

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Purchasing

**SERIES NO.:**

6452

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the purchasing occupation is to purchase supplies, materials, equipment &/or services required for operation of assigned state agency.

At the lowest levels, incumbents provide assistance to higher-level purchasing agents & analyze contracts with vendors & insure vendor compliance with state specifications.

At the middle levels, incumbents purchase needed items, write specifications, & confer with vendors regarding price, quantity & delivery of merchandise.

At the highest levels, incumbents direct purchasing activities within assigned area, supervise purchasing & support personnel & ensure compliance with agency purchasing policies & procedures & state procurement regulations.

**CLASS TITLE:**

Purchasing Assistant

**CLASS NUMBER:**

64520

**EFFECTIVE DATE:**

01/21/1996

**CLASS CONCEPT:**

The developmental level class requires working knowledge of office practices & procedures, typing & agency purchasing policies, procedures & regulations in order to assist purchasing agent with procurement of supplies, materials, equipment &/or services needed for operation of assigned agency, type purchase orders, & prepare invoices for vouchering.

**CLASS TITLE:**

Purchasing Specialist

**CLASS NUMBER:**

64521

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of purchasing/procurement, applicable state regulations & procedures governing purchasing & public relations in order to analyze purchasing contracts, inspect quality of equipment & specifications & advise other agency personnel regarding vendor or purchasing possibilities & procedures or in Department of Liquor determine best methods for handling problems concerning warehouse receiving reports & ensure delivery of & record accountability for spirituous liquors.

**CLASS TITLE:**

Purchasing Agent

**CLASS NUMBER:**

64522

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general direction & requires thorough knowledge of purchasing/procurement, applicable state regulations & procedures governing purchasing & public relations in order to procure all necessary supplies, materials & equipment for operation of assigned division, institution, mental health facility, psychiatric center or district office, process requisitions & purchase orders, prepare bid specifications & maintain contacts with vendors.

**CLASS TITLE:**  
Purchasing Coordinator

**CLASS NUMBER:**  
64523

**EFFECTIVE DATE:**  
06/26/1994

**CLASS CONCEPT:**

The advanced level class works under general direction & requires thorough knowledge of purchasing/procurement, applicable state regulations & procedures governing purchasing & public relations in order to coordinate & oversee procurement of supplies, materials, equipment &/or services required for operation of entire agency or in Department of Transportation, Bureau of Equipment Management, prepares specifications & requisitions for procurement of highway maintenance equipment for all districts.

**CLASS TITLE:**  
Purchasing Supervisor

**CLASS NUMBER:**  
64525

**EFFECTIVE DATE:**  
03/07/2004

**CLASS CONCEPT:**

The supervisory level class works under administrative supervision & requires extensive knowledge of purchasing/procurement, applicable state regulations & procedures governing purchasing & supervisory principles/techniques in order to direct purchasing activities in central office location of large agency (i.e., agency having decentralized operations such as districts &/or parks & distribution of supplies, equipment & materials to subsidiary locations) & supervise purchasing & support personnel.

<b>CLASS TITLE:</b> Purchasing Assistant	<b>CLASS NUMBER:</b> 64520	<b>BARGAINING UNIT:</b> 09
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**EFFECTIVE DATE:**  
01/21/1996

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists purchasing agent with procurement of supplies, materials, equipment &/or services needed for operation of assigned state agency, contacts vendors for best prices or information regarding products &/or services, totals, proofs & types purchase orders including necessary information such as commodity codes & federal tax I.D. numbers, operates video display terminal to enter purchase order data into Central Accounting System (i.e., CAS) & prepares invoices for vouchering.

Types memos, letters &/or reports; maintains filing system of all correspondence, purchase orders, bid requisitions & other related purchasing documentation; maintains office supply orders & distributes same; prepares invitations-to-bid from specifications of various items not covered under term contracts.

