



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#62-16

July 28, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Cassie Moir at cmoir@admin.nv.gov no later than August 25, 2016.

If no written objections are received in this office by August 25, 2016, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #03-17
Posting Expires: August 25, 2016

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
7.304	Purchasing Officer III	39	B	<i>7.304</i>	<i>Purchasing Officer III</i>	<i>39</i>	<i>B</i>
7.305	Purchasing Officer II	37	B	<i>7.305</i>	<i>Purchasing Officer II</i>	<i>37</i>	<i>B</i>
7.302	Purchasing Officer I	35	B	<i>7.302</i>	<i>Purchasing Officer I</i>	<i>35</i>	<i>B</i>

Basis for Recommendation

As the result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Administration, Purchasing Division, and the Nevada System of Higher Education (NSHE) it was determined that modifications to the class specifications for the Purchasing Officer series were warranted to allow positions to be permanently allocated at the Purchasing Officer I level to support agencies with their procurement and service contract needs. Furthermore, it was determined that language be added to indicate that Purchasing Officers work either within the State's Purchasing Division or within the Purchasing Divisions of NSHE.

It is also recommended that verbiage related to the Purchasing Officer I being a trainee level be removed from the class concept and that language be added to clarify specific procurement and contract responsibilities.

It is further recommended that minor changes be made to the series concept and the class concepts for the Purchasing Officer III and II, to account for changes in verbiage and duties performed.

Lastly, minor changes to the minimum qualifications were made to account for these modifications and to maintain consistency with formatting and structure.

Both management and agency human resource personnel participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by August 25, 2016. Objections should be addressed to Cassie Moir, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: July 28, 2016



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PURCHASING OFFICER III	39	B	7.304
PURCHASING OFFICER II	37	B	7.305
PURCHASING OFFICER I	35	B	7.302

SERIES CONCEPT

Under general direction, Purchasing Officers *work either within the State's Purchasing Division or within the Purchasing Divisions of the Nevada System of Higher Education (NSHE)* and develop, evaluate, monitor and mediate procurement of *goods and* services contracts to ensure consistency, uniformity and cost-effectiveness in obtaining services for State agencies in accordance with applicable State and federal laws, regulations, *[agency] and applicable* policies and principles of sound fiscal management.

Interview user agency staff and administrators to obtain information concerning the type, scope, timelines and technical aspects of the *goods and* services to be procured; develop project-specific definitions, geographic areas, projected changes in regulation or law, products and deliverables, and clearly defined expectations of the procuring agency.

Plan, organize and write requests for proposals, *and other types of solicitations*, for publication and distribution to potential vendors; establish timelines for solicitation; develop categories and weights of criteria upon which proposals are evaluated; recruit and train evaluation committee members regarding legal requirements, the evaluation criteria and process, and the expectations identified in the proposal.

Open proposals at the specified date, time and place; coordinate and participate in the evaluation of proposals for technical compliance and cost comparison; negotiate with finalists on deliverables, costs and other items to secure the highest quality of service and the best value for the State; request additional information and/or demonstrations as appropriate.

Coordinate negotiations between the user agency, the Attorney General's Office *or delegated legal counsel*, Risk Management and the vendor; resolve issues concerning the terms and conditions, warranties, legal requirements, payment schedules, appeal processes for disputes, determination of when a process is complete and other issues which may arise; after the vendor is selected, write the contract for execution by the user agency.

Ensure potential vendors are treated fairly and equitably and the procurement of services for the State is conducted in accordance with all applicable laws, regulations, policies and administrative directives. *Manage strategic relationships to drive innovation and continuous improvement.*

Communicate with user agency directors, administrators and senior staff, potential and selected vendors, risk management staff, deputy attorneys general and others to identify and resolve complex issues, negotiate contracts, and provide and obtain technical information.

Operate office machines including a personal computer to design and produce graphs, charts, spreadsheets, reports, requests for proposal and other documents related to the procurement of services process.

Perform related duties as assigned.

