

PART I	HAWAII HEALTH SYSTEMS CORPORATION	2.615
	STATE OF HAWAII	2.616
		2.617

Class Specification
for the Class:

MATERIALS MANAGEMENT SPECIALIST III, IV & V
SR-20; SR-22; SR-24
BU:13

MATERIALS MANAGEMENT SPECIALIST III 2.615

Duties Summary:

Performs professional work in providing materials, equipment, supplies and services to a hospital and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the performance of professional work in providing supplies, materials, equipment and services for a hospital. This position is responsible for planning, directing and conducting varied activities required in the provision of goods, services, materials and equipment to a hospital including activities such as purchasing, storage and distribution, inventory management etc. The scope of work typically includes the direction of purchasing technicians, storekeepers, stores clerks and/or other technical, non-professional positions carrying out assigned functions.

Positions function independently with the supervisor consulted only in situations which are not precedent or which present unusual and/or sensitive problems. Technical decisions are normally not questioned and positions function with considerable delegated authority by management to implement and assure proper functioning of purchasing and related activities assigned.

Examples of Duties:

These examples are illustrative only and not all-inclusive. Further, this listing is not limited to professional tasks but includes examples of non-professional tasks commonly performed by positions in this and other classes and series.

Work responsibilities must show the application of professional judgment and analysis. The work performed must show that the individual is required to use judgment and analysis and substantial ingenuity and initiative in resolving problems in assigned areas and to support and promote management concerns (e.g., promoting cost containment

through standardization, sequential purchasing, consolidated purchasing and other techniques).

Purchases a wide variety of goods and services for a hospital using formal and informal methods; conducts studies of requested products, working with users for medical, scientific, technical and other complex products and equipment; discusses, reviews trends and determines supply needs for the hospital; conducts studies and advises users of alternatives or substitutions; conducts studies of the standardization of products for cost-containment, lowering of storekeeping requirements; monitors par levels for all medical supplies; reviews operation procedures and policies of users and determines and identifies where operational changes can be reasonably made to utilize more cost-effective products; analyzes results of formal bids and determines or recommends award to lowest bid; supervises or provides instructions and coordinates taking inventory; supervises storekeeping activities; analyzes stores for cost-containment; participates in management studies for cost-containment in the organization relative to purchasing or equipment/supply usage and needs; supervises or advises on property disposal; may maintain inventory of real property; develops purchasing, stores and distribution and related policies for the organization and oversees their implementation; reviews purchasing actions and assures adherence to governing policies, laws, rules and regulations and Joint Commission of Accreditation of Hospital Organizations (JCAHO); assesses problem situations and make determinations outside of existing policies and standard procedures to resolve them where applicable; develops the budget and justification for assigned function; may participate in the development of the organization's overall budget by advising on projected costs of equipment, supplies etc. based on studies and knowledge and experience relative to market trends, manufacturers' changes and other factors; coordinates the testing of new products for the organization by discussing factors of the product necessary to be tested, developing and/or assisting in developing data collection forms, methods and procedures, consolidating findings and making formal presentations to management and other users regarding the quality of products; may make cost comparison studies; maintains good relationships with a wide range of vendors, users and staff; develops justification for sole source, restricted purchasing or exemptions for price list purchasing; consolidates purchasing requirements and negotiates purchase prices for items not requiring formal bidding; may control and report on user expenditures; may supervise the pre-audit of all purchase vouchers; prepares reports and correspondence; supervises staff to include training, development, review of work and advising on difficult problem areas, resolving grievances and other personnel problems.

Knowledges and Abilities Required:

Knowledge of: Materials Management principles, methods and practices; applicable federal, State and local laws, regulations and standards; medical terminology and types of medical supplies for a hospital; JCAHO accreditation requirements; business principals applicable to integrated healthcare systems; materials management

information systems, group purchasing programs and procedures, inventory management; nature, content and applicability of reference material and other informational data required in the execution of assignments; office and storekeeping practices and procedures; most positions require knowledge of supervisory principles and practices.

Ability to: Plan, schedule and organize materials management activities; secure necessary information to encourage wide competition in bidding; initiate and maintain effective relationships with representatives of other governmental agencies, subject-matter specialists, contractors, vendors and others; prepare clear and comprehensive reports, records and correspondence.

MATERIALS MANAGEMENT SPECIALIST IV

2.616

Duties Summary:

Plans, organizes and conducts activities to assure the adequate provisioning of a hospital where the work requires professional assistance; or develops policies and procedures on materials management and related activities for a hospital and monitors their implementation; and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class is responsible for the performance of professional and supervisory work which includes the supervision of a subordinate professional in providing goods, services, materials, equipment and supplies for a hospital. This position is responsible for the development of policies and procedures for purchasing and related materials management functions for a hospital which includes overseeing and monitoring conformance of actions to these, other legal requirements and good management practices. Scope of work includes responsibility for advising administrators in all aspects of purchasing including the lease/rental of property, conducting feasibility and space studies for lease/rental of properties and negotiating for same, and delegated authority to approve/disapprove purchases consistent with cost considerations and propriety of actions.