Answers telephone inquiries; makes copies; contacts vendors regarding delivery information; verifies delivery of material for all invoices received.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of decimals & percentages; office practices & procedures; agency purchasing policies, procedures & regulations\*; state procurement regulations\*; public relations\*. Skill in operation of calculator\*; video display terminal\*; typewriter. Ability to deal with problems involving few variables within familiar context; sort items into categories according to established method; gather, collate & classify information about data, people or things; complete routine forms; answer routine telephone inquiries from public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in office practices & procedures or working in office having public contact; 3 mos. trg. or 3 mos. exp. in typing.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Purchasing Specialist	<b>CLASS NUMBER:</b> 64521	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**  
03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Evaluates vendor compliance with respect to quality & delivery requirements of materials, merchandise & services being provided which may include visiting state agencies & institutions. OR In Department of Liquor, determines best methods for handling problems concerning warehouse receiving reports & plans & conducts studies to ensure delivery & record accountability for spirituous liquors, reviews open purchase order files & receiving reports &/or bills of lading & inspects merchandise & equipment as to contractual specifications when necessary.

Provides information &/or instructions to supervisory personnel on receiving methods, stock control, storage procedures of state assets & purchasing procedures.

Processes purchase complaints reports; checks term contracts; makes telephone contacts & initiates correspondence to resolve complaints; submits samples of purchased items for laboratory tests & evaluation of merchandise procured by state purchasing.

Prepares written reports of observations, corrective action taken & recommendations made; reviews trip reports & compiles data into concise activity report.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of fractions, percentages & decimals; public relations; purchasing/ procurement (e.g., principles of purchasing, advanced purchasing, purchasing negotiation, value analysis, materials handling, inventory & production control, purchasing problems); applicable state regulations & procedures governing purchasing\*. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information according to established method; write routine business correspondence & reports following standard procedures; handle sensitive telephone & face-to-face inquiries & contacts with public & government officials; give verbal instructions associated with purchasing procedures.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in purchasing/procurement (i.e., evaluating bid responses, review of contractual language, awarding of contracts); 3 mos. trg. or 3 mos. exp. in public relations; requires valid driver's license for positions which may visit state agencies & institutions.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.

<b>CLASS TITLE:</b> Purchasing Agent	<b>CLASS NUMBER:</b> 64522	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**  
03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Procures all necessary supplies, materials & equipment required for operation of assigned division, institution, mental health facility, psychiatric center or district office, processes submitted requisitions & purchase orders, contacts vendors, compares price quotes & computer percentage discounts, writes specifications (e.g., quantity, grade or quality, delivery), assures accuracy & correctness of purchase orders, printing orders, requisition & encumbrance & ensures compliance with all established procedures (e.g., Section 3517.13(I)(J) of Revised Code, Buy Ohio, minority vendor).

Enters purchase order data into Central Accounting System (i.e., CAS) for acceptance by state accounting & approval by state purchasing.

Prepares reports (e.g., monthly progress; preventative maintenance; inventory); answers telephone inquiries; expedites delivery of purchase orders; reviews policies & procedures of procurement section & recommends revisions; maintains office filing system for catalogs, contracts & orders.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of fractions, decimals & percentages; purchasing/procurement; agency purchasing procedures & policies & state procurement regulations\*; public relations. Skill in operation of computer (i.e., CAS)\*. Ability to apply principles of purchasing to solve practical, everyday problems; understand technical manuals & verbal instructions associated with purchasing procedures; gather, collate & classify information concerning term contracts; answer routine telephone inquiries from public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. trg. or 24 mos. exp. in purchasing/procurement (i.e., evaluating bid responses, review of contractual language, awarding of contracts); 3 mos. trg. or 3 mos. exp. in public relations.

-Or 12 mos. exp. as Purchasing Specialist, 64521.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Purchasing Coordinator	<b>CLASS NUMBER:</b> 64523	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**

06/26/1994

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Coordinates & oversees procurement of supplies, materials, equipment &/or services required for operation of entire agency (i.e., central office & multiple institutions, mental health facilities or psychiatric centers) prepares & processes requisitions & purchase orders, contacts vendors & obtains price quotes, writes specifications (e.g., quantity, grade or quality, delivery), assures accuracy & correctness of purchase orders, printing orders, requisitions & encumbrances & insures compliance with all established procedures (e.g., House Bill 300, Buy Ohio, minority vendor). OR In Department of Transportation, Bureau of Equipment Management, writes new & revises existing specifications & prepares requisitions to procure highway maintenance equipment for all districts, evaluates bids & recommends awards, contacts vendors & manufacturers regarding department's specialized equipment needs to influence product modifications, keeps district offices informed of equipment request status, inspects equipment upon arrival & arranges for its delivery to requesting district.

