

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.626
	STATE OF HAWAII	2.627
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	for the Classes:	2.631

PURCHASING SPECIALIST I, II, III, IV, V and VI

Basic Education/Experience Requirements

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 quality and quantity described in the following or any equivalent combination of training and experience.

Class Title	Specialized Experience (Yrs)	Supervisory Aptitude (Yrs)	Total Experience (Yrs)
Purchasing Specialist I	0	0	0
Purchasing Specialist II	1/2	0	1/2
Purchasing Specialist III	1-1/2	0	1-1/2
Purchasing Specialist IV	2-1/2	0	2-1/2
Purchasing Specialist V	3-1/2	*	3-1/2
Purchasing Specialist VI	4-1/2	*	4-1/2

Specialized Experience: Progressively responsible work experience in purchasing which: 1) involved working with users, vendors, contractors and service providers in identifying, clarifying and specifying requirements of products or scope of work for

services to be performed; 2) included drafting specifications for various methods of procurement and/or updating such specifications to ensure their currency and applicability; and 3) demonstrated an understanding and use of common purchasing resources (e.g., networking with procurement organizations, including other states' procurement entities; internet searches; catalogs, buyers' guides, etc.). Such experience must also have demonstrated knowledge and application of the various methods of procurement processes (e.g., bonding, indemnification, insurance, severability, procurement notice, receipt and analysis of offers), and the ability to respond to inquiries regarding the competitive procurement processes.

Applicants for the class Purchasing Specialist III must have had experience in the independent development of moderately complex specifications for formal purchasing and have participated in the development of complex specifications (refer to specifications for definitions of "moderately complex" and "complex"). In addition, the qualifying work experience must have clearly demonstrated:

- a. Knowledge of procurement principles and practices;
- b. Ability to obtain information from users, vendors, contractors, service providers and other interested parties regarding user requirements, products and services;
- c. Ability to conduct pertinent research regarding unique user requirements and characteristics of desired products, equipment, materials, etc.;
- d. Ability to evaluate unique user situations and concerns, analyze and evaluate documentation, justifications, terms and conditions of purchases; and develop technical specifications which clearly describe the desired product, material, equipment or service; and
- e. 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.

Applicants for the class Purchasing Specialist IV must have one (1) year of experience comparable in nature and scope to the work of the next lower level in the State service (Purchasing Specialist III). Applicants for the class Purchasing Specialist V must have one (1) year of experience comparable in nature and scope to the work of the next lower level (Purchasing Specialist IV) or two (2) years of experience comparable to the second lower level in the State service (Purchasing Specialist III).

***Supervisory Aptitude:** For the classes Purchasing Specialist V and Purchasing Specialist VI, 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 includes but is not limited to the following: conducting market research, drafting and writing specifications, conducting the evaluation process, and awarding and executing contracts. 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 which involved responding to general inquiries regarding procedures for competitive procurements, or which involved the consolidation or development of written requests for quotes;
- 3) Experience which involved primarily serving as the liaison between the user and those conducting competitive procurements;
- 4) Experience which involved consolidating and transmitting specifications prepared by the user to those conducting the competitive procurements 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; and
- 5) Experience which was 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, issuing copies of specifications/solicitations, etc.).

Substitutions Allowed

1. A bachelor's degree with a major in purchasing or a major public or business administration with coursework in marketing, which included coursework in the analysis and solution of problems in pricing and distribution, and marketing research analysis, from an accredited college or university, 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 course work 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 school of law accredited by a nationally recognized, specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) may be substituted for six (6) months of Specialized Experience.

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 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 SPECIALIST I, II, III, IV and V, which were approved on February 4, 2013 and the first specification for the new class PURCHASING SPECIALIST VI.

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Ryker J. Wada

RYKER WADA, Director
Department of Human Resources Development