

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

WIC Vendor Specialist

SERIES NUMBER

6459

MAJOR AGENCIES

Ohio Department of Health Only

EFFECTIVE

09/17/2017

SERIES PURPOSE

The purpose of the WIC vendor specialist occupation is to review, research and analyze contract applications received from retail vendors, recommend awarding contracts based on application criteria, conduct onsite visits of applicant vendors and monitor contracts for compliance with state and federal regulations.

At the full performance level, incumbents review, research and analyze contract application received from retail vendors, recommend awarding contracts based on application criteria, conduct onsite visits of applicant vendors and monitor contracts for compliance with state and federal regulations.

At the supervisory level, incumbents supervise a vendor unit & related vendor activities.

NOTE: This classification is for use by the Ohio Department of Health only.

JOB TITLE

WIC Vendor Specialist

JOB CODE

64591

PAY GRADE

32

EFFECTIVE

09/17/2017

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of state & federal WIC regulations, policies & procedures regarding retail vendors, contract compliance & contract standards in order to review, research & analyze contract applications received from retail vendors, recommend awarding contracts based on application criteria, conduct onsite visits of applicant vendors & monitor contracts for compliance with state & federal regulations.

JOB TITLE

WIC Vendor Specialist Supervisor

JOB CODE

64595

PAY GRADE

14

EFFECTIVE

09/17/2017

CLASS CONCEPT

The supervisory level class works under general direction & requires thorough knowledge of accounting, nutrition, purchasing & supervisory principles & techniques in order to supervise vendor unit (e.g., vendor contracting unit), related vendor activities & supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
WIC Vendor Specialist	64591	14	09/17/2017	32

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.)

Reviews, researches & analyzes contract applications received from retail vendors, recommends awarding contracts based on application criteria, conducts onsite visits of applicants to verify minimum food stocking levels, monitors vendors through statistical reports, telephone contract & onsite visits to ensure compliance with state & federal regulations, policies & procedures, participates in identification of high risk vendors targeted for compliance (e.g., reviews reports; recommends vendor sanctions based on severity of fraud detected) & testifies at vendor appeal hearings & monitors contracts for compliance with state & federal regulations.

Acts as program consultant on statewide basis for WIC projects & vendor community (e.g., provides assistance in vendor training; resolves participant & vendor complaint disputes; participates as witness or WIC representative at vendor hearings regarding disqualification of contracts or denial of applications for contracts; acts as liaison with local projects, grocery store corporation chains, small grocery stores, attorney general, Ohio Department of Health & state WIC regarding vendor management issues relative to contracting, monitoring, training, or other vendor management related issues) & monitors vendor payment streams & resolves payment disputes.

Prepares formats, analyzes & maintains vendor management system database to ensure all active vendors are on file, inactive vendors are purged & suspended vendors are removed; enters contracted vendor demographic information into vendor management system data base; prepares routine correspondence to each vendor regarding acceptance, denial of contract application, or other vendor related correspondence.

Assists in development, writing or revising of vendor monitoring & contracting procedures, regulations, forms, training materials & general correspondence used in state & local levels (e.g., Ohio Administrative Code; Ohio WIC retail vendor manual; minimum food site visit form; training material for vendors & local projects & form letters used in notifying vendors of acceptance, rejection, denial of contract applications, or contract disqualification).

MAJOR WORKER CHARACTERISTICS

Knowledge of fractions, decimals & percentages; purchasing/procurement; state & federal WIC vendor contract regulations, policies & procedures; public relations. Skill in operation of personal computer*. Ability to apply principles of purchasing to solve practical everyday problems; understand technical manuals & verbal instruction associated with vendor/contract procedures; gather, collect & classify information concerning term contracts; answer routine telephone call from general public.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of associate or undergraduate core program in business administration, public administration, finance, marketing, accounting, mathematics, human resources, political science or related social or behavioral sciences; 24 mos. trg. or 24 mos. exp. in purchasing/procurement (i.e., evaluating bid response or contract applications; review of contractual language; recommending awarding of contracts; monitoring of contracts for program compliance); 3 mos. trg. or 3 mos. exp. in public relations.

-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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
WIC Vendor Specialist Supervisor	64595	22	09/17/2017	14

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.)

