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Class Specifications for the:

PROCUREMENT AND CONTRACTS CLERK I AND II

Duties Summary:

Prepares, processes and reviews a variety of commodity and service contract proposals and related documents in support of a centralized Procurement and Contracts program in the Department of Education; and performs other related duties as required.

Distinguishing Characteristics:

Positions in these classes are distinguished by performing specialized clerical assignments involving the interpretation and application of various procurement and contract laws, rules and regulations, policies and procedures, in connection with the processing and reviewing of procurement and contracts activities. Positions are differentiated from the General Clerical series in that the General Clerical positions performs a variety of basic clerical work in preparing, processing and reviewing materials with relatively standard and general requirements.

Levels in these classes are distinguished from each other on the basis of the following classification factors:

1. The complexity of work in terms of the nature of the work, variety, and difficulty of work assignments.
2. The scope and level of responsibility.
3. The nature and degree of supervision received.

Grade Level Requirements:

Level I: Positions in this class are characterized by their responsibility in preparing and processing a variety of routine and uncomplicated standards and specifications, contract agreements and related documents, under immediate supervision.

Level II: Positions in this class are characterized by their responsibility in independently preparing, processing and reviewing difficult and complex standards and specifications, contract agreements and related documents, which involves detailed follow-through, exceptions to general rules and substantive determinations. Supervision is relaxed on simple, routine and/or recurring procurement and contracts assignments, and position seeks assistance for those unusual or complicated problems. Positions may be required to

serve as a working supervisor over lower-level clerical staff.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position and consistent with the class concept. The classification of a position should not be based solely on the examples of duties performed.)

Assembles and formats legal advertisements for goods, services, concessions, construction and consultant services to be purchased, in compliance with Hawaii Revised Statutes, Hawaii Administrative Rules, and departmental policies; issues advertised and solicitation documents to prospective bidders and agencies; responds to prospective bidders' inquiries regarding bid document contents or directs them to appropriate specialist, supervisor or agency; routes contract documents to proper agencies (e.g. Office of the Attorney General) and the Procurement & Contracts Director for approval; drafts appropriate transmittal letters; maintains tracking system of contract completion dates and prepares reminder letters for contractors to minimize delay in completing performance of contracts; maintains complete procurement and contract files; determines if documents and forms are missing or if files are incomplete; obtains documentation or notifies appropriate specialist, supervisor or agency of missing or incomplete documents; determines if documents or records are confidential and files such documents or records appropriately; audits executed contracts returned by contractors for completeness and compliance with various procedural requirements, such as getting contracts and bonds signed with notary acknowledgement of all signatures; ensures that insurance requirements and other pertinent requirements are specified in the contract; responds to telephone or written inquiries on status of contracts, bid results and procedural questions; assists in the preparation of periodic or special reports; assembles and formats contracts, plans and specifications; assembles, formats, processes and reviews offers, submittals, related documents, and clerical materials for acceptance against technical and administrative requirements; determines if submittals are to be rejected as required by HRS or HAR and prepares rejection letter; verifies accuracy of price extensions/totals of bids submitted; prepares bid tabulations, and refers to affected agencies for bid award recommendations, after appropriate approval is obtained; prepares contract award letter.

Knowledge and Abilities Required:

Knowledge of: laws, ordinances, rules and regulations governing governmental purchasing purposes; uses and requirements of common contractual and related documents, such as notices to bidders, bid proposals, specifications, special provisions, general conditions and price schedules; clerical fiscal and accounting practices and procedures relating to appropriation of funds, requisitions and purchase orders; office practices and procedures; correct grammar, spelling and word usage; the purposes and uses of standard office machines.

Ability to: Read and understand oral and written instructions; understand, interpret

and apply applicable provisions of laws, ordinances, rules and regulations governing purchasing and contracting procedures; write simply and directly and compose routine correspondence and other similar materials; compare facts and figures quickly and accurately; perform arithmetic computations; set up and maintain files, record contract encumbrances; analyze materials and prepare statistical reports; operate standard office machines and equipment; deal tactfully and effectively with the public; use word processing, database programs, etc.

Minimum Qualification Requirements:

Basic Education Requirements:

High School Diploma or equivalent.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table:

Class Title	Gen Exper (years)	Spec Exper (years)	Supvry Aptitude (years)	Total Exper (years)
Procurement and Contracts Clerk I	2	0	0	2
Procurement and Contracts Clerk II	2	1	*	3

*Applicants for the Procurement and Contracts Clerk II must demonstrate possession of Supervisory Aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completing of training courses in supervision accompanied by application of appraisals by a supervisor indicating the possession of supervisory potential.

General Experience: Progressively responsible work experience which involved performance of a variety of clerical tasks which demonstrated knowledge of business English and grammar, spelling, arithmetic, computers and word processing software, and office practices and procedures; and the ability to read and understand oral and written instructions, carry out procedures in clerical work systems, speak and write simply and directly, compare facts and figures quickly and accurately, operate standard office machines and equipment.

Specialized Experience: Progressively responsible work experience which involved the

processing of purchasing and/or contract documents and other related work products.

Substitutions Allowed:

1. Excess Specialized Experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.
2. Successful completion of a full-time equivalent clerical curriculum of a duration of a year or longer, leading to a degree or diploma at an accredited community college, or at a business or technical school which included courses in English, arithmetic, general clerical procedures and office machines may be substituted for one (1) year of General Experience.
3. Successful completion of coursework at an accredited college or university may be substituted for Specialized Experience on the basis of 15 semester hours of which 6-semester hours were in business English composition and college mathematics, may be substituted for 6 months of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position. In requesting selective certification, the department must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties and responsibilities of the position to be filled.

License Required:

Certain positions may require possession of a valid motor vehicle operator's license (Type #3).

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position, effectively and safely, with or without reasonable accommodation.

This is a new class specification for the series Procurement and Contracts Clerk I and II by the Department of Education Civil Service system.

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Diana M. Niles-Hansen
Assistant Superintendent
Office of Human Resources