

Minimum Qualification Specifications
for the Class:MATERIALS MANAGEMENT SPECIALIST III, IV & VBasic Education/Experience 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 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 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.

Specialized Experience:

Except for the substitutions provided for elsewhere in this specification, applicants must have a combination of the specified years of progressively responsible purchasing experience which involved working with users and vendors to identify, clarify and specify requirements for products, materials, equipment or services.

| Class Title | Specialized Experience | Supervisory Experience |
|-------------------------------------|------------------------|------------------------|
| Materials Management Specialist III | 1 – ½ yrs | * |
| Materials Management Specialist IV | 2 – ½ yrs | * |
| Materials Management Specialist V | 3 – ½ yrs** | * |

**Materials Management Specialist V – Of the three and one-half (3-1/2) years of Specialized Experience, one (1) year must be in a hospital setting.

*Supervisory Experience: 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; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Substitution of Education for Experience:

1. Satisfactory completion of all academic requirements from an accredited university for a master's degree in public or business administration 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 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.
3. 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) year of the required 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.

License Required:

Certain positions may require possession of a valid motor vehicle operator's license (Type #3).

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments 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.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources/Designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum specifications for the classes MATERIALS MANAGEMENT SPECIALIST III, IV & V, to clarify supervisory aptitude, effective April 16, 2013.

This is an amendment to the minimum specifications for the classes MATERIALS MANAGEMENT SPECIALIST III, IV & V, to delete specialized experience in a hospital setting only, effective June 22, 2007.

This is an amendment to the minimum specifications for the classes MATERIALS MANAGEMENT SPECIALIST III, IV & V, to include the mental/emotional requirement, effective May 1, 2005.

This is the first minimum qualification specification for the new class MATERIALS MANAGEMENT SPECIALIST III, IV & V.

DATE APPROVED: April 16, 2013

PAUL TSUKIYAMA
Director of Human Resources