

Class Specifications
for the Class:PROCUREMENT AND SUPPLY SPECIALIST I
SR-16; BU:13Duties Summary:

Receives orientation and training in the principles, statutes, techniques, work processes and procedures related to government purchasing and supply functions; as a trainee, performs selected purchasing activities; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry level in the series designed to provide orientation and training in professional government purchasing and supply functions. A position in this class reads a wide variety of materials to gain familiarity with governmental purchasing and supply functions, and performs simple assignments under close supervision. Through on-the-job training, a position at this level gains familiarity with the purchasing requirements of the agency served and any collateral storage, distribution and inventory management functions of the purchasing office.

Examples of Duties:

Performs assigned readings and prepares required reports; receives orientation and training in purchasing and supply related procedures, policies, laws, rules, and practices; performs various assignments to gain an extensive and intensive understanding of purchasing and supply activities of the organization served; 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 purchases with directly applicable precedents; obtains price quotations; evaluates bids and recommends awards; prepares purchase orders for approval; contacts vendors on overages/shortages, late delivery, delivery schedule, etc.; supervises or provides instructions and coordinates taking inventory; may supervise and participate in store keeping activities; may maintain inventory of real property; reviews purchasing actions and assures adherence to policies, laws, rules and procedures; assists in testing products; develops working relationships with a wide range of vendors, users and central agency (Department of Accounting and General Services) staff; may maintain records of expenditures; and prepares reports and correspondence.

Knowledge and Abilities Required:

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

Ability to: Learn the principles and practices of governmental purchasing and supply functions; 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.

This is the first specification for the new class, PROCUREMENT AND SUPPLY SPECIALIST I.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
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