



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
11/14/11**

Agency: Oregon Department of Corrections

Facility: Central Distribution Center

New Revised

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

| | |
|---|---|
| <p>a. Classification Title: <u>Procurement & Contracts Spec. 1</u></p> <p>c. Effective Date: <u>10/01/1983</u></p> <p>e. Working Title: <u>Procurement Specialist 1</u></p> <p>g. Section Title: <u>Fiscal Services Purchasing</u></p> <p>i. Employee Name: <u>VACANT</u></p> <p>k. Work Location (City – County): <u>Salem/Marion</u></p> <p>l. Supervisor Name (Optional): <u>Dick Hawks</u></p> | <p>b. Classification No: <u>C0436</u></p> <p>d. Position No: <u>9500361</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: <u>000092470</u></p> <p>j. Repr. Code: <u>AAON</u></p> |
| <p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p> | |
| <p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p> | <p>If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p> |
| <p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | |

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The Department's biennial operating budget includes General Fund, Federal Fund, and other funds.

General Services Division provides centralized support services to all levels of the Department through Fiscal Services, Facility Services, Distribution Services, and Information Systems and Services. Fiscal Services provides a wide variety of services to all levels of the Department through its Purchasing, Contracts, Central Accounting, Payroll, Central Trust (Inmate Accounts), AFAMIS Support, and Statewide Business Services.

Purchasing and Contracts are a part of the Department of Corrections Fiscal Services. The purpose of these units is to provide quality service to DOC operations by procuring goods and professional services in a timely and accurate manner, ensuring compliance with DOC and State of Oregon laws, rules, and other authorities. Also acts as the liaison to the Department of Administrative Services (DAS), Department of Justice (DOJ), and the Attorney General's office regarding procurement and disposal services.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The purpose of this position is to provide technical purchasing assistance to all Department of Corrections' functional units and institutions to permit the timely processing of program requests for purchase of a wide variety of services and supplies. The incumbent handles all aspects of the purchasing process for items and provides research and specification development for intermediate classified commodities.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

| % of Time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|---|
| 70% | R | E | <p>Reviews purchase requests, determines appropriate procurement method and processes in accordance with governing laws, rules, policies, and standard purchasing practices. Correctly identifies and specifies the product or service required; issues the appropriate purchase document and approves by signing the order within spending authority. Uses a computer terminal to review automated requests for purchase and manipulate data to create the correct purchase document.</p> <p>Assesses specifications submitted with requests and identifies incomplete or conflicting information and advises and/or develops revised specifications, as needed, in preparation for completing the competitive process.</p> <p>Provides liaison for completing the formal competitive process between the Department of Administrative Services, the Department of Justice and Department of Corrections' program staff. As required, assists with pre-bid and post-bid vendor conferences.</p> <p>Solicits written and oral competitive price quotations under delegated authority from Department of Administrative Services or Department of Corrections Inmate Work Programs as requested.</p> <p>Provides product analysis and evaluates bid responses for compliance to specifications. Awards contract/purchase to most suitable respondent based on solicitation criteria. Issues the appropriate purchasing documents and approves by signing the order within spending authority or recommends approval outside of spending authority.</p> <p>Investigates alternate products and sources of supply when appropriate and makes recommendations. Responds to questions/issues that arise.</p> <p>Identifies and recommends products and services to acquire through agency and statewide Requirements Contracts. Consults with agency product users to determine specifications, order quantities, alternative materials, samples, lead times, and cost trends or desired products or services.</p> <p>Determines appropriate special terms and conditions as they relate to a particular type of transaction.</p> <p>Prepares and maintains appropriate purchasing record, manuals, documents and files.</p> |

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

| | | | |
|-----|---|----|--|
| | | | Prepares and facilitates documents for legal sufficiency. |
| 15% | R | E | Responds to questions or problems from agency staff or vendors. Resolves a variety of order discrepancies such as late deliveries, incorrect billing, over shipments, product substitution, etc., by working directly with vendors, warehouse, accounting and program staff. |
| 15% | R | NE | Audits SPOTS card receipts for compliance with DOC procurement usage and compliance. Audits for repetitive purchase, Price agreement options, fragmenting and completeness of forms, all to assure compliance with DOC purchasing guidelines. Provides backup of Procurement Specialist 2 and office assistant in their absence or during vacation periods. Participates as a member of special committee or may act as chairperson to provide review and consensus opinion on special issues. Conducts research and presents findings on a variety of purchasing related topics. |

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Agency's mission causes work to be performed within a security setting and in the presence of inmates, otherwise, normal office working conditions with pressure due to problems and deadlines involved.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Purchasing delegated authority from the Department of Administrative Services Policy Manual #125-3-230
- Department of Corrections Rule on Purchasing, #164
- Department of Corrections Policy 30.3.2 on Purchase Card Program - SPOTS
- Directives of OAR 125, 137 and ORS 179, 190, 279, 421
- Oregon Attorney General Model Public Contract Rules

b. How are these guidelines used?

These guidelines describe the requirements and prescribed methods to be used for acquisitions and classes of acquisitions depending on the scope, complexity and value of a particular product or service.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

| Who Contacted | How | Purpose | How Often? |
|--|-----------------------|--|------------|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> | | | |
| Vendors/Public | Phone/Email/In Person | Request Information Regarding Purchases & Place Orders | Daily |
| DOC Program Managers and Staff | Phone/Email/In Person | Provide Instructions on Policies and Procedures and Consulting | Daily |
| Department of Administrative Services | Phone/Email/In Person | Orders/Bid Specifications and Follow-up | As needed |
| Attorney General's Office | Phone/Email/In Person | Review for legal advice | As needed |

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The Procurement Specialist 1 prioritizes workload within guidelines and urgency of request. Determines if specifications are complete and accurate and, as needed, requests clarification. Determines the type of purchase method and identify authority for each purchase. Compares cost, quality and availability of products and services and determines most economic source in making award within allowable guidelines. Approves purchase order by signature, or makes recommendation if above level of authority.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|--|-----------------|--|--------------|---|
| <i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i> | | | | |
| PEM-D | 6000.030 | In writing, annual performance appraisal | Annual | Provide input and feedback on performance |
| PEM-D | 6000.030 | In person | As necessary | Obtain clarification of expected results and reports on progress toward completion of assignments |

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?

- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards

- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Valid driver's license and acceptable driving record, or acceptable alternative method of transportation.

Communicate effectively, orally and in writing. Skill in operating personal computer with word processing, spreadsheet and other programs. Knowledge of automated purchasing systems.

Possession of, or working towards, Oregon Procurement Basic Certification.

Knowledge of ORS 421, ORS 279, ORS 190, ORS 179, OAR 125, OAR 137, OAR 291 and Oregon Attorney General Model Public Contract Rules.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: N/A

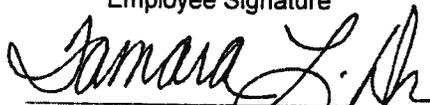
| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|----------------|------------------------------|-----------|
|----------------|------------------------------|-----------|

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

| | | | |
|---|--|--|-----------------------|
| <p>_____ Employee Signature</p>  | <p>_____ Date</p> <p>4/28/2014</p> | <p>_____ Supervisor Signature</p> | <p>_____ Date</p> |
| <p>_____ Appointing Authority Signature</p> | <p>_____ Date</p> | <p>_____ Fiscal Services Administrator</p> | <p>_____ Date</p> |