

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
PURCHASING ASSOCIATE**

**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 responsible for the administrative support function of assisting with purchasing. This classification specification is not intended to identify every duty that 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 class 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; 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 that provide purchasing assistance in state agencies and the University of Wisconsin System. These positions may provide support to Purchasing Agents or positions may be found in a program area providing purchasing-related support to program staff.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition(s) of confidential, supervisor and/or management as defined in s. 111.81(7), (19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that are, for a majority of the time (more than 50%), performing tasks necessary for the maintenance and management of a storeroom/warehouse, involving the storage (space allocations, stock rotation, locating systems, shelf life factors, etc.) and distribution of goods (delivery schedules, sales or pricing duties) and the maintenance of delivery vehicles and equipment such that it is appropriately classified as a Storekeeper.
3. Positions that are, for a majority of the time (more than 50%), performing manual activities in a warehouse or storeroom and are more appropriately classified as Stock Clerk.

4. Positions that are, for a majority of the time (more than 50%), engaged in professional purchasing activities such as the development of bids and contracts, developing requests for proposals, negotiating contracts, awarding contracts, etc., such that they are more appropriately classified as Purchasing Agent.
  5. Positions that, for a majority of the time (more than 50%), provide administrative support not associated with purchasing activities and are more properly classified as Office Associate or Office Operations Associate.
  6. All other positions that are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Employees enter positions in this classification by competition.

## II. DEFINITION

Positions in this classification perform complex administrative support activities under general supervision to assist with professional purchasing functions. Positions are responsible for the details of purchasing for a department, division, institution, campus, college, other work unit or program area under the direction of a Purchasing Agent. Duties include preparing complete request for proposal (RFP) or bid solicitation documents. Positions pre-audit requisitions for accuracy of all accounting, procurement, and enterprise wide software detail; research the market to determine potential sources of supply/disposal and to gauge market value of products being purchased/disposed of. Positions requisition items within the state's purchasing practices and agency guidelines and maintain all related purchasing records. Positions contact vendors to obtain information on products and services and to clarify specifications. They procure items and select the best source in terms of quality, price and other pertinent considerations. Positions check invoices against materials received; manage receipt of materials; compile purchasing reports; and review purchase vouchers for accuracy, coding, prices and quantities. Positions verify prices on requisitions; maintain and utilize automated inventory systems for tracking and approval processes; provide guidance and direction to program staff on procurement policies and procedures; and coordinate purchasing cards, process card applications, review card statements and receipts, and verify purchases/travel are in accordance with established policies and guidelines.

Positions providing administrative purchasing support to a program area implement existing contracts or have limited purchasing authorization within delegated spending limits. Purchasing Associates who do not report directly to a Purchasing Agent may work under the direction of a non-purchasing supervisor or manager, but coordinate the purchasing activities with a professional level Purchasing Agent. Positions reporting to a Purchasing Agent may specialize in defined segments of the overall purchasing program such as coordination of purchasing cards, operation and maintenance of automated systems, processing of RFPs and bid documents, etc.

## 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 classification was created effective July 24, 2005 and announced in Bulletin OSER-0071-MRS-SC as part of the Administrative Support Unit Survey, Phase II and III, to describe positions that were formerly classified in the Program Assistant series that perform purchasing functions.

TJS  
16500