Supervises vendor contracting unit & assigned vendor related staff in processing & administration of retail vendor contracts & WIC farmers market nutrition program, establishes work priorities & assignment time frames, updates training materials, directs staff in preparation of documentation & case management files, coordinates with Office of Financial Affairs and General Counsel's Office on correspondence (e.g., permission to contract with vendors outside normal contracting process to include waiver of minimum food requirement & appropriate access issues, coordinates with General Counsel's staff in development & writing of administrative code governing & monitoring processes & procedures of retail system (e.g., recommends changes & system improvements via written drafts, meetings & discussions with General Counsel's staff & oversees vendor payment activities to include processing & administration of accounting documents for retail vendors &/or farmers

Operates & improves upon monitoring system of WIC vendors in retail system to ensure vendors provide service in compliance with administrative code & program regulations & determines vendor program abuse, establishes, maintains & updates monitoring procedures of WIC vendors, utilizes sampling techniques for program abuses undetected through onsite monitoring or in-house usage reports, reviews computer generated reports & targeted methods to identify abuse (e.g., trafficking & laundering), excessive cost, valid & improper redemptions; coordinates with General Counsel's staff in scheduling of administrative hearing requests from vendors denied contracts &/or disqualified for program abuses (e.g., meets with General Counsel's staff to review bureau's reason/justification for denying vendor application &/or disqualifying vendor from program for abuse; provides required supporting documentation, testifies on behalf of program at fair hearing sessions), determines schedule for contracted field visits for retailers based on items identified in monitoring reports & in accordance with federal regulations; oversees & provides direction, training & material to contractors hired to perform compliance buys on behalf of program; reviews warning letters to vendors prepared by unit staff to ensure proper sections of Ohio Administrative Code &/or federal regulations are referenced & supporting documentation warrants proposed action &/or sanction; schedules & conducts informal conferences (e.g., first time offenders; minor abuses) & levies fines &/or recommends disqualifications based on severity of & nature of program violations.

Assists supervisor in development, update & maintenance of food instrument processing bid document (banking services) for retail grocers & farmers & assists in procurement & oversight of contractors in conjunction with office of state purchasing, (bid development, contract evaluation & complaint resolution), updates & maintains vendor management database (e.g., enter data from applications into system; verifies IRS documentation; completes OBM documentation); reviews, monitors & recommends improvements to retail system (e.g., method of determining & entering retail prices, complaint forms; minimum food check lists; ordering food instruments & method used to distribute to using agencies) to increase operational efficiency.

Develops, revises &/or updates training material pertaining to submission of food instruments by vendors to expedite payments, reviews computer generated reports to determine additional training needs for vendors; schedules & conducts vendor training as needed.

Responds via telephone &/or letter to complaints &/or inquiries from legislative personnel, local projects, vendors, vendor associates, general public &/or state or federal auditors regarding retail system, food item costs, procedures, vendor selection criteria or vendor training; attends meetings on behalf of program with other state agencies, local projects, vendors & various private sector associations; participates in annual planning conference to develop unit & program goals & objectives for fiscal year; testifies at administrative hearings regarding quantity of food instruments redeemed during specific period of time resulting in denial of applications; assists staff in development of payment reports summarizing fiscal year payment history for each authorized WIC grocer; develops other computer generated reports as required.

MAJOR WORKER CHARACTERISTICS

Knowledge of contract process; Ohio WIC policies & procedures *; WIC vendor payment process *; Code of Federal Regulations 246 & FMNP policies & procedures *; Ohio Department of Health funding process *; purchasing/procurement; state & federal WIC vendor contract regulations; policies & procedures *; public relations; retail grocer operations *; financial management, food manufacturer/distributor & bank services business practices *; supervisory principles & techniques; employee training & development. Skill in operation of personal computer; calculator*; photocopier*; Microsoft office*. Ability to deal with many variables & determine specific action (e.g., WIC program operations); use statistical analysis; prepare & deliver speeches before specialized audiences & general public; develop complex reports & position papers; use research methods in gathering data.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in business administration, public administration, finance, marketing, accounting, mathematics, human resources, political science or related social or behavioral science; 36 mos. trg. or 36 mos. exp. in purchasing/procurement (i.e., evaluating bid responses or contract applications; review of contractual language; monitoring of contracts for program compliance); 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; 12 mos. trg. or 12 mos. exp. in public relations.

-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.