

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PURCHASING AGENT PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which supervise employees who perform professional purchasing activities. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather it is designed to serve as a framework for classification decision-making in this professional 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 class concepts and definitions 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions which perform supervisory duties for a purchasing operation for an agency, department, or institution of the State of Wisconsin. Positions may act as the primary purchasing agent.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definition of supervisor in Wis. Stats. 111.81(19) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which, for the majority of the time, perform duties which are more appropriately classified as Purchasing Agent Management Supervisor.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter each level in this classification by competition

II. DEFINITION

PURCHASING AGENT PROGRAM SUPERVISOR

This is responsible work supervising professional purchasing agents. Positions in this class manage the purchasing activities with responsibility for the development and/or coordination of internal policies and procedures and the provision of senior level purchasing services which involve the most complex commodities and services. Positions may also participate in audits conducted internal to the organizational structure, in addition to representing the department in audits conducted by outside entities; develop and provide training to staff and service users; and monitor and evaluate staff performance. The individuals in this class function independently and have broad latitude in the scope of their decision-making. The work is performed under general supervision. In order to be appropriately classified as a Purchasing Agent Program Supervisor positions must spend the majority of their time on professional Purchasing Agent Program Supervisor duties which are of similar scope, impact and complexity as the representative positions identified below.

Representative Positions:

1. Wisconsin Historical Society, Division of Administrative Services – Under general supervision of the Financial Services Supervisor, direct the operation of the State Historical Society purchasing functions. Perform complete purchasing functions for the Society and its five divisions, at the headquarters and off site locations, in a wide variety of commodities. Perform in a professional manner and in complete compliance with State of Wisconsin Laws, rules, policies and procedures. Issue purchase orders, authorize expenditures and do all delegated purchasing (about two and one half million dollars per year). Act as inventory officer and as needed payment pre-auditor. As the manager of purchasing and payables functions supervise the Payables Financial Specialist, Purchasing Agent and Travel/Purchasing Card Financial Specialist.
2. UW Madison, Business Services, Purchasing Services – Under general supervision of the Associate Director of Purchasing Services, manage the daily operation of the Professional Staff at UW-Madison. This will include but not be limited to: supervising and coordinating duties and actions of Purchasing Agent teams. Responsibilities also include participation in the total quality management program to improve the services offered by the department to UW Madison departments and divisions in order that they may carry out their missions of instruction, research, and public service with a minimum of administrative complexity. This position also performs senior level purchasing services.
3. Department of Health and Family Service, - Under the general direction of the Financial Supervisor, this position functions as the Purchasing Manager for both Winnebago Mental Health Institute (WMHI) and Wisconsin Resource Center (WRC). The incumbent exercises significant discretion and judgment in the performance of the assigned duties and responsibilities through the interpretation of state statutes, the provision of consultation on purchasing rules, regulations and policies, and dispute resolution processes. Responsibilities include: meeting the procurement needs of all WMHI employees (700), WRC employees (550), all WMHI patients (257) and all WRC patients/inmates (424); the implementation and administration of the Procurement Card (P-Card) program at both WMHI and WRC including training, dissemination of information, instructions regarding department procedures and auditing to ensure compliance with DOA requirements; and supervision of a Purchasing Agent I, Financial Specialist III, Storekeeper and 2.5 Stock Clerks. This position is also

responsible for training of the Purchasing Agent I in state statutes, specification writing and DOA procurement policies and practices. Develop internal policies and procedures at WMHI and WRC; provide training for new staff to increase their awareness of DOA requirements regarding purchasing of goods and services and is responsible for all purchasing and warehousing.

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

The Purchasing Agent Supervisor 1-2 - Supervisor series was abolished and the Purchasing Agent Supervisor 1-5 series was created effective March 19, 1995, and announced in Bulletin CC/SC-39 to identify Purchasing Agent positions which are also given responsibility for supervision of other staff. This classification series was modified effective February 15, 1998, and announced in Bulletin CC/SC-81 to describe positions which perform purchasing supervisory work for state agencies, and the University of Wisconsin-System institutions. The modification of this classification series resulted from the addition of an allocation patterns found at the Purchasing Supervisor 6 level as a result of the Professional Program Support Survey.

This classification was created to accommodate implementation of the broad band pay structure effective March 12, 2000, and announced in Bulletin CLR/SC-109. The positions in this classification specification were previously classified as Purchasing Agent Supervisor 3 and 4 which were abolished effective March 12, 2000, and announced in Bulletin CLR/SC-109.

This classification was modified effective October 22, 2007 and announced in bulletin OSER-0171-MRS/SC to add representative positions.

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