

Minimum Qualification Specifications for the Classes:

PURCHASING SPECIALISTS I, II, III, IV & VBasic Education/Experience Requirements:

Graduation from an accredited four-year college or university with a Bachelor's degree. Excess work experience as described under the Specialized Experience below or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

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

Class Title	Specialized Experience (years)	Supervisory Experience (year)	Total Exper (years)
Purchasing Specialist I	0	0	0
Purchasing Specialist II	1/2	0	1/2
Purchasing Specialist III	1-1/2	0	1-1/2
Purchasing Specialist IV	2-1/2	0	2-1/2
Purchasing Specialist V	3-1/2	*	3-1/2

*For the class Purchasing Specialist V, applicants must possess supervisory aptitude.

Specialized Experience: Progressively responsible work experience in purchasing which 1) involved working with users and vendors in identifying, clarifying and specifying requirements of products; 2) included drafting specifications for formal bids and/or updating such specifications to ensure their currency and applicability; and 3) showed an

understanding and use of common purchasing resources (e.g. catalogs, buyers' guides, etc.). Such experience must also have involved knowledge and application of documentation requirements for formal purchases (e.g. bonding, indemnification, insurance, severability), formal bidding procedures (e.g. advertising, receipt and analysis of bids), and responding to inquiries regarding the bidding process.

Applicants for the class Purchasing Specialist III must have had experience in the independent development of moderately complex specifications for formal purchasing and have participated in the development of complex specifications (refer to specifications for definitions of "moderately complex" and "complex"). In addition, the qualifying work experience must have clearly demonstrated possession of:

- a. Knowledge of purchasing principles and practices;
- b. Ability to interview users, vendors and others regarding user requirements;
- c. Ability to conduct pertinent research regarding unique user requirements and characteristics of desired products, equipment, materials, etc.;
- d. Ability to evaluate unique user situations and concerns, analyze and evaluate documentation, justifications, terms and conditions of purchases; and develop technical specifications which clearly describe the desired product, material, equipment or service; and
- e. Ability to assess unique user situations to foresee problems which may arise in the execution, administration or termination of the purchasing agreement, and the ability to recommend/develop terms and conditions and other special requirements accordingly.

Applicants for the class Purchasing Specialist IV must have one year of experience comparable in nature and scope to the work of the next lower level in the State service (Purchasing Specialist III). Applicants for the class Purchasing Specialist V must have one year of experience comparable in nature and scope to the work of the next lower level (Purchasing Specialist IV) or two years of experience comparable to the second lower level in the State service (Purchasing Specialist III).

Supervisory Experience: For the class Purchasing Specialist V, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for performing supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities by detail to supervisory positions, by completion of training courses in supervision accompanied by application of supervisory skills in work assignments or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

Qualifying Experience:

Qualifying experience is not limited to that acquired in positions allocable to this series or in positions otherwise designated as "professional." It may have been obtained in any position, e.g. purchasing technician or agent, substantially engaged in formal purchasing, which involved the activities and knowledge specified above.

Non-Qualifying Experience:

The following types of work experience are not qualifying:

- 1) Experience limited to purchasing through informal means;
- 2) Experience involving responding to general questions regarding procedures for formal purchasing or involving the consolidation or development of written requests for quotes;
- 3) Experience which involved primarily serving as the liaison between the user and those conducting the formal purchasing;
- 4) Experience which involved consolidating and transmitting specifications prepared by the user to those conducting the formal purchase without concomitant responsibility for review of said specifications for clarity, descriptiveness and appropriateness and which did not require intensive discussion with the users to ensure the appropriateness of the specifications; and
- 5) Experience limited to assisting others in the development of contracts (e.g. checking contract terms and conditions for conformance with standard formats and language, arranging for advertising, handing out copies of specifications, etc.).

Substitutions Allowed:

- 1) Satisfactory completion of all academic requirements from an accredited college or university for a Bachelor's degree with a major in purchasing or a degree in public or business administration with course work equivalent to a major in purchasing may be substituted for one-half year of the required experience.

- 2) Satisfactory completion of all academic requirements from an accredited university for a Master's degree in public or business administration may be substituted for one-half year of the required experience.
- 3) Satisfactory completion of all academic requirements from an accredited university for a Master's degree with a major in purchasing or a Master's degree in public or business administration with course work equivalent to a major in purchasing may be substituted for one year of the required experience.
- 4) Satisfactory completion of all academic requirements for a degree in law (LLB, JD or equivalent) from an accredited school of law may be substituted for one-half year of the required General or 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 applicant has the ability to perform the duties of the position for which applicant is being considered.

License Required:

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

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.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

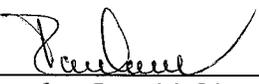
Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Superintendent or designee.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the minimum qualification specifications for the Executive Branch Civil Service classes PURCHASING SPECIALISTS I, II, III, IV & V by the Department of Education Civil Service system.

DATE APPROVED: SEP 29 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources