



University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:					
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE
Buyer II	4792	2	1	VC	5/24/23

1. POSITION INFORMATION

Employee: _____ Department: Procurement & Contract Services

Current Classification: Buyer II Working Title: Buyer II

Time Base: F.T. P.T. _____ % Other _____ FLSA Status: EX NE

Position Provides Lead Work Direction To:

Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____

Name & Title of Work Lead (if any): _____

Name & Title of Appropriate Administrator: Sebastian Head, Procurement & Contract Services Manager

Name & Title of Dean/Manager (MPP): Nicole Lack, Senior Director & Chief Procurement Officer

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: Kathleen Paclibar

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. 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 as a condition of employment.

Employee: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Dean/Manager (MPP): _____ Date: _____

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4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at <https://www.calstate.edu/csu-system/careers/compensation/Pages/Classification-Standards.aspx>.)

Knowledge and Abilities:

Thorough knowledge of procurement policies, principles, methods, and procedures, including the administration of formal competitive bid processes according to the California State statutes and codes; general knowledge of contract development procedures and practices; thorough knowledge of, or the demonstrated ability to learn quickly, a variety of California State University Systemwide (CSU) policies, practices, and formats for common contracts, service agreements and leases, as demonstrated by:

Ability to: develop, interpret, and apply accurate, multiple, and precise procurement specifications; administer the bidding process including proposal analysis and award; keep financial records; demonstrate creativity in developing cost-saving/cost-avoidance buying practices; maintain currency regarding business trends and market changes; establish and maintain cooperative working relationships with suppliers, faculty, students, administrators, and members of the general public; read and write clearly in English; comprehend and apply California State Statutes and Codes as well as contract language; perform product research; make comparisons of cost data; and, depending on assignment, plan and lead the work of others.

And

Experience:

Equivalent to two years procurement experience at a level equivalent to a Buyer I with background in areas such as formal competitive bidding processes; development of contracts, service agreements, leases, or other written legal agreements.

And

Education:

Equivalent to an undergraduate degree in procurement, finance, accounting, business, or another appropriate field. Additional experience which has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

1. Procurement experience which includes sourcing commodities of a technical and specialized nature and developing common contracts, service agreements, and leases. Items or services procured may range from those acquired directly from the supplier/contractor with little or no modification to unique, scarce or custom-made items requiring creative development of original specifications, with minimal supervision or assistance.

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2. Experience applying specifications and statements of work for contract and procurement documents regardless of complexity or technical content, as well as developing specifications and statements of work when none exist.
3. Skills to effectively work with customers in developing specifications and statements of work which are cost effective and not unduly restrictive to ensure adequate competition.
4. The ability to define problems, collect data, establish facts, and draw valid conclusions and to interpret diverse types of technical instructions and information.
5. Advanced knowledge of eProcurement and related financial systems, Microsoft Word, Outlook, Excel, Power Point, and the ability to functionally utilize internet-based software applications and programs to support the Procurement and Contracts operation.
6. Strong customer service and negotiation skills that instill the values of collaboration. The ability to work in a team environment and independently to contribute to the success of the department toward the achievement of its mission and goals.
7. Experience to effectively present information and respond to questions from faculty, staff and administration, customers and the general public.

Condition of Employment

- Ability to pass a background check

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

8. Knowledge of applicable laws, regulations, to ensure that the department maintains compliance with the CSU and campus policies, as well as State and Federal government standards, laws, regulations and directives.
9. Experience working in a high paced procurement department in higher education or other government agency.
10. Three to five years working in a procurement department as a Professional Buyer
11. Advanced knowledge of People Soft "Financials" Common Financial System (CFS) and Jaggaer (SciQuest) eProcurement systems
12. Professional certification in a supply chain management or procurement related field such as; Certified Procurement Manager (CPM) or, Certified Professional Public Buyer (CPPB) or, Certified Professional Public Officer (CPPO) or Certified Professional in Supply Management (CPSM)

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Under the general direction of the Procurement & Contract Services Manager, this position is responsible for performing a full range of diverse procurement functions. This is a journey level professional procurement and contracts technician position. Independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions. The position is expected to be able to apply technical specifications and statements work to contracts and procurement documents regardless of the complexity or technical content, as well as working with customers to develop statement of work when none exist.

