

**Effective Date: June 26, 1994**  
**Modified Effective: June 21, 1998**  
**Modified Effective: May 9, 1999**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**PROCUREMENT SPECIALIST  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions which perform professional procurement functions.

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 class concepts and definition 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; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses professional procurement specialist positions located within the Department of Administration. (However, positions which perform similar work may evolve in other state agencies. In the event this occurs, said work could properly be identified by this classification specification, provided it meets the intent of the definition statements.) Positions allocated to this classification series are, for a majority of the time, responsible for the development and coordination of procurement policies and procedures on a statewide basis. The work includes the assignment of specific commodities (including printing) for which the employe may chair committees to explore bid strategies and contract language and/or provide technical assistance to external agency staff. These positions develop and prepare bids and requests for proposals and award contracts that are turned into bulletins for statewide use by agencies and local municipalities. These positions are also responsible for contract negotiations and administration, resolving disputes between agencies and vendors, and addressing appeals of non-awards. Assignments also include the review of requests for purchasing approval/ authority from state agencies to ensure adherence to state purchasing laws, policies and sound purchasing practice; and conduct audit of agency purchasing activities on a regular basis.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which, for a majority of time, perform duties which are more appropriately classified as Purchasing Agents.
2. Positions which, for a majority of the time, perform clerical or paraprofessional duties in support of Procurement Specialists.
3. Positions which do not perform professional work as defined under s.111.81(15), Wis. Stats., a majority of the time.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter positions within this classification series by competitive examination. Progression through the series will typically occur through reclassification.

## II. DEFINITIONS

### PROCUREMENT SPECIALIST

This is professional level Procurement Specialist work performed by positions at the Department of Administration's Bureau of Procurement. Positions at this level are assigned a limited number of commodities where contracts are well established or in areas where the market is stable, requiring little, if any, modification. The work is performed under close, progressing to limited, supervision.

#### Examples of Work Performed

Specialist confirms agency purchasing needs and contract requirements through standards committees, questionnaires and other contacts with agencies; establishes effective working relations with vendors to determine industry capabilities, potential vendors, bidding conventions, market conditions and other information for preparing requests for bids or proposals; ensures bid and proposal documents are responsive to agency needs, good purchasing policy and industry conditions; provides basic guidance to agencies and vendors on the procurement process; and resolves vendor/agency complaints with assistance.

Additionally, this position reviews requests for purchasing approval and prepares analysis and case letters; assists in monitoring state agency purchasing activity; participates on an audit team and may draft audit reports; and suggests policies to govern the procurement of commodities/services in assigned areas.

### PROCUREMENT SPECIALIST-OBJECTIVE

This is objective level professional work performed by Procurement Specialists in the Department of Administration's Bureau of Procurement. Positions at this level are assigned commodities which require technical knowledge, the pursuit of new bidding strategies to address changing market conditions or agency needs, and the development and implementation of policies in assigned commodity areas. The work is performed under general supervision.

#### Examples of Work Performed

The objective level specialist is familiar with assigned commodity/service areas and develops, conducts and awards bids and/or requests for proposals; works independently, recognizes bid flaws and corrects them; develops new or redesigns existing bulletins and recognizes required modifications to maximize effectiveness; responds knowledgeably to agency requests for contract information; and monitors contractor performance and assures compliance with contract requirements.

Additionally, the specialist independently reviews requests for purchasing approval; is responsible for working independently on significant portions of an agency audit; may prepare draft audit reports; and develops and implements policies to govern the procurement of commodities/services in assigned areas by state agencies to improve purchasing efficiency and achieve statutory and policy goals.

#### PROCUREMENT SPECIALIST-SENIOR

This is the senior level work performed by Procurement Specialists in the Department of Administration's Bureau of Procurement. Positions at this level are assigned commodities which are subject to rapid market changes requiring creative approaches to developing contracts; may chair statewide committees to explore bid strategies and contract language; may be assigned to facilitate or participate in task forces to resolve purchasing issues; and participate in the development and presentation of training and outreach for state agencies and vendors. The work is performed under general supervision.

#### **Examples of Work Performed:**

The senior level specialist has significant experience in the primary assigned commodity/service area and is generally perceived as one of the state's experts in the area. Chairs statewide committees to explore bid strategies, specification development and contract language; may be heavily involved in providing guidance on major agency RFPs; alone or in conjunction with legal counsel, conducts contract negotiations with vendors on behalf of the state; facilitates and participates in task forces to resolve purchasing issues and develop statewide policy; and may participate in the development and presentation of training and outreach for state agencies and vendor groups.

### **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 specification was modified effective June 21, 1998, by creating an Procurement Specialist - Advanced level to identify the single position in the Department of Administration, Bureau of Procurement, Information Technology Section responsible for the acquisition process for statewide IT procurements. No other allocation changes were intended or made. (See Bulletin CC/SC-89). The specification was again modified effective May 9, 1999 and announced in Bulletin CLR/SC-99, eliminating the Procurement Specialist-Advanced level, vacant at the time the level was abolished.