

Minimum Qualification Specifications
for the Class:PROCUREMENT AND SUPPLY SPECIALISTS I, II, III, and IV
(PROCUREMENT & SUPPLY SPCLTS I, II, III, & IV)Basic Education/Experience Requirements:

Graduation from an accredited 4-year college or university with a Bachelor's degree. Excess work experience as described under 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 (Yrs)	Supervisory Experience (Yrs)	Total Experience (Yrs)
Procurement & Supply Specialist I	0	0	0
Procurement & Supply Specialist II	1/2	0	1/2
Procurement & Supply Specialist III	1-1/2	*	1-1/2
Procurement & Supply Specialist IV	2-1/2	*	2-1/2

* Supervisory Experience: For the classes Procurement and Supply Specialists III and IV, 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.

Specialized Experience: Progressively responsible work experience in purchasing which involved working with users and vendors to identify, clarify and specify requirements for products, materials, equipment or services in order to:

- a. Develop specifications for formal bids and/or update existing specifications to ensure their currency and applicability. This experience must have demonstrated knowledge of documentation requirements for formal purchases (e.g. standard bonding requirements, severability, special provisions, etc.), an understanding and use of common purchasing resources (e.g. manufacturers' catalogs, buyers' guides, etc.) and purchasing methods and practices; or
- b. Conduct research and studies on products, etc., such as life cycle or in-use cost studies; testing, evaluating and reporting on alternative products, and/or comparable studies in order to make purchasing recommendations to management. This experience must have involved identifying and gathering pertinent data, analyzing and evaluating data gathered, considering alternatives and their implications and recommending alternatives for action.

Applicants for the class Procurement and Supply Specialist III must have had at least one-half year of experience in each of the areas (a and b) specified above and at least one year of experience in dealing with purchases of a moderately complex and complex nature (refer to specifications for Purchasing Specialist for definitions of "moderately complex" and "complex"). In addition, applicants for the class Procurement and Supply Specialist III must have demonstrated the following:

- a. Knowledge of purchasing methods and techniques;
- 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 assess user needs and circumstances including operational requirements, policies, agency procedures and related requirements and conduct analyses as appropriate to identify and recommend specific products most appropriate for the agency/organization's needs;

- e. Ability to evaluate unique user situations and concerns, analyze and evaluate documentation, justifications, terms and conditions of purchases and develop or review and assure the development of technical specifications which clearly and appropriately describe the desired product, material, equipment or service;
- f. 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; and
- g. Familiarity with concerns collateral to purchasing in assuring the provisioning of an assigned organization or agency including storage and distribution concerns and inventory maintenance.

Applicants for the class Procurement and Supply Specialist IV must have had one year of experience comparable in nature and scope to the work of the next lower level in the State service (Procurement and Supply Specialist III).

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:

- a. Experience limited to purchasing through informal means;
- b. Experience involving responding to general questions regarding procedures for formal purchasing or involving the consolidation or development of written requests for quotes;
- c. Experience which involved primarily serving as the liaison between the user and those conducting the formal purchasing;
- d. 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;

- e. Experience which was limited to gathering information regarding various products, passing such information to the user and providing informal opinions or suggestions regarding the proposed purchase without further analysis or detailed study of user requirements, circumstances, etc.;
- f. 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:

Substitution of Education for Experience:

1. Satisfactory completion of all academic requirements from an accredited college or university with a Bachelor's degree in 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.

Substitutions of Experience for Experience:

Work experience as a professional staff analyst concerned with the study of management operations to determine more efficient and cost-effective work methods may be substituted for the required specialized experience, based on two months of such experience for one month of specialized experience, to a maximum of one-half year of specialized experience. To be qualifying, the experience must have involved the analysis of work operations and methods including some consideration of materials, equipment and/or supplies and providing advisory services to management regarding same. Management analysis work which was limited to the study of organizations for the development of organizational tables and functional statements is not qualifying.

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 the ability to perform the duties of the position for which they are 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. Disabilities 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.

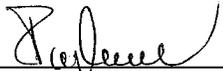
Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

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.

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 class specifications for the Executive Branch Civil Service class PROCUREMENT & SUPPLY SPECIALISTS I, II, III, & IV by the Department of Education Civil Service system.

DATE APPROVED: OCT 31 2006

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources