialist performing the most complex, difficult, extensive and intensive procurement and specifications for a range of specialized and technical commodities, services and construction.

A position of this type handles assignments containing the most complex, specialized and technical work; investigating complaints or controversies with recommendations carrying considerable weight for appropriate or corrective action; and resolving the most complex contract compliance of controversial or unprecedented issues. In addition, serves as the technical expert to departmental administrators and bidders ensuring compliance with procurement codes, laws, rules and regulations, departmental policies and procedures. A position of this type may supervise and provide guidance and training to lower-level specialist on technical and complex

assignments.

The position in this class works independently with considerable range of judgment and interpretation. The work includes responsibility for reviewing internal, departmental and statewide requirements affecting the centralized purchasing program and establishing guidelines and procedures or formulating new or amended policies for the use of staff as required to clarify requirements, improve operations or meet new statutory or other requirements.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)

Revises, clarifies, or develops purchasing policies, procedures, practices and guidelines as required; serves as technical resource to departmental administrators, vendors, etc., to ensure compliance with State Procurement Code, state administrative rules and regulations applicable to purchasing mandates and guidelines, other policies or procedures governing state agencies and organizations, and departmental policies or procedures; conducts periodic reviews of departmental procurement practices, including recommending appropriate revisions to policies and procedures; participates in analyzing and developing legislative proposals for the amendment of laws to meet changes in business practices and other conditions; conducts reviews of departments in procurement and contracting to evaluate compliance with State Procurement Code and departmental policies and procedures, including the preparation of reports and briefing of management officials on the findings and recommendations to correct procurement and contracting deficiencies; investigates complaints or controversies from department requisitioners and/or vendors or contractors; reports findings of fact and recommends appropriate or corrective actions; resolves the most complex contract compliance issues (e.g. contract modifications, multiple change orders, time delays, cost overruns, other unforeseen circumstances, etc.); may supervise, train and guide lower level specialists.

Knowledge and Abilities Required:

In addition to knowledge and abilities at lower levels, positions at this level must have:

Knowledge of: Thorough knowledge of State purchasing statutes, rules, policies and procedures.

Ability to: Develop specifications for the most complex purchasing actions; conduct highly complex studies; develop statewide purchasing policies, procedures and

guidelines; develop legislative proposals; and for some positions, train and supervise others.

PURCHASING SPECIALIST VI

2.631

Duties Summary:

Supervises a staff of specialists performing the drafting and developing a wide variety of specifications for formal purchasing requirements in the State's centralized purchasing program and performs other related duties as assigned.

Distinguishing Characteristics:

This level reflects full-time supervisory responsibility over a staff of specialists performing purchasing, specialized services, health and human services, construction, and policy and compliance application.

The position in this class works under general supervision of the assistant administrator. Considerable latitude for independent judgment is exercised when and during the planning, scheduling and supervising the work of subordinate purchasing specialists. The work includes responsibility for reviewing internal, departmental and statewide requirements affecting the centralized state purchasing program and establishing guidelines and procedures or formulating new or amended policies for the use of staff as required to clarify requirements, improve operations or meet new statutory or other requirements.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)

Plans, coordinates, supervises and reviews the work of subordinate specialists involved in the purchasing of a wide variety of supplies, materials, equipment and services through all methods of procurement; reviews draft specifications and special terms and conditions prepared by subordinates for overall technical adequacy; corrects, revises or refers material back to subordinates for further study as appropriate; approves revisions and changes to previous documentation; reviews award recommendations and ensures that each offer is properly evaluated and that the proper method of purchase is prescribed and that contract is complete; determines appropriate corrective action when a contractor does not perform in accordance with contract terms and resolves disputes between users and vendors referred by staff; recommends legal action; reviews and

recommends approval or disapproval all extensions of contracts or rebidding of existing price/vendor lists; clarifies, revises, or develops purchasing policies, procedures, practices and guidelines for the use by staff as required; reviews outgoing correspondence drafted by staff; advises and assists professional staff in problem areas; performs human resources functions such as recommending staffing and training needs, initiating requests for personnel actions, approving requests for leave, resolving disciplinary problems; prepares and maintains data and reports of work activities.

Knowledge and Abilities Required:

In addition to knowledge and abilities required at lower levels, positions at this level require:

Knowledge of: The principles and practices of supervision.

Ability to: supervise, plan and coordinate the activities of a group of specialists engaged in formal purchasing of a very wide range of commodities and services including those of a complex and technical nature.

This is an amendment to the specifications for the classes PURCHASING SPECIALIST I, II, III, IV AND V which were approved on May 5, 2005; and the first specifications for the new class PURCHASING SPECIALIST VI.

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