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The Buyer II should have the ability to effectively work with requesters in developing specifications which are cost effective and not unduly restrictive is an important role. The Buyer II position will follow prescribed policies, procedures, and regulations as established by the Trustees in the Policy Library for Contracting and Procurement, Government Public Contract Code and the Education Code books and University Policy Manual.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
60%	Daily	<ul style="list-style-type: none"> Processes requisitions to purchase orders for materials, services, supplies, and equipment. These may include, but are not limited to, requests for contracts, services orders, leases and other assigned agreements. Works on complex procurement assignments where analysis of situations or data requires a review of multiple sourcing options. Exercises judgment to determine most effective methodology to acquire common goods and services. Uses skills as an experienced procurement professional with a full understanding of industry practices and organizational policies and procedures; resolves a wide range of issues. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Develops and applies specifications and statements of work for diverse contracts, formal and informal bids, purchase orders, leases, and agreements in compliance with State, CSU and campus policies, procedures, performance standards, guidelines and timelines. Maintains thorough knowledge of principles, practices and procedures of procurement, including administration of contracts and service agreements. Evaluates sole source justifications for appropriateness and provides reviews and comments for approval from management. Administers all aspects of bid procedures according CSU policy, laws, and code; develops, interprets, and applies high technical and varied material and equipment specifications requiring such activities as integration of deliverable schedules and key performance indicators. learn and apply computer technology to total procurement process. Monitors executed contracts and service agreements. Processes emergency and customer service requests, as occurring in an expeditious manner. Learns and applies computer technology to the total procurement process including and maintaining complete and current knowledge of the various systems (CMS/CFS/Jaggaer) and offers assistance to the campus user's when required. Resolves matching failures, invoicing issues, supplier performance concerns, and product problems for both directly and indirectly assigned requirements.

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10%	Daily	<p>Supplier Relationship Management:</p> <ul style="list-style-type: none"> Negotiates with suppliers for lower prices and better terms; (ii) develops new supply sources to address supply base inadequacies (as needed); (iii) resolves supplier performance issues. This will include the use of various procurement tools including but not limited to CSUBUY (Jaggaer), Planet Bids, and GovSpend. Comprehensive administration of organizational procurement related programs such as but not limited to Campus Marketplace and Procurement Card Programs.
10%	Daily	<p>Customer Relationship Management:</p> <ul style="list-style-type: none"> Regularly communicates with customers; (ii) reduces risk to the University by ensuring compliance with procurement policy; (iii) works in conjunction with end-users to develop specifications for RFx's; (iv) assists in implementation of departmental, campus-wide or Systemwide agreements; (v) makes recommendations regarding new supply sources; champions use of a diverse supply base such as DVBE and Small Business (as appropriate). Works with Accounting Services, Budget Office, Accounts Payable, Central Receiving/Property Management and Information Technology/Data Control Office to research and resolve problems. Maintains complete and current knowledge of State laws, statutes and codes, as well as CSU and campus policies, procedures, and performance standards. Prepares reports and correspondence, and maintains effective and timely oral and written communications with campus representatives, contractors, suppliers and other agencies (as required). Assists management in various reporting and records management requirements. Search listing and directories to maintain qualified and responsible supplier listings; ensuring that Small Business and Disabled Veteran Business Enterprise (SB/DVBE) suppliers are provided maximum opportunity to provide supplies, equipment, and services to the University; and meet with suppliers/contractors to ensure that the objectives of the procurement operation are met. Creates and/or reviews reports and meets critical timelines established by the State of California, CSU's Chancellor's Office and campus leadership. Assists in the development of training materials and education of procurement and campus staff in current procedures and technical practices for the full range of campus procurement activity. This will include providing presentations to small and large groups. Provides backup support for review and administrative updates to the department website (web coordinator), procedure manuals, and training guides. Participates in trainings for professional development.

8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

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% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
10%	As needed	<ul style="list-style-type: none"> • Department of General Services (DGS) E-Procurement Portal (FI\$CAL). • Planet Bids Electronic Platform for Bid/Insurance Modules. • Small Business/Disabled Veteran Business Enterprise Program Advocacy. • Buy Recycle Program. • Other duties as assigned.

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

Award contracts, agreements, purchase orders and service orders under the established Delegation of Authority (DOA). Interpret and answer policy questions and make determinations with regard to appropriate action related to assigned procurement responsibilities.

Conduct Small Business and Disabled Veteran Business Enterprise activities to include, but not limited to: outreach, advice, guidance, communication, reporting and networking.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

Interpret supplier provided terms and conditions; issue resolution with suppliers with regard to conflicting terms that affect the liability of, and risk to, the University. Act timely when conflict resolution issues are required relative to assigned responsibilities.

Work with a broad range of staff and faculty at all levels to efficiently and effectively communicate with managers and administrators on various procurement programs. Work with departments and suppliers with regard to procurement related documentation that requires interpretation and understanding. Maintain good communication with various departments by applying independent judgement to resolve issues.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

On-campus and off-campus contact is a daily occurrence and an integral part of the responsibilities associated with this position. Both on-campus and off-campus contact includes, but are not limited, to telephonic communication, e-mail correspondence, internal memorandums and business letters to suppliers performing services and tangible goods related functions for the University. Regular communications with other CSU campus procurement professionals. Additional contact involves facilitating meetings, presentations, and providing an overview on how to conduct business with suppliers and local, state and federal agencies.

10. ADA REQUIREMENTS – MUST BE COMPLETED

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To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use "X."

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	C	Direct others	N	Is exposed to excessive noise
F	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
C	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Climb	F	Make decisions		
F	Reach	F	Works rapidly	N	Drives motorized equipment
C	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
C	Push/Pull	F	Tolerate variety	N	Works in high places
F	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination		Other:		
F	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
C	Lift: <u>25</u> lbs. max				
C	Carry: <u>25</u> lbs. max				
C	Operate equipment				
F	Perform keyboard entry				
	Other:				

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used