



Position Description

California State University, Los Angeles

Human Resources Management

4791

Job Code Classification

Buyer I

Working Title

Procurement & Contracts

Department

AVP, Business Services, Administrative Operations

Name/Title of Appropriate Administrator

Incumbent (HRM Use Only)

Enter text or press space bar to leave blank.

Position Number

Barbara Lupesoliai, Director of Procurement and Contracts

Name/Title of Lead or Supervisor

Classification/Compensation Manager Approval (HRM Use Only)

- Position Description for New Position
- Updated Description of an Existing Position
- Request Classification Review of Existing Position

JOB SUMMARY: Provide a short narrative to be used on the promotional announcement.

Under the direct supervision of the Director of Procurement & Contracts, the Level I Buyer is tasked with overseeing daily routine and recurring procurement activities. The Buyer I handles the purchase of a diverse range of routine commodities and services, prepares purchase documents, and manages informal bids. This role involves evaluating literature and/or sales presentations, offering guidance to staff and faculty on procurement needs, and maintaining direct communication with vendors to address procurement issues and facilitate problem resolution. The Level I Buyer also undertakes additional assigned duties, which may include some clerical tasks, ensuring the timely completion of all projects.

LIST REQUIRED AND/OR DESIRED QUALIFICATIONS.

A. **Requirements:** Ability and/or interest in working in a multicultural/multiethnic environment.

Equivalent to one year of purchasing experience as a buyer or buyer trainee OR equivalent to a Bachelor's degree from an accredited four year university. Must have the ability to be sensitive to the needs of campus users; work independently; communicate, read, and write English and possess good phone etiquette. Computer skills and Peoplesoft experience are desirable.

Under the general supervision of the Director of Procurement & Contracts, the incumbent is responsible for the day to day ordinary and recurring purchasing activities. The Buyer I purchases a wide variety of routine commodities and services; prepares purchase documents and informal bids. Evaluates literature and/or sales presentations, assists and provides guidance to staff and faculty with procurement needs and maintains personal contact with vendors regarding procurement issues and problem resolution. Performs other related duties as assigned, including some clerical tasks, and completes all projects in a timely manner.

Duties & Responsibilities

1. Purchases a wide variety of commodities and services
2. Prepares all purchase documents.
3. Prepares informal bids in a clear concise manner and conducts phone bids. Reviews, analyzes, and determines best overall value, including terms, shipping, and other evaluating criteria.
4. Maintains current vendor sources of supply and locates new sources in a continuous effort to retain an active and useful vendor database.
5. Evaluates technical literature and/or sales presentations.
6. Complies with Small Business and Disabled Veteran requirements per CSU policy.
7. Ensures accuracy in all documentation to comply with policy and CSU audit requirements.
8. Assists and provides guidance to staff and faculty in meeting their procurement needs and recommends alternative approaches or substitutions as possible solutions to problems.
9. Maintain personal contact with representatives of business firms regarding a wide range of procurement issues including problem resolution.
10. Performs other duties as assigned and completes all projects in a timely manner.

B. Desired Qualifications:

PeopleSoft experience is desirable.

EMPLOYMENT CONDITIONS:

Full Time Part Time Positive Attendance

Work Schedule: (List days & hours) M - F 8 am - 5 pm

- Permanent
- Non-Tenurable (MPP)
- Temporary: If temporary, select Option A, B or C

Option A Appointment expires on or before Enter text or press space bar to leave blank.
Month/Day/Year

Option B Duration 24 months

- Option C 30-Day Appointment
 60-Day Appointment
 90-Day Appointment
 180-Day Appointment

Live Scan (HRM Use Only)

EDUCATIONAL/TECHNICAL BACKGROUND REQUIRED:

A. Certificates, license(s) or degree(s) required:

Certificate:

Enter text or press space bar to leave blank.

License:

Enter text or press space bar to leave blank.

Degree/Major from an accredited college or university:

Enter text or press space bar to leave blank.

B. Machines, tools, equipment and motor vehicles used during job performance.

Must be comfortable driving in Los Angeles traffic.

C. Working Conditions: Outline the specific physical, mental and environmental conditions/requirements associated with the essential functions of this position using the "Working Conditions Demand" Form.

MANDATED REPORTING: The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment. (HRM Use Only)

- Limited Reporter
- General Reporter

ESSENTIAL FUNCTIONS: According to EEOC regulations, essential functions are those job duties which must be performed by the employee with or without making a reasonable accommodation for a disability; they cannot be reassigned or restructured without changing the essence of the position, or seriously disrupting the operations of the unit. Estimate the percentage of time spent performing the functions, the skills and knowledge required, and the result or output expected. List the essential functions in descending order, beginning with most important.

