

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
PROCUREMENT SUPERVISOR

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future Deputy Director or Section Chief positions in the Department of Administration, which supervise employees who develop statewide procurement policy.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are senior level administrative and supervisory positions located in the Department of Administration with statewide authority and responsibility for managing a complex, statewide procurement program such as contract management or enterprise programs.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are more appropriately classified as Purchasing Agent Management Supervisor, Purchasing Agent Program Supervisor, Purchasing Supervisor, or Purchasing Director, DHFS.
3. Positions which are more appropriately classified in the Purchasing Agent or Procurement Specialist class series.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

PROCUREMENT SUPERVISOR

This is senior level administrative and supervisory work with statewide authority and responsibility reporting to either a bureau director or deputy bureau director in the Department of Administration. Positions allocated to this classification function as either the Deputy Director of the State Bureau of Procurement or as a team leader in the State Bureau of Procurement with responsibility for managing a complex, statewide procurement program such as contract management or enterprise programs. These positions direct the work of procurement specialists and related classifications and manage the development and administration of statewide contracts for their assigned program areas; formulate and recommend statewide procurement policies; and provide management oversight and technical consultation to all state agencies, including the university campuses. These positions also provide first-line program liaison to the legislature, the public and the Governor's Office.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities to be performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective December 8, 1996 as a result of the Professional Program Support Survey to identify positions performing supervisory work specific to the state procurement process. The positions included in this classification were formerly classified at the Administrative Officer 2 level. Announcement of this classification creation appeared in CC-61. This classification specification was revised effective April 3, 2005 and announced in Bulletin OSER-0061-MRS-SC to create an allocation for a Deputy Bureau Director.

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