

DAS Procurement Competency Program



Developing the knowledge, skills, abilities, behaviors, and other characteristics that the procurement professional needs to perform work roles or occupational functions successfully

What are Competencies?



Competency - measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully

Different types of competencies

- **Functional (or Technical) Competencies** knowledge of, and skill in the exercise of the functions, processes, and roles of the organization required for successful accomplishment of a specific job or task
- **Professional Competencies** are competencies that are the accelerators of performance which allow for success in an organizational context

DAS PS Competencies Program

- This program is designed to assist procurement services professionals and their managers in understanding and using procurement competencies
- The DAS PS program consists of three main components:
 1. A listing of Functional/Technical and Professional Competencies (OPBoK) that Oregon procurement professionals need to possess to perform work roles or occupational functions successfully
 2. For each competency in the OPBoK the knowledge skills and abilities a procurement professional must possess in order to attain mastery
 3. A listing of the training that assist the procurement professional in attaining KSAs. This element includes training offered by DAS and other programs via classroom sessions, webinars, or online training and additional resources such as books, videos, or websites. View the [list of approved courses that count towards certification](#)

How to use Competencies

DAS Performance Accountability Program and Feedback (PAF) model

**Determine career
development goals**



**Oregon Public Procurement
Certification Contact Hours**

How to use Competencies = GAP Analysis

Begin by completing an assessment

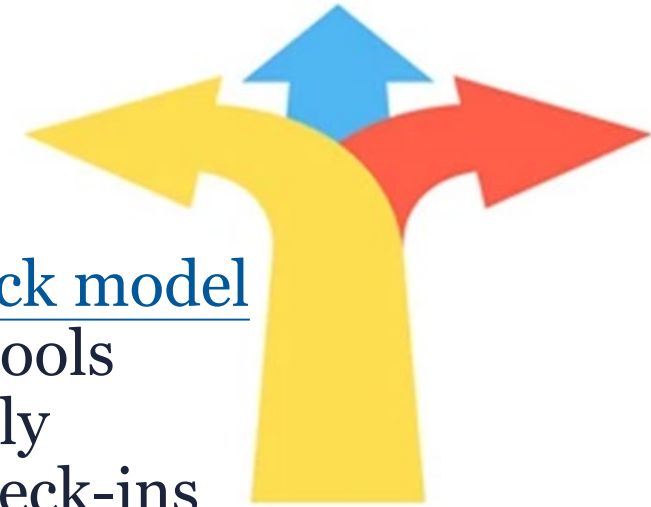
The process starts with an assessment.

The assessment can be self-directed, or the procurement professional's manager can sit-down with the them

The goal is to identify gaps in their mastery of technical and professional competencies

DAS Performance Accountability Program and Feedback (PAF) model

- Oregon state government has developed a comprehensive plan to update the state's current workforce development philosophy and systems.
- The purpose of the Performance Accountability and Feedback model program is to provide managers with a simple process and tools to set clear expectations and development goals, to effectively provide feedback and coaching, and to conduct quarterly check-ins with their employees.
- It is the expectation that all supervisory managers will begin conducting quarterly check-ins with their employees. The quarterly check-ins will replace the annual performance evaluation.



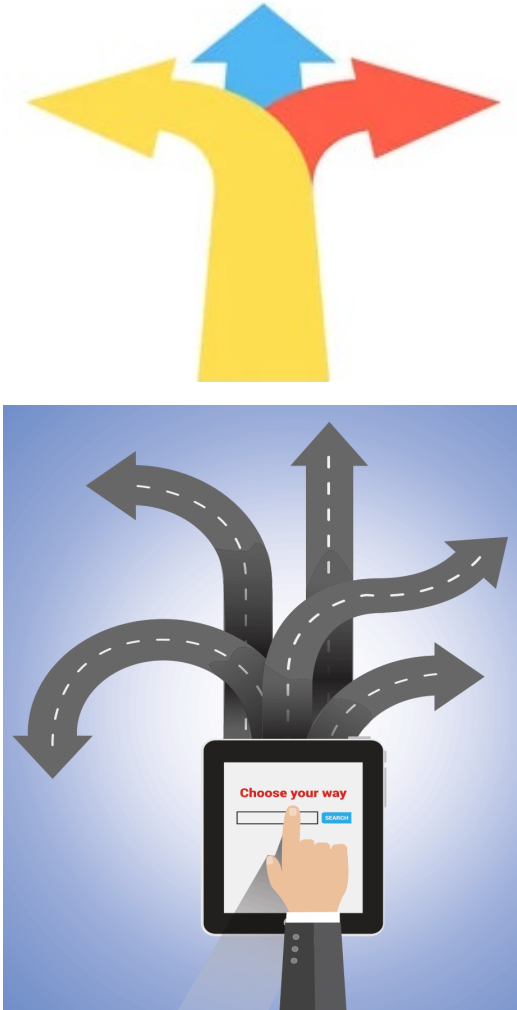
Integrate Into the PAF Model

- Reviewing and updating the position description – Utilize the competencies, tasks and KSAs contained in the OPBoK to review and update your employee's position description (PD)
- Development planning and goal setting – two types of goals should be developed, professional and performance
- Monitoring - As a manager you should be engaging employees as much as possible in their performance by providing scheduled as well as in-the-moment feedback, coaching and recognition. *Use competencies to help determine where the employee is in attaining assigned goals*
- Performance feedback - The purpose of this phase is to determine how well the employee performed against the standards, recognize accomplishments they've made, coach and provide feedback as to future performance and look toward the next quarter. *Use the competencies to set the standards*



Use to determine career development goals

- The DAS PS Competency listing (OPBoK) provides the Oregon Procurement Professional with a listing of competencies, knowledge, skills and abilities which define the procurement profession
- These can provide a roadmap of training and experience needed to progress with their chosen profession



Oregon Public Procurement Certification Contact Hours

- Use the KSAs listed on the OPBoK to earn training contact hours which will count towards Oregon Public Procurement certification



Resources

- [Oregon Procurement Body of Knowledge \(OPBoK\)](#)
- [Performance Accountability & Feedback \(PAF\) program](#)