

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PURCHASING AGENT
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future positions which perform professional purchasing functions. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses professional purchasing agent positions found in state agencies and the University of Wisconsin System. Positions allocated to this series are directly responsible for the coordination of activities involved with the procurement of commodities, including printing and other services. Responsibilities include preparing bids, developing requests for proposals, selecting vendors, negotiating contracts, awarding contracts, maintaining required documentation, administering the resulting contracts, addressing any protest actions, acting as liaison between the agency and vendors to resolve disputes, and training agency personnel in procurement policies and procedures.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which are responsible for the development and coordination of procurement policies and procedures on a statewide basis for a majority of the time and are more appropriately classified as Procurement Specialists.
2. Positions which perform clerical or para-professional activities in support of purchasing agents for a majority of the time and are more appropriately allocated to the Program Assistant, Financial Specialist, or Clerical Assistant classification series.

3. Positions which meet the statutory definitions of supervisor or management, as defined in s. 111(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
4. Positions which do not meet the statutory definition of professional employee, as defined in s.111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Entrance into this classification series is typically by competitive examination. Progression to the objective and senior levels may occur through reclassification or a competitive process. The majority of a position's duties and responsibilities must be recognized in the classification definition in order for the position to be assigned to said level.

II. DEFINITIONS

PURCHASING AGENT

This is professional level work performed by Purchasing Agents. Positions allocated to this level (1) are involved with the development of bids and contracts with limited authority to make decisions relative to the actual vendor award or to take action when problems with a given contract occur; or (2) develop and award simplified bids independently; gather supportive information used in the bidding process; work with selected vendors in assuring that the tenets of the established contracts are followed; solicit verbal and written quotes, price lists, and catalogs; and receive delivery of orders and approve invoices. Work performed by positions described in the first allocation is performed under close, progressing to limited, supervision. Work performed by positions described by the second allocation is performed under general supervision.

PURCHASING AGENT-OBJECTIVE

This is objective level professional work performed by purchasing agents. In addition to activities performed at the prior level, positions at this level are granted authority to perform activities such as develop generic bid specifications: developing, conducting and awarding sealed bids. These activities include developing or reviewing and approving justification for bid waivers within delegated authority; developing Requests for Purchasing Authority; providing agency staff and management with training and advice regarding policies and practices; and conducting product research and effectively recommending standards for agency use. The individuals in this class are expected to function independently in their decision-making. The work is performed under general supervision.

PURCHASING AGENT-SENIOR

This is senior level professional purchasing agent work. Positions at this level may have responsibility for a group of commodities or services subject to market changes requiring the development of bids and/or contracts for multiple jurisdictions; and have responsibility for the development and award of Requests for Proposals. This includes assembling evaluation teams, evaluating technical and cost proposals, and negotiating with vendors. Additionally, positions at this level maintain and develop agency-specific contracts and/or vendor lists of unique items; and/or may conduct internal audits of individual agency purchasing programs. The individuals in this class exhibit significant discretion and judgment in the

performance of their assigned duties and responsibilities through the interpretation of state statutes and the provision of consultation on purchasing rules, regulations and policies. The work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This represented portion of this classification series was created effective June 26, 1994, upon implementation of the Purchasing Survey and was announced in Bulletin CC/SC-20. The specification was modified effective August 15, 1999, as a result of the creation of confidential classifications and announced in Bulletin CLR/SC-102. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to remove reference to confidential positions (see Purchasing Agent-Confidential classification, also created effective May 20, 2001).

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