Provides work direction & training over lower-level employees engaged in procurement activities; prepares invitation-to-bid from specifications of various items not covered under term contracts; prepares, reviews or revises specifications for assigned agency; confers with vendor, manufacturers & distributors on daily basis regarding delivery, prices &/or quantity.

Maintains files (e.g., vendor; purchases; payments); prepares reports (e.g., monthly progress, receiving; vehicles); operates video display terminal to verify data on Central Accounting System (i.e., CAS); reviews policies & procedures of procurement section & recommends revisions.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of fractions, decimals & percentages; purchasing/procurement; agency purchasing policies & procedures & state procurement regulations\*; public relations; budgeting as required in purchasing; supervisory principles/techniques\*; inventory control. Ability to apply principles of purchasing to solve practical, everyday problems; understand technical manuals & verbal instructions associated with purchasing procedures; gather, collate & classify information concerning purchasing techniques & activity; write routine correspondence or communications reflecting standard purchasing procedures.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 yrs. trg. or 3 yrs. exp. in purchasing/procurement (i.e., evaluating bid responses, review of contractual language, awarding of contracts); 3 mos. trg. or 3 mos. exp. in public relations.

-Or 12 mos. exp. as Purchasing Agent, 64522.

-Or completion of associate degree program or undergraduate core program in business administration or public administration.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> Purchasing Supervisor	<b>CLASS NUMBER:</b> 64525	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs purchasing activities in central office location of large agency (i.e., agency having decentralized operations such as districts &/or parks & distribution of supplies, equipment & materials to subsidiary locations in various parts of state) & supervises staff (i.e., purchasing & support personnel) in procurement activities.

Assists with development of departmental purchasing planning procedures & implements changes; researches & develops specifications for equipment, supplies & materials to enable one-time bids through State Purchasing; develops specifications & determines estimated dollar expenditures for state contracts; reviews contracts for clarity, accuracy & compliance with required purchasing laws & directives; oversees evaluation of bids & makes awards in respect to lowest responsive & responsible bid.

Reviews & edits requisitions from other agencies or agency personnel to ensure correct & complete specifications for materials desired; assists other departments, institutions or subdivisions of assigned agency in development of specifications best suited for requirements.

Maintains liaison with commercial sources & government agencies for exchange of information on current developments in market trends (e.g., new sources of supply, new product lines); conducts interviews with corporate representatives & sales apprising them of legal requirements in state procurement activities & instructs in approved methods of bid presentation.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of purchasing/procurement; agency purchasing policies & procedures & state procurement regulations\*; administrative/managerial principles/techniques\*; supervisory principles/ techniques; employee training & development; manpower planning; interviewing; public relations. Ability to understand practical field of study (i.e., purchasing, public administration or business administration); understand technical manuals & verbal instructions associated with purchasing procedures; develop good rapport with purchasing personnel, sales agents & corporate representatives; establish friendly atmosphere as supervisor.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

42 mos. exp. in purchasing/ procurement (i.e., evaluating bid responses, review of contractual language, awarding of contracts); 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques or 6 mos. exp. as lead worker.

-Or 12 mos. exp. as Purchasing Coordinator, 64523.

-Or completion of associate degree program or undergraduate core program in business administration or public administration; 12 mos. exp. in purchasing/procurement; 6 mos. trg. or 6 mos. exp. in supervisory principles/ techniques or 6 mos. exp. as lead worker.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must obtain Certified Public Purchasing Officer (CPPO) certification or equivalent Ohio specific professional certification within three (3) years of initial date of hire into position. CPPO certification or equivalent must be maintained through re-certification as required. Failure to obtain or maintain certification is cause for removal.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.