State of Oregon Position Description

Company: Oregon Department of Education

Organization: Office of Finance & Administration | Procurement Services - ODE

Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Procurement & Contract Specialist 1	**Job Profile ID:**	0436
Business Title:	Contracting Specialist 1 (Unfilled)	**Position ID:**	000000143658
Employee Name:		**Company ID:**	58100
Representation:	OAS	**Budget Auth No:**	1410923

Location: Salem | ODE | Public Service Building

Supervisor: Julia Alpernas (Procurement Manager 3)

Position:

Time Type: Full Time

FLSA: Non Exempt

Exempt Reason:

Overtime Eligible: Yes

Employee Type: Permanent

SECTION 2. JOB DESCRIPTION SUMMARY

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

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

The Office of Finance provides timely and reliable fiscal and administrative services. This work ensures that all agency services adhere to applicable laws and regulations while seeking solutions focused on the needs of Oregon's children. The office consists of the Financial Services, Business Services, Budget Services, Procurement Services, School Finance and School Facilities units, and the Fiscal Transparency Unit. Collectively, the office supports agency and statewide education operations through bill payment,

grant processing, contract development, budget development and management, fund distribution to school districts, facilities oversight, agency space management, mail services, reception services, and fiscal transparency initiatives directly related to ODE's accountability efforts. The office acts as a reliable customer-service partner for the rest of the agency to meet business needs and objectives of our mission.

The Procurement Services Unit provides the core procurement expertise for services to the agency. The Unit is supervised by the Director of Procurement who reports directly to the Assistant Superintendent of OFA. The Procurement Services Unit is responsible for the design and implementation of procurement and grant making services that support the agency's mission while ensuring the cost-effective acquisition of commodities and services; agency compliance with purchasing laws, rules and guidelines; and compliance with delegated purchasing authority agreements. The Unit consults with and trains agency employees and external partners on purchasing laws, rules, procedures and policies and administers a training and certification program.

The work of the Unit involves administering the procurement and grant making process for complex formal and informal contracts, grants, and projects; advising agency staff, contractors, sub-recipients, and vendors of legal requirements regarding the preparation of specifications for competitive bidding; developing and monitoring annual supply contracts; preparing requests for proposals for procuring professional, technical and expert services; and working with various Business Development programs to promote and attract Minority, Women and Emerging Small Business participation in the bidding process. The Unit also is a key contributor to ensuring the success of ODE's strategic plan.

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:

This role will work with other contract specialists on the team to develop, review and process procurements (including contracts and agreements) for personal and professional services, goods and services from initial request to contract execution in accordance with state and federal requirements. This position will also purchase items via spots cards when necessary.

SECTION 3. JOB DESCRIPTION

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.

50% - R E - Contracts, Agreements, and Purchases

- Serves as the subject matter expert for items on State Contracts and Price agreements held by DAS.
- Helps program staff with identifying the price agreement or state contract that fits their individual needs.
- Responsible for researching price agreement information regarding costs and availability. Provide monthly updates on items available for price agreement.
- Write and execute interagency and intergovernmental agreements and standard contracts including amendments using approved templates, following the process required for the solicitation method used.
- Analyze, monitor and evaluate contracts and agreements to ensure contracts and files are complete and accurate.
- Exercise a delegation congruent with Procurement's Tiered delegated authority matrix.

30% - R E - Technical Assistance and Support

- Enter procurement information into ODE Procurement systems and Oregon's e-procurement system. Provides backup to Oregon's procurement system administrator.
- Provide support to Senior Contracting Officers and Contracting Officer II including but not limited to contract housekeeping; assistance with reference checks on proposals; and aid Senior Contract Analysts with evaluation committees.
- Provide technical assistance and training to agency staff in purchasing methodology or process (includes determining specifications, quantities, product availability, and source of supply) in accordance with state procurement rules and regulations.
- Provide training and guidance to all ODE staff and our vendors on how to use Oregon's e-procurement system.

10% - R E - SPOTS Card Support

- Process SPOTS card purchases with a TBD limit, but will not exceed 50,000.
- Reconciles monthly statement with purchases and forwards to SPOTS coordinator for review.
- Locate sources of supplies and services, compare cost, quality, and availability of products and services.
- Apply purchasing guidelines and procedures to select the proper purchasing method.
- Obtain quotes.

