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| STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION | CLASSIFICATION SERIES: Purchasing | SERIES NO.: 6452 |
| | MAJOR AGENCIES: Attorney General Only | EFFECT. DATE: 01/01/1980 |

SERIES PURPOSE:

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

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

At the higher levels, incumbents purchase needed items, write specifications, prepare invitations-to-bid & confer with vendors regarding price, quantity & delivery of merchandise.

CLASS TITLE:

Purchasing Assistant

CLASS NUMBER:

64520

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

CLASS CONCEPT:

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

CLASS TITLE:

Purchasing Specialist

CLASS NUMBER:

64521

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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.

CLASS TITLE:

Purchasing Agent

CLASS NUMBER:

64522

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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.

CLASS TITLE:

Purchasing Coordinator

CLASS NUMBER:

64523

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

CLASS CONCEPT:

The advanced level class works under general direction & requires thorough knowledge of purchasing/procurement, applicable state regulations & procedures governing purchasing & public relation in order to coordinate & oversee procurement of supplies, materials, equipment &/or services required for operation of entire agency.

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| CLASS TITLE: Purchasing Assistant | CLASS NO.: 64520 | BARG. UNITS: 045 |
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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, total, 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.

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|----------------------------------------------|----------------------------|----------------------------|
| CLASS TITLE: Purchasing Specialist | CLASS NO.: 64521 | BARG. UNITS: 045 |
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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.

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

Processes purchase complaints reports; check term contracts; makes telephone contacts & initiates correspondence to resolve complaints; submits samples of purchased items for laboratory tests & evaluations 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 inquires & 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 or 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 other agencies & institutions.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

-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.

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| CLASS TITLE: Purchasing Agent | CLASS NO.: 64522 | BARG. UNITS: 045 |
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

01/13/1991

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, processes submitted requisitions & purchase orders, contacts vendors, compares price quotes & computer percentage discounts, writes specifications (e.g., quantity, grade or quality, deliver), assures accuracy & correctness of purchase order, printing orders, requisition & encumbrance & ensures compliance with all established procedures (e.g., Section 3515.13 (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(AG).

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

-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.

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| CLASS TITLE: Purchasing Coordinator | CLASS NO.: 64523 | BARG. UNITS: 045 |
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

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, 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).

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 requesting agencies or 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; 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(AG). -Or Completion of associate degree program or undergraduate core program in business administration or public administration. -Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

-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.