This position functions with considerable independence in the development and implementation of new/innovative approaches to problems in their assigned functions. They also function with considerable delegated authority from management to implement and assure the proper functioning of materials management and related activities assigned to them.

Examples of Duties:

The following examples are illustrative only and not all-inclusive. Further, this listing is not limited to professional tasks but includes examples of non-professional tasks commonly performed by positions in this and other classes and series.

Work responsibilities must show the application of professional judgment and analysis. The work performed must show that the individual is required to use judgment and analysis and substantial ingenuity and initiative in resolving problems in assigned areas and to support and promote management concerns (e.g., promoting cost containment through standardization, sequential purchasing, consolidated purchasing and other techniques).

In addition performing the tasks listed under the specifications for Materials Management Specialist III, positions at this level plan and supervise the work of one or more subordinate professional providing assistance in a specialty or generally throughout the program.

Develops and maintains policies and procedures for materials management, purchasing, inventory management, stores maintenance and related subjects; reviews purchasing on a pre- or post-audit basis and approves purchases relative to propriety of procedures and to ensure the most cost-effective purchase; encourages and promotes adherence to legal and policy requirements in purchasing and related functions; advises administrators regarding a wide range of materials management situations ranging from the purchase of supplies and equipment to purchases for professional and research services; conducts studies for the acquisition of added office space and makes recommendations regarding feasibility of purchase/lease/rental; provides cost information for budget development; prepares reports and correspondence; maintains good relationships with a wide range of vendors, users and staff; keeps abreast of new products and technologies.

Knowledges and Abilities Required:

In addition to the knowledges and abilities required at the next lower level, this level requires:

Knowledge of: A thorough knowledge of the laws, regulations, procedures and practices governing materials management functions and the expenditure of public funds; medical terminology and types of medical supplies required for a hospital; detailed knowledge of JCAHO accreditation requirements; business principals applicable to integrated healthcare systems; materials management information systems, group purchasing programs, inventory management; and the nature and content of reference and other similar material required in the execution of the assignment; a good knowledge of the objectives and purposes of the hospital's material management program, and of related administrative and technical activities; research

methods and techniques; most positions require knowledge of supervisory principles and practices.

Ability to: Meet with and secure the cooperation of administrative and technical personnel of the organization, of other governmental agencies, and representatives of industrial and commercial concerns; to analyze varied data, determine significant elements, factors and considerations, and make constructive and comprehensive recommendations.

MATERIALS MANAGEMENT SPECIALIST V 2.617

Duties Summary:

Plans, develops and manages an efficient and effective materials management systems for a region; coordinates and manages group purchasing activities at regional locations; negotiates, and performs other related duties as assigned.

Distinguishing Characteristics:

This class manages the materials management system for a region through professional and subprofessional subordinates in providing goods, services, materials, equipment and supplies for a region; manages all purchasing activities for a region and ensures transactions are conducted ethically and without prejudice; responsible for the development and implementation of policies and procedures for purchasing and related materials management functions for a region; advising administrators in all aspects of purchasing and materials management.

Examples of Duties:

Develops, organizes and implements a region-wide materials management system; supervises subordinate materials management specialists, procurement analysts and purchasing technicians in developing and implementing group purchasing activities for the region; participates in the development of system-wide objectives and in the assignment of accountability; ensures compliance with agreements within the region; assist in the solution of problems arising from non compliance of agreements; interprets directives and/or new policies pertinent to materials management; recommends changes of procedures and policies governing the material management functions and implements changes as directed. develops and conducts training sessions on the principles, techniques, methodology and current trends of materials management for subordinates; facilitates the standardization and routinization of key operating procedures (i.e., venter selection criteria and processes; receipt and verification of invoices, analysis of vendor performance); develops appropriate controls; develops standards of work performance and evaluates the work performance of subordinates;

complies with JCAHO accreditation requirements, pertinent federal and state agency laws and facility policies and procedures.

Knowledges and Abilities Required:

Knowledge of: Detailed knowledge of medical terminology, medical supplies required for a hospital and JCAHO accreditation requirements; business principals applicable to integrated healthcare systems; materials management information systems, group purchasing programs, inventory management; laws, regulations, procedures and practices governing materials management information systems, quality improvement, knowledge of the principles and practices of supervision; and the ability to develop and maintain effective working relationships with others.

Ability to: Design and implement processes involving the analysis of varied data, interpret market prices and trends; determine significant elements, factors and considerations, and make constructive and comprehensive recommendations.

This is the first class specifications for the class, MATERIALS MANAGEMENT SPECIALIST III, IV & V.

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