

(DAS) the Department of Justice (DOJ), 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 expertise 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 of a highly technical nature and provides research and specification development under high level authority limitations

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

70%	NC	E	<p>Analyzes technical and complex purchase requests, determines appropriate procurement method, such as Requests for Proposals, Requests for Information, Invitation to Bid, Declaration of Emergency, Special Procurements, and processes in accordance with governing laws, rules, policies, and standard purchasing practices.</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. Conducts 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 required.</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 approve 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 recommendation. Answers questions and addresses 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>
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15%	R	E	<p>Verifies entries and changes made to the contracts section of the AFAMIS system by the Contracts Assistant for accuracy.</p> <p>Ensure all appropriate rules/policies are adhered to by Department of Corrections' employees concerning the purchase of assigned commodities. Reviews work of Procurement Specialist Assistant, Procurement Specialist 1 and other Procurement Specialist 2 positions for accuracy and sufficient documentation as required. Provides training to Procurement staff and customers.</p>
15%	R	E	<p>Audit contracts, through contract administration, to identify process strengths and weaknesses and areas of noncompliance with standards, regulations and policies. Evaluate contractor performance or quality of service. Prepare contract amendments or extensions. Evaluate contractor performance or quality of services. Research alleged contract violations and assist with their resolution. Act as liaison between contractor and staff. Evaluate if contract terms are met at end of contract period. Ensure contract records are maintained in accordance with retention schedules.</p> <p>Responds to bid protests, resolves complaints and defends decisions. Prepares and maintains documentation to support award. 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.</p> <p>Participates as a member of groups and committees, conducts research, prepare and presents findings to provide input, consensus opinion and resolve issues on a variety of procurement related topics. Performs related support activities as required. Participate in statewide committees to establish and improve specifications, standards, procedures and policies.</p>

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 Rules on Purchasing, #163,164
- Department of Corrections Rule on Contracts #26
- Directives of OAR 125, 137, 291 and ORS 179, 190, 279
- 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/Mail/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 incumbent prioritizes workload within guidelines and urgency of requests. Determines if specifications are complete and accurate; may rewrite specifications. Must determine the type of purchase method and identify authority for each purchase. Must establish appropriate criteria for each acquisition; Determines if responses meet all applicable rules, guidelines and criteria. Determines award methodology and makes award decisions based on criteria established for the acquisition. Approves purchase orders by signature.

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-E	6000.030	In writing, annual performance appraisal	Annual	Provide input and feedback on performance
PEM-E	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?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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:

Communicate effectively, orally and in writing; knowledge of automated purchasing systems; valid driver's license or arrangements for transportation to Correctional Institutions, and meetings as required. Skill in operating a personal computer with word processing, spreadsheets, and other programs.

Possession of Oregon Procurement Basic Certification within 12 months of appointment.

Knowledge of ORS 179, ORS 190, ORS 279, 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

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's name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date	_____ Fiscal Services Administrator	_____ Date