5% - R E - Process Improvement Efforts

- Complete various training related to basic continuous improvement tools based on Procurement needs.
- Provide support for process improvement events.
- Monitor continuous improvement tracker to ensure ideas for improvement are fully articulated.
- Provide technical assistance on tracking and reporting of Procurement related performance measures.
- Receive ongoing coaching and mentoring on the principle of continuous improvement.
- Identify inefficiencies in current processes and develop recommendations to improve.

5% - NC NE - Other duties as Assigned

At all Times - NC E - Customer Service

- Responsible for treating customers, stakeholders, and co-workers with dignity and respect.
- Responsible to promote and foster a diverse and discrimination/ harassment-free workplace.
- Establish and maintain professional and collaborative working relationships with all contacts.
- Contribute to a positive, respectful and productive work environment.

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.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements.
The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

Work includes coordination with other agency staff in analyzing operations processes. Frequent high level coordination with internal and external customers. Good communication and public relations skills are essential to this position: Advises daily and gives guidance to ODE staff on procurement issues; frequent contact with contractors and grantees to explain contract and grant requirements and terms; regular contact with ODE staff, contractors, and grantees to solve problems.

SECTION 5. GUIDELINES

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

Oregon Revised Statutes and Chapter Laws; Oregon Administrative Rules; Federal Laws,
Code of Regulations (CFR), Requirements, and Guidelines; Oregon Accounting Manual Rules and Regulation; and ODE Policies

and Procedures. These guidelines include, but are not limited to the following:
ORS 279 Oregon Public Procurement Statute
OAR 137 Attorney General Model Public
Contracting Rules OAR 125 DAS Procurement
Rules
BOLI Prevailing Wage Rate
Handbook SFMS/ADPICS
Training Manual
OregonBuys Training
Manual
Oregon Public Buyer Certification
Training Manuals Contract Management
Systems Procedures
Oregon Department of Education Procurement Policies ODE Procurement Procedures Oregon Accounting Manual

How are these guidelines used?

Oregon Revised Statutes and Chapter Laws provide guidance on specific projects and programs approved for funding by the Legislature, as well as guidance on various administrative processes (procurement, debt issuance, collections, State School Fund formula, etc.). Administrative Rules, Oregon Accounting Manual and ODE Policies and procedures are used to provide guidelines for the administration of the programs and/or processes. Federal Statutes, regulations, and guidelines are used to monitor appropriate use of federal funds and monitor for changes in funding authorizations.

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	How	Purpose	How Often?
Contractors	In Person, by mail, email or telephone	Information	Daily
DAS Risk Management	In Person, by mail, email or telephone	Technical assistance/ information	As Needed
DAS State Procurement Office	In Person, by mail, email or telephone	Technical assistance/ information	Monthly
Department of Justice	In Person, by mail, email or telephone	Information and instruction to clarify concepts for contracts	As Needed
ODE Staff	In Person, by mail, email or telephone	Information and assistance	Daily
Other State Agencies	In Person, by mail, email or telephone	Information/ meetings	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decide appropriate contracting instruments based on project size and specifications. Determine compliance with laws, rules and policies. Correct decisions maintain the integrity of the agency, minimize legal liability and supports the department's goals and objectives. Poor decisions could result in financial and legal liability to the agency.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Procurement Contract Specialist 3	1912580	In Person, by mail, email or telephone	As Needed	Review work created which includes policy, procedures, sampling of solicitation and contract documents. Confirm the expected results are achieved; rule, policy, and procedures are interpreted correctly.
Procurement Manager 3	0000111	In Person, by mail, email or telephone	As Needed	Review work created which includes policy, procedures, sampling of solicitation and contract documents. Confirm the expected results are achieved; rule, policy, and procedures are interpreted correctly.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

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

The duties of this position include as an essential function the possession and use of a SPOTS Card for work-related purchases. Prior to being issued a SPOTS Card, the employee must meet all necessary requirements in accordance with ODE Policy, including completing ODE SPOTS Card Training. Continued eligibility to possess and use a SPOTS Card requires that the holder remain in full compliance with ODE Policy.

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type

SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee	Date
Manager	Date
Appointing Authority	Date