



Hawaii Health Systems Corporation—Maui Region

Kula
HOSPITAL
100 Keokea Highway
Kula, HI 96790

Maui Memorial
MEDICAL CENTER
221 Mahalani Street
Wailuku, HI 96793

Lanai
COMMUNITY HOSPITAL
P.O. Box 630650
Lanai City, HI 96763

VACANCY ANNOUNCEMENT

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

DATE POSTED: 7/25/08
JOB TITLE: PROCUREMENT AND SUPPLY SPECIALIST III
RECRUITMENT NO.: MMMC 0849
JOB LOCATION: MAUI MEMORIAL MEDICAL CENTER, WAILUKU, MAUI
SALARY RANGE: NEGOTIABLE

JOB DUTIES: This position deals with the full spectrum of materials management: standardizing, contracting, purchasing, handling, storage, distribution, and invoice approval and processing. This position assumes the responsibility of the Regional Director of Material Management in their absence.

MINIMUM QUALIFICATION REQUIREMENTS: To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experiences are credited based on a 40-hour work week.

EDUCATION: 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 progressively responsible administrative, professional or analytical work experience which 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 substitutes 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.

SPECIALIZED EXPERIENCE: One and one-half (1-1/2) years of 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

PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, MAUI MEMORIAL MEDICAL CENTER AT (808) 242-2251 TO DISCUSS SPECIAL NEEDS IN APPLYING.

PROCUREMENT & SUPPLY SPECIALIST III (CONTINUED)

- b. Conduct research and studies on products, etc., such as life cycle or in-use cost studies;, 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 Level III must have had at least one-half (1/2) years of experience in each of the areas (a and b) specified above, and at least one 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 as appropriate 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.

SUBSTITUTIONS ALLOWED:

Substitution of Education for Experience:

1. Satisfactory completion of all academic requirements from an accredited college or university for a bachelor's degree with a major in purchasing or a degree in public or business administration with course work equivalent to a major in purchasing may be substituted for one-half (1/2) year of the required experience.
2. Satisfactory completion of all academic requirements from an accredited university for a master's degree in public or business administration may be substitutes for one-half (1/2) year of the required experience.
3. Satisfactory completion of all academic requirements from an accredited university for a master's degree with a major in purchasing or a master's degree in public or business administration with

course work equivalent to a major in purchasing may be substituted for one (1) year of the required experience.

4. Satisfactory completion of all academic requirements for a degree in law (LLB, JD or equivalent) from an accredited school of law may be substituted for one-half (1/2) years of the required General or Specialized Experience.

Substitutions of Experience for Experience: 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 one-half (1/2) year 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 amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to a HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Maui Memorial Medical Center;** Human Resources Office, 285 Mahalani St. Apt #22 Wailuku, HI 96793. **Mailing Address:** 221 Mahalani St. Wailuku, HI 96793. You can call (808) 242-2251, e-mail: mmmcjobs@hhsc.org or visit our website at www.hhsc.org. Application hours are: M-F 7:45 a.m. to 4:30 p.m., excluding holidays at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be filed no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s). 2. The specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. Any additional information you want to submit to substantiate your request. **If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.