

Classification and Qualification



STANDARDS

The California State University System

Purchasing Series

Class Title	Class Code	Date Established	Occupation Index Reference
Buyer Trainee	4790	06-89	H-7
Buyer I	4791	06-89	H-7
Buyer II	4792	06-89	H-7
Buyer II – Lead	4793	06-89	H-7
Buyer III	4794	06-89	H-7
Buyer III – Lead	4795	06-89	H-7

SERIES DEFINITION:

This series includes four classes: Buyer Trainee, Buyer I, Buyer II, and Buyer III. The series is designed for positions whose incumbents are responsible for providing technical purchasing services to a campus or the Chancellor's Office. Such services may include, but are not limited to, purchasing supplies, materials and equipment, primarily through the use of the competitive bid process and/or developing contracts, service agreements and leases; and performing other purchasing functions as required. Policies, practices, and procedures followed in the purchase of goods and services by The California State University are prescribed by California State Statutes and Codes.

Typical Activities of the Series:

Incumbents in this series typically perform all or some of the following activities: write specifications; solicit price quotations; contact vendors to discuss products and resolve problems; develop lists of qualified vendors; prepare delivery terms and other conditions for bidders; prepare timetables for competitive bid cycles; advertise bids; hold public openings of bids; assist in developing contracts and agreements for services and leases; purchase printing services, including those from the State Printer; develop contracts and agreements for consulting and other types of services; communicate with contractors of building construction or facilities repair; coordinate the purchase of a widely varied and diverse selection of commodities, including, but not limited to, electronic and computer equipment, instructional items, biology specimens, livestock, and heavy equipment; arrange bid process for sale of excess property; develop interagency agreements and develop required data for costly procurement projects, including those reviewed by the State Department of General Services. Incumbents of the positions are expected to develop and maintain effective internal communications with campus departmental office personnel and administrators, well as to represent the organization appropriately with vendors and contractors.

Definition of Class Levels:

Allocation of positions to specific levels in this series will be based on: diversity, complexity, and scope of assigned responsibilities; level of responsibility as it relates to type and level of supervision received; degree of independence in the decision-making process to carry out assignments; application of depth and breadth of knowledge of purchasing principles, practices, regulations, and laws; degree of independence for planning, organizing, coordinating, and directing the competitive bidding process; responsibility for leading and directing the work of others; extent of authority to commit the campus to expenditures of funds for goods and services through purchases, contracts, and other types of legal agreements.

Buyer Trainee

The Buyer Trainee is the position which provides opportunity for participation in a formal, structured program of six months to eleven months duration to acquire the essential knowledge and abilities to perform the duties of a professional Buyer. The incumbent will not earn permanent status at the Trainee level. Upon successful completion of the training program, a trainee may be moved into the Buyer I classification.

Buyer I

This is the entry level position and involves responsibility for day-to-day ordinary and recurring purchasing activities for which there are well-defined instructions, models, and precedents. Typical assignments involve procurement of basic supplies and equipment and services and expediting purchasing documentation so as to ensure that goods are properly received and payments authorized on a timely basis. Duties may include some clerical tasks but the majority of the responsibility is of a technical nature related to purchasing and/or expediting. Purchasing authority is limited and clearly defined. Work product is generally reviewed by higher level purchasing staff.

The Buyer I may obtain telephone bids or informal written bids, place standing orders, verify cost information, process purchasing documents, establish records and review documents for compliance with purchasing criteria, gather information for others to use, and process a variety of purchase documents. May be expected to apply pre-existing specifications to subsequent, routine documents and to develop original specifications for non-technical purchases, with guidance and supervision.

Buyer II/Buyer II (Lead)

The Buyer II is the journey level position in the series in which incumbents have full purchasing responsibility for a variety of diverse purchasing activities. The majority of assignments (more than 50 percent) are at the journey level.

Typical activities include purchasing of commodities of a technical and specialized nature and/or developing ordinary contracts, service agreements, or leases. Items or services purchased may range from those acquired directly from the vendor/contractor with little or no modification to unique, scarce or custom-made items requiring creative development of original specifications, with minimal supervision or assistance. Resolution of conflicts between providers and end-users is an integral part of this position. The Buyer II is expected to apply current specifications on all contract and purchasing documents regardless of complexity or technical content, as well as to develop specifications when none exist. Incumbents must possess skills to effectively work with requestors in developing specifications which are cost effective and not unduly restrictive. The Buyer II may be assigned lead responsibility for lower-level purchasing or clerical staff in carrying out assignments.

