

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
PURCHASING SUPERVISOR**

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 professional supervisory positions which function as Purchasing Supervisors. 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 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions which supervise purchasing activities for an agency, campus or major college within the campus, or institution of the State of Wisconsin. Positions may act as the primary purchasing agent. Positions allocated to this classification must meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and supervisor, as defined in s. 111.81(15) and (19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which supervise professional Purchasing Agents for a majority of the time and 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

Entrance into classification is typically by competitive examination.

II. DEFINITION

PURCHASING SUPERVISOR

This is professional work related to the supervision of purchasing activities for an agency, campus or major college within the campus, or institution of the State of Wisconsin. Positions allocated to this classification supervise: (1) fiscal clerks, stock clerks, and/or program assistants performing purchasing-related activities; **OR** (2) fiscal clerks, stock clerks, and/or program assistants performing purchasing-related activities and function as the primary purchasing agent for the agency, campus or major college within the campus, or institution. In addition to supervisory responsibilities, positions which function as the primary purchasing agent develop generic bid specifications; develop, conduct, and award bids; develop, review, and approve justification for bid waivers; develop requests for authority; provide staff and management with training and advice regarding policies and practices; and research products. 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 classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe professional positions which supervise purchasing activities for an agency, campus or major college within the campus, or state institution. This classification replaces the Purchasing Agent Supervisor 1 and 2 classification series. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

SKN
10320