



JOB FAMILY CONCEPT

This family consists of two levels of procurement and contract services technical work. Levels are distinguished based on the complexity of the work, level of supervision received, and the degree of autonomy. This job family is distinguished from the Procurement & Contract Services Professional job family by performing technical tasks, and by having primary responsibility for carrying out small, one-time procurements of goods and services.

This family provides expertise and guidance in several areas, including:

- BANNER Applications
- Procurement Law
- Procurement Regulations & Procedures
- Contract Law
- Alaska Statute 39.52, State Employee Code of Ethics
- Federal and State Anti-kickback and Ethics in Procurement Acts

In addition, expertise and guidance is also provided to end users in the following areas as they relate to procurement:

- Grants & Contracts
- Risk Management
- Human Resources
- Intellectual Properties

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

- Create, edit, and complete purchase orders on BANNER from purchase requisitions entered by departmental end users
- Manage other procurement transactions, including ProCard orders, journal vouchers, change orders to existing purchase orders and order confirmation
- Determine and choose the appropriate method of procurement by researching and referencing regulations, prior purchases and by contacting vendors and users as necessary
- Prioritize processing of orders, ensuring that time sensitive orders are completed as necessary in order to meet users' requirements
- Interpret and apply complex procurement rules and regulations
- Facilitate the processing of unusual procurement requests by providing outstanding customer service and by implementing solutions to unique requirements within established procurement guidelines
- Perform follow-ups on orders, including resolving performance issues and disputes, facilitating payment and documenting purchase order files



- Perform reconciliation as necessary for ProCard orders
- Perform analysis of procurement patterns in order to identify and recommend areas for consolidation and requirements contracts.
- Maintain BANNER databases related to the procurement function (e.g., vendor information, standard clauses, shipping methods)
- Obtain current information from vendors to ensure their proper classification for tax reporting purposes (e.g., W-9, W-8BEN, I/C Forms, etc.)
- Conduct informal solicitations & source selection for procurements requiring competition by creating, editing, issuing, amending, and awarding RFQ's
- Train and assist users on entry of purchase requisitions and use of centralized BPO's
- Request and obtain budget overrides
- Ensure the usage of proper account codes
- Analyze and resolve significant procurement problems involving multiple components or conflicting issues
- Answer technical questions from users concerning BANNER applications and update users on changes to BANNER as they apply to the procurement function
- Establish positive and productive working relations with vendors and departments while maintaining high ethical standards
- Identify unauthorized purchases and follow-up to obtain documentation necessary for ratification
- Identify departments with patterns of unauthorized purchases, recommend and provide additional training as necessary to eliminate such problems

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1

PCLS: 01401

**Grade 76
Non-Exempt**

Descriptors

Work is performed under general supervision. Perform basic procurement functions that are small in complexity* OR scope*. Create and edit purchase orders, confirming orders, and change orders. Place ProCard orders, perform order follow-up, database maintenance, solicitation processing and source selection. Provide training and technical assistance to users and vendors.

Knowledge, Skills, and Abilities

Knowledge of basic computer operations, including word processing and spreadsheets.
Knowledge of basic phone skills and etiquette. Knowledge of basic technical and business writing skills. Knowledge of a variety of commodities, equipment, supplies, services and their sources.
Knowledge and command of procurement law, and policies and regulations governing ethical



conduct. Knowledge of sound business practices and ethics. Basic knowledge and understanding of the Uniform Commercial Code, contract law and contract administration. Skilled in providing excellent customer service. Skilled in interpersonal communication and conflict resolution. Ability to communicate effectively. Ability to file and track information. Ability to work well under stressful situations with deadlines.

Education and Experience

High school graduation and one year relevant experience or an equivalent combination of training and experience. Associate's degree in related field preferred.

Level 2
PCLS: 01402

Grade 77
Non-Exempt

Descriptors

Work is performed under intermittent supervision. Perform small contract administration and procurement functions that are small in both complexity* AND scope*. Resolve conflicts and interpret policy on own initiative.

Knowledge, Skills, and Abilities

Same as level one, plus: Intermediate knowledge of technical and business writing skills. Intermediate knowledge and understanding of the Uniform Commercial Code, contract law and contract administration. Problem solving skills. Ability to assess risk and use appropriate methods of procurement to mitigate risky circumstances.

Education and Experience

One year college coursework in related field and one year relevant procurement experience, or an equivalent combination of training and experience. Associate's degree in related field preferred.



- * **Complexity:** Refers to the diversity of rules and regulations (e.g., federal, state, local, and/or international procurement law, University Regulations & Procedures, Federal Acquisition Regulations (FAR), contract law, AS 39.52, State Employee Code of Ethics, Federal and State Anti-kickback and Ethics in Procurement Acts, Uniform Commercial Code (UCC), Internal Revenue Code, OMB Circular A-21 Cost Principals for Educational Institutions). Complexity increases as the number of different regulations increase.

- * **Scope:** Refers to the impact that a project has on the organization, either budgetary or operational. Projects may involve or impact the organization at a departmental or program level, an MAU level, or at the system-wide level. As scope increases projects may impact the organization at a higher level or have a greater impact.

- ** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Individual must be fluent in assigned area of responsibility.

- ** **Supervise:** Hire, train, evaluate performance and initiate corrective action.

[July 2009 revisions included formatting document for consistency.]