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Minimum Qualification Specifications for the Classes:

PURCHASING TECHNICIANS I & II

Basic Education/Experience Requirement:

Experience requiring knowledge of English grammar, spelling and the ability to read, comprehend and apply written directions, and to make basic mathematical computations including percentages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma with satisfactory completion of coursework in English and arithmetic.

Experience Requirement:

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

Class Title	Gen Exper (years)	Spclzd Exper (years)	Suvry Aptitude (years)	Total Exper (years)
Purchasing Technician I	2	0	0	2
Purchasing Technician II	2	1	*	3

*Supervisory Aptitude: For some Purchasing Technician II positions, applicants must possess Supervisory Aptitude which is the demonstration of an aptitude for the performance of supervisory duties.

General Experience:

Responsible work experience which demonstrated the ability to request information from others and to explain procedural requirements orally and in writing and which demonstrated knowledge/experience as described under (a) or (b) below or a combination of both:

(a) Experience requiring the possession and application of a good working knowledge of governmental purchasing methods, laws, regulations, policies, procedures and requirements. Examples of qualifying experience include account clerical or pre-audit work which involved the examination of documents supporting governmental purchases (e.g. authorizations for purchases, requisitions, invoices, purchase orders, contracts, statewide central purchasing lists, etc.) for validity, accuracy and that proper

procedures were followed and the preparation or review and approval of vouchers authorizing payments.

(b) Experience preparing and submitting requisitions for purchasing where the work involved all aspects of the following: (1) gathering information regarding the desired product and alternatives by gathering brochures and discussing requirements with requestors and vendors, (2) obtaining information regarding prices and/or obtaining quotations, (3) writing up the requisition for submittal for purchasing, and 4) demonstrating an understanding of purchasing policies, procedures and requirements.

Specialized Experience:

Responsible work experience in the purchasing of supplies, materials and equipment and/or services which demonstrated a knowledge of the methods and procedures of purchasing and which provided familiarity with regular business and trade practices in buying and selling such as selling terms and conditions, discounts, delivery scheduling and packing and packaging practices, various commercial sources of supply and comparative prices for a variety of goods and/or services. The experience must further have demonstrated the ability to use purchasing reference materials and to work effectively with requestors in clarifying and identifying the nature of goods and/or services required and with vendors to explain and clarify purchasing requirements and practices and to solve problems.

Supervisory Aptitude: For some Purchasing Technician II positions, applicants must possess Supervisory Aptitude which is the demonstration of an aptitude for the performance of supervisory duties. Supervisory Aptitude may be demonstrated through completion of regular or special assignments involving responsibility for some supervisory functions; by serving as a group or team leader; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments or by favorable appraisals by a supervisor stating the possession of interpersonal skill indicative of supervisory potential.

Non-Qualifying Experience:

Experience in the requisitioning of goods which did not involve the conduct of information-gathering and writing as described under General Experience above is not qualifying. Experience in the authorization or review of payroll claims is not qualifying.

Substitutions Allowed:

Substitution of Specialized Experience for General Experience: Excess Specialized Experience may be substituted for General Experience on a week-for-week basis.

Substitution of Education for Experience: Successful completion of coursework at an accredited business or technical school, college or university may be substituted for Specialized Experience on the basis of 15 semester hours of which 5-semester hours were in purchasing, for each half year (6 months) of Specialized Experience up to a maximum of one year.

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.

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 TECHNICIANS I & II by the Department of Education Civil Service system.

DATE APPROVED: SEP 29 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
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Office of Human Resources