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CLASS CONCEPTS

Purchasing Officer III Under administrative direction, incumbents in this class perform *and/or oversee* the most difficult and complex procurement assignments; *must* supervise a unit of Purchasing Officers *and may supervise Program Officers, Buyer's and/or other staff that support the procurement function*; develop policy, operational processes and drafts of legislation in conjunction with the Purchasing Administrator; testify before legislative committees regarding complex procurement of *goods and* services contracts; *assist in the development of curriculum, conduct and/or oversee all training aspects of the division.* ~~[conduct Certification for State Contract Managers training programs.]~~

Purchasing Officer II: Under general direction, incumbents consult with user agencies to develop, negotiate and award State and national contracts for *goods and* services to ensure fairness, consistency, uniformity and efficiency in obtaining services to State agencies; manage contracts; conduct webinar instructional meetings and training for vendors and other states. *Duties are distinguished from the Purchasing Officer I class by greater complexity and independence in performing job assignments.*

Purchasing Officer I: Under close supervision, incumbents ~~[learn to]~~ perform the duties described in the series concept *in a more limited manner. Incumbents perform the less complex procurement duties, as defined by the Division, have less latitude in choosing the manner in which the work is performed and are typically confined within more stringent guidelines than the Purchasing Officer II.* ~~[in a training capacity. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority].~~

MINIMUM QUALIFICATIONS

PURCHASING OFFICER III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a business-related field and four years of increasingly responsible professional experience which included the procurement of services ~~[for public sector agencies]~~; developing requests for proposal; reviewing requests for proposals ~~[for cost and product comparison]~~; selecting vendors; and negotiating *contract terms* and preparing *individual* contracts; *OR one year of experience as a Purchasing Officer II in Nevada State service; OR* an equivalent combination of education and experience *as described above.*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: National Association of Purchasing Managers request for proposal contract negotiation guidelines or equivalent process; contract preparation and administration; ~~[public sector]~~ procurement; laws, regulations and legal requirements related to the procurement of services ~~[for government entities]~~. **Working knowledge of:** State legislative processes. **Ability to:** oversee and participate in the procurement of services for the State; develop and administer major contracts for services; testify before legislative committees regarding the validity of specific procurements; draft legislation and provide expert testimony; develop policies, guidelines and regulations governing the procurement of services for the State; review and approve all requests for proposal and other work of subordinates; train, supervise and evaluate the performance of assigned personnel; conduct certification training and instructional meetings; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State legislative processes; personnel administration; budget preparation. **Working knowledge of:** principles of supervision and training. **Ability to:** plan, organize and oversee the activities of subordinate personnel; critically evaluate the processes used to procure services for State agencies.

MINIMUM QUALIFICATIONS (cont'd)

PURCHASING OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a business-related field and three years of increasingly responsible experience in [~~purchasing, grant-writing,~~] **procurement**, project management **related to procurement** or related professional field which required analysis of technical and complex information; preparation of comprehensive written documents; and contract preparation and oversight; **OR one year of experience as a Purchasing Officer I in Nevada State service; OR** an equivalent combination of education and experience **as described above**.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: oral and written communication skills. **Working knowledge of:** [~~public-sector~~] procurement; laws, regulations and legal requirements related to the procurement of services [~~for government entities~~]; reference manuals such as the National Association of Purchasing Managers request for proposal contract negotiation guidelines; contract preparation and oversight; criteria used to draft and evaluate proposals including cost, timelines, deliverables, quality and effectiveness for specific projects; contract issues such as preparation of an offer and completion of acceptance documents. **Ability to:** research and analyze technical information; understand complex procurement concepts and issues and develop clear, concise and comprehensive contract documents; communicate effectively to obtain technical information; assist user agencies in clearly identifying and specifying services and deliverables to be purchased; negotiate terms and conditions of major contracts; work cooperatively with user agency directors, administrators and senior staff, vendors and others to ensure that services for the State are procured fairly, consistently, uniformly and cost-effectively; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Purchasing Officer III.)

PURCHASING OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a business-related field and two years of professional experience in [~~purchasing, grant-writing,~~] **procurement**, project management **related to procurement** or related field requiring analysis of technical information, preparation of written documents and contract administration; **OR one year of experience as a Buyer III in Nevada State service; OR** an equivalent combination of education and experience **as described above**.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: oral and written communication skills; computer equipment including word processing, database and spreadsheets. **General knowledge of:** [~~public-sector~~] procurement processes including the formal request for proposal process; laws, regulations and legal requirements related to procurement; criteria used to draft and evaluate proposals; contract issues such as preparation of an offer and completion of acceptance documents. **Skill in:** making accurate mathematical computations. **Ability to:** establish and maintain effective working relationships with others; research and analyze information; understand complex concepts and issues; write technical materials using correct English grammar, punctuation, spelling and vocabulary; communicate effectively to elicit information and negotiate terms and conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Purchasing Officer II.)

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.304</u>	<u>7.305</u>	<u>7.302</u>
ESTABLISHED:	11/19/97UC	11/19/97UC	9/17/02UC
REVISED:	9/17/02UC	9/17/02UC	
REVISED:	9/17/10PC	9/17/10PC	9/17/10PC
REVISED:	8/25/16UC	8/25/16UC	03/31/16R 8/25/16UC