% of Time	Essential Functions (Attach if Necessary)	Skills & Knowledge Required	Results/Outputs Expected
30%	Quotes - Prepare written inquiries or obtain verbal quotes for vendor-supplied items in compliance with requisitions and/or specifications Evaluates purchasing requisitions; research and analyze specifications; determines proper method of purchase in accordance with State of California / CSU Procedures. Evaluates vendors for solicitation.	Intermediate knowledge of procurement techniques, procedures and policies. Working Knowledge of MS Office Package, PS, and office equipment.	Forming the foundation to manage the contract and relationship effectively.
20%	Purchase Orders - Negotiate terms I conditions of and place purchase orders and educational placements.	Sound communication and interpersonal skills with internal and external clients.	Negotiates effectively with vendors in a manner that benefits the University and

20%	Documentation - Prepare and maintain all required documentation for each purchase order. Expedite awarded purchase orders when necessary to insure timely delivery. Audits requisitions for correctness, description and specification errors; she contacts the originating department and reference vendors for confirmation and additional information. Determines what insurance requirements are needed on contracts and services.	Able to work independently and make decisions that benefit the University. Able to plan use of time, and to react to change in a flexible way.	preserves the vendor relationship. A good team player that can effectively prioritize workload across a department or number of procurement teams. Monitors progress and adapts plans to ensure objectives are met.
20%	Audit campus credit card receipts and statements. Access online purchasing system to provide status or procurement. Enter, modify and convert requisitions to purchase orders using on-line CMS purchasing system.	Clear understanding of campus credit card procedures. Ability to audit inconsistencies.	Hold users accountable.

OTHER FUNCTIONS: These functions may be currently assigned to the position, if necessary, "reasonable" accommodation may be made by restructuring the work or reassigning the responsibilities to other staff.

10% Other duties as assigned.

PURPOSE AND NATURE OF WORK RELATIONSHIPS: List and define the working relationships with people and/or entities on and off campus (other than the supervisor or persons supervised) with whom this employee interacts on a continuing basis, and how often these interactions occur, i.e., daily, monthly.

The buyer trainee will purchase goods and services at the best possible price to meet a purchaser's (campus community) demand in terms of quantity, quality, dimensions and site. Communication with campus community will be ongoing.

This will involve the buyer to also have contact with suppliers or service providers via quotations, proposals and information gathering in a daily basis.

Process Flow:

1. Department (campus community) asses need for goods or services, may call procurement for assistance, or the buyer will call the requestor for additional information.
2. Requisition will be assigned to buyer and buyer will generate a purchase order.
3. Buyer will be in contact with vendor/supplier, via email, phone, or in person, until the order has been completed.

POSITIONS REPORTING DIRECTLY TO THIS POSITION: Indicate their title and hours per week (list on organizational chart).

Enter text or press space bar to leave blank.

SIGNATURES: The signatures of supervisor/administrator authorize the assigned duties and responsibilities. The signature of the incumbent indicates he/she has received a copy of this position description, has read it, and discussed it with the supervisor.

Incumbent

Barbara Lupesoliai
Barbara Lupesoliai (Jan 17, 2024 10:37 PST)

Date

01/18/2024

Lead or Supervisor

Plan

Date

01/17/2024

Dean/Department Head/Director

Quinn E. King

Date

01/21/2024

Appropriate Administrator (if different from above)

Date

Procurement and Contracts

Pedro Diaz | November 16, 2023

Pedro Diaz
Role: AVP, Administrative Operations,
Business Services

Barbara Lupesoliai
Role: Director of
Procurement

Ashley Yokoyama
Role: Buyer I

Dianne Taylor
Role: Buyer III

April Waldron
Role: Buyer III

Veronica Vein
Role: Buyer I

Jaime Alcalde
Role: Procurement Card
Coordinator

Vacant
Role: Contracts Analyst

Vacant
Role: Buyer I (Two Year
Appointment)

WORKING CONDITIONS DEMAND FORM

A. Physical

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

- | | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| 1. Stand | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Walk | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Sit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Use hands to finger, handle, or feel | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Reach with hands and arms | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Repetitive use of feet/hands | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Climb or balance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Stoop, kneel, crouch, crawl | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Talk or hear | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Taste or smell | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Test/Analyze | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Drive motor vehicles and operate equipment .. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Operate scientific equipment and machinery | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

B. Weight

Does job require that weight be lifted or force exerted?

Yes No

Check the appropriate boxes. (In measures of time)

- | | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|----------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Up to 10 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Up to 25 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Up to 50 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Up to 75 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Up to 100 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. More than 100 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Attach addendum on the specific job duties that require the physical effort selected above.

C. Vision

Does this job have special vision requirements? Yes No

Check all that apply.

1. Close vision (clear vision at 20 inches or less)
2. Distance vision (clear vision at 20 feet or more)
3. Color vision (ability to identify and distinguish colors)
4. Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
5. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
6. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
7. No special vision requirements.

D. Mental

Indicate the extent of mental effort required for the job.

Check the appropriate box. (In measures of time)

- | | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| 1. Direct others | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Write | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Use math/calculations .. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Work at various tempos | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Concentrate amid distractions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Remember names | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Remember details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Make decisions | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Work rapidly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Examine/observe details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Make notes on the specific job duties that require the mental effort selected above.

E. Environmental

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

- | | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|-------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Wet or humid conditions (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Work near moving mechanical parts | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Work in high, precarious places | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Fumes or airborne particles | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Toxic or caustic chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Outdoor weather conditions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Extreme cold (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Extreme heat (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Risk of electrical shock | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Work with explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Risk of radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Vibration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

F. Noise

How much noise is typical for the work environment of this job?

Check the appropriate level below.

1. Very quiet (examples: forest trail, isolation booth for hearing test)
2. Quiet (examples: library, private office)
3. Moderate noise (examples: business office with computers and printers, light traffic)
4. Loud (examples: large earth-moving equipment)
5. Very loud (examples: jack hammer work, front row at concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.