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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

PURCHASING AGENT MANAGEMENT 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 for a purchasing operation for a large or major state agency. 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 the Department of Corrections, Department of Transportation, Department of Children and Families, Department of Health Services, Department of Natural Resources, and the Department of Justice. Positions in this classification must meet the definition of management and supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of management and supervisor as defined in s. 111.81(13) and (19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.

2. Positions which are more appropriately classified as Purchasing Agent Program Supervisor.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITIONS

PURCHASING AGENT MANAGEMENT SUPERVISOR

This is highly responsible and difficult supervisory work involving development and management of all departmental purchasing and printing activities, interpretation of purchasing policies, and performance of audits and management reviews to assure compliance with existing policies and procedures. In addition, positions may perform duties listed under the representative positions below. In order to be appropriately classified as a Purchasing Agent Management Supervisor, positions must spend the majority of their time on professional Purchasing Agent Management Supervisor duties which are of similar scope, impact, and complexity as the representative positions identified below.

Representative Positions

1. Department of Corrections (DOC), Division of Management Services, Bureau of Finance and Administrative Services – This position is responsible for the development and management of all departmental purchasing; contract management and retention; and printing activities. The position directs and manages the department surplus property program and the purchasing card program; provides interpretation of state statutes, administrative rules, and Department of Administration purchasing policies; and provides consultation on purchasing rules, regulations and policies, contract development, and dispute resolution processes. It serves as the department's Surplus Property Officer; and, functions as the primary department resource on contract development including developing departmental policies and procedures, standards, training, and templates for department-wide and program specific contracts. This position serves as the primary liaison between program staff, management, legal staff, and vendors on all DOC contract issues. The position prepares and monitors the annual operating budget for the purchasing section and supervises purchasing activities of Section staff.
2. Department of Transportation, Bureau of Financial Management, Purchasing Section – This position is responsible for the supervision, development and management of all departmental purchasing policies for the procurement of goods, services, and printing. The position directs and manages the automated procurement process, the minority business enterprise program, and purchasing aspects of the surplus property program; interprets state purchasing policies; conducts training; performs audits and management reviews to assure compliance with existing policies and procedures; and develops strategic and business plans for procurement in the agency. The position supervises professional staff and a subordinate supervisor. Work is performed independently under general supervision.
3. Department of Health Services, Division of Enterprise Services, Bureau of Procurement and Contracting – This position is responsible for overseeing the department's procurement and purchasing activities and providing consultation to all department business areas in acquiring goods and services while assuring and monitoring for compliance with state procurement statutes, rules, and guidelines. This position provides lead technical consultation to top agency management, program

managers, and department staff regarding obtaining the goods and services they need to support their clients and programs; advises on procurement and grants distribution methods and issues; advises regarding best available options for sourcing programs and initiatives; ensures the integrity of open records requests pertaining to procurement; provides oversight and ensures the integrity of the procurement appeals process; and develops, implements, and monitors department-wide compliance regarding contract administration activities.

4. Department of Children and Families (DCF), Division of Management Services, Bureau of Finance, Grants and Contracts Section – This position is responsible for managing, directing, and overseeing all departmental procurement, grants, and contracts. This position ensures DCF remains in compliance with applicable state and federal requirements by planning, developing, and implementing policies and procedures appropriate to DCF. This position also manages and ensures performance of the Random Moment Sampling Time Study operations for both the human services (RMS) and social services (RMTS) county agencies to accurately allocate county administrative costs in accordance with federal guidelines. The position acts as the Department’s fleet manager and responds to special legislative requests.
5. Department of Natural Resources (DNR), Division of Internal Services, Bureau of Finance, Purchasing Services Section – This position is responsible for the development and management of all departmental purchasing, contract management, purchasing and contract retention, surplus property management, and the purchasing card program for DNR. The DNR Purchasing Delegation from the Department of Administration (DOA) is held with this position. This position exercises significant discretion and judgement in the performance of assigned duties through interpretation of state statutes, administrative rules, DOA purchasing guidelines, and regulations and policies. It functions as the primary department resource on contract development and contract issues; acts as the primary liaison with the State Bureau of Procurement; and supervises all section staff.
6. Department of Justice (DOJ), Division of Management Services, Bureau of Budget and Finance – This position is responsible for managing the review, acceptance, award, and distribution of all DOJ purchasing and contracting transactions. The position develops and implements policies and procedures to ensure all procurement and grant awards comply with state and federal requirements. The position provides consultation on all procurement related matters; functions as the primary department resource on contract development; and is the primary liaison with the State Bureau of Procurement. The department’s purchasing authority from DOA is held with, and delegated to, this position. The position provides supervisory oversight of all section staff.

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 5 and 6 which were abolished at the same time.

This classification specification was modified effective January 12, 2014 and announced in Bulletin OSER-0351-MRS/SC to add a DCF representative position.

This classification specification was modified effective August 6, 2017 and announced in Bulletin DPM-0450-CC/SC to include DNR, update the existing representative positions, and add a DNR representative position.

This classification specification was modified effective July 31, 2022, and announced in Bulletin DPM-0579-CC/PP, to include the Department of Justice, update the existing representative positions, and add a DOJ representative position.

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