

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PURCHASING AGENT MANAGEMENT SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions which supervise employees who perform professional purchasing activities for a purchasing operation for a large agency or UW Systems Administration. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather it is designed to serve as a framework for classification decision-making in this professional occupational area.

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 definitions 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 classification encompasses positions which perform supervisory duties for a purchasing operation for the Department of Corrections, Department of Transportation, Department of Health and Family Services and UW System Administration.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the definition of supervisor in Wis. Stats. 111.81(19) as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which are more appropriately classified as Purchasing Agent Program Supervisor.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

## II. DEFINITIONS

### **PURCHASING AGENT MANAGEMENT SUPERVISOR**

This is highly responsible and difficult supervisory work involving development and management of all departmental purchasing and printing activities, interpretation of purchasing policies, and performance of audits and management reviews to assure compliance with existing policies and procedures. In addition, positions may perform duties listed under representative positions below. In order to be appropriately classified as a Purchasing Agent Management Supervisor positions must spend the majority of their time on professional Purchasing Agent Management Supervisor duties which are of similar scope, impact and complexity as the representative positions identified below.

#### **Representative Positions**

1. Department of Corrections (DOC), Division of Management Services, Bureau of Finance and Administrative Services - this position is responsible for the development and management of all departmental purchasing and printing activities. Directs and manages department surplus property program, the purchasing card program, and the operation of the Waupun Central Warehouse. Provides interpretation of state statutes, administrative rules, Department of Administration purchasing policies, provides consultation on purchasing rules, regulations and policies, contract development and dispute resolution processes. Serves as the department's Surplus Property Officer and functions as the primary department resource on contract development including developing departmental policies and procedures, standards, training and templates for department-wide and program specific contracts. This position serves as the primary liaison between program staff, management, legal staff and vendors on all DOC contract issues. Prepare and monitor the annual operating budget for the purchasing section. Supervise purchasing activities of Section staff.
2. Department of Transportation, Bureau of Business Services, Purchasing, Fleet, and Distribution Section - with responsibility for development and management of all departmental purchasing, fleet and distribution policies for the procurement of goods, services, and printing; direction and management of automated procurement process and surplus property program; interpretation of state purchasing policies; conducts training; performs audits and management reviews to assure compliance with existing policies and procedures; develops strategic and business plans for procurement, fleet and distribution in the agency. Work is performed independently under general supervision.
3. Department of Health and Family Services, Division of Enterprise Services, Bureau of Intergovernmental Relations and Contract Management – with responsibility for directing all departmental purchasing, grants, and contracting activities. This position provides technical consultation to program managers and staff regarding obtaining the goods and services they need to support their clients and programs; development, implementation and monitoring of department-wide contract administration of procurement cards; provision of advice on procurement and grants distribution methods and problems; provision of advice regarding best available options for sourcing programs and initiatives; and assurance and monitoring of compliance with state procurement statutes, rules and guidelines

## 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**

The Purchasing Agent Supervisor 1-2 - Supervisor series was abolished and the Purchasing Agent Supervisor 1-5 series was created effective March 19, 1995 and announced in Bulletin CC/SC-39 to identify Purchasing Agent positions which are also given responsibility for supervision of other staff. This classification series was modified effective February 15, 1998 and announced in Bulletin CC/SC-81 to describe positions which perform purchasing supervisory work for state agencies, and the University of Wisconsin-System institutions. The modification of this classification series resulted from the addition of an allocation patterns found at the Purchasing Supervisor 6 level as a result of the Professional Program Support Survey.

This classification was created to accommodate implementation of the broad band pay structure effective March 12, 2000 and announced in Bulletin CLR/SC-109. The positions in this classification specification were previously classified as Purchasing Agent Supervisor 5 and 6 which were abolished at the same time.

This classification specification was modified effective October 22, 2007 and announced in Bulletin OSER-0171-MRS/SC to clarify the level of worked performed by this classification and to update the representative positions.

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