Buyer III/Buyer III (Lead)

This is the advanced level position in the series which typically works with a high degree of independence and has responsibility for preparing highly complex, customized contracts and/or coordination of a specific purchasing function, including independent problem solving, for major purchasing functions campuswide, e.g., all contract development. These responsibilities may include assistance with long-term planning, recommending policy and procedural changes for a particular functional area, and lead responsibility for a group of lower-level purchasing staff or clerical staff in the planning and completion of their assignments. The Buyer III may be assigned purchases or contracts for commodities and services which involve the integration of many diverse elements, are of high cost, or which entail construction projects, service agreements, repair projects, or interagency agreements. The Buyer III is the highest technical specialist for intra-agency agreements, contract development, consortium projects, public works, repair projects, and EDP procurement. The majority of assignments (more than 50 percent) are at the advanced level.

Other areas of responsibility typically include review and approval of licensing agreements, development of original language for technical and/or complex specifications with minimal input from requestors. Incumbents must possess skills to effectively work with requestors in developing specifications which are cost effective and not unduly restrictive.

DISTINGUISHING CHARACTERISTICS:

The Buyer series is distinguished from other series such as clerical, financial, general administrative support, budget, and research by a primary responsibility for functions unique to the purchasing area such as processing contracts for purchase of equipment, supplies, and services; expediting, making purchases using competitive bidding, and a working knowledge of commodity markets and merchandising techniques.

Buyer Trainee

Work is performed under supervision of higher level purchasing staff. Work consists of a formal training program which includes work assignments in the major aspects of purchasing.

Buyer I

Work is typically limited in scope. Work is generally confined to routine purchasing/expediting activities. Work assignments have well-defined guidelines or processes to follow as guides. Ability to commit resources is limited. Work is performed under guidance of higher level purchasing staff.

Buyer II

Journey level position involving a wide range of purchasing functions. Assignments require ability to make decisions independently and solve problems. Work involves creative development of specifications and/or evaluation criteria for bidding, service agreements, contracts, or leases.

Buyer III

Senior level position with responsibility for overall coordination of a particular aspect of purchasing, e.g., contract development and negotiation. Frequently serves as lead for lower-level purchasing or clerical staff. Assignments often involve complex and costly projects. Possesses wide and broad level of knowledge and experience, works with a high degree of independence. May serve a vital role on committee to acquire, purchase, or construct a major item.

MINIMUM QUALIFICATIONS:

Buyer Trainee

Knowledge and Abilities:

Knowledge of general office procedures, methods, and practices. During training, the following knowledges and abilities must be acquired: basic methods and procedures of purchasing; process of competitive bidding as required by the California State Statutes and Codes; writing of routine, non-specialized specifications; purchasing of standard items; recording and documenting purchasing activities; ability to communicate clearly in English in writing and speaking.

and

Experience:

Equivalent to two years of general work experience in accounts payable, ordering, shipping and receiving, or financial record keeping or purchasing.

or

Education:

Successful completion of course work in purchasing, accounting, marketing, general business or other appropriate field at the junior college or college level may substitute for the required experience on a year-for-year basis.

Buyer I

Knowledge and Abilities:

General knowledge of purchasing principles, practices, and procedures; knowledge of, or demonstrated ability to quickly learn, the methods and procedures of purchasing, including the processes of competitive bidding as required by the California State Statutes and Codes, as demonstrated by:

Ability to: perform or learn campus routine purchasing, ordering, and contract processes; write specifications; understand and apply California State Statutes and Codes; follow processes (usually computer processes) for recording and documenting purchasing activities; establish and maintain cooperative working relationships with vendors and with faculty, students, administrators, and members of the general public; independently gather and analyze data necessary for informed purchasing decisions; make accurate arithmetic computations; read and write clearly in English; analyze competitive bids; conduct business transactions and perform simple research work by telephone. Ability to use a computer is very desirable.

and

Experience:

Equivalent to one year of purchasing experience as a buyer or buyer trainee in a competitive bidding setting or in the processing or administration of contracts, service agreements, or leases.

or

Education:

Equivalent to an undergraduate degree in purchasing, accounting, marketing, general business, or other 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.

Buyer II

Knowledge and Abilities:

Thorough knowledge of: principles of purchasing and procurement policies, methods and procedures, including the administration of formal competitive bid cycles 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 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; analyze bids and administer the bidding process; keep financial records; demonstrate creativity in developing cost-saving buying practices; maintain currency regarding business trends and market changes; establish and maintain cooperative working relationships with vendors and with 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. Ability to use a computer is very desirable.

and

Experience:

Equivalent to two years purchasing experience at a level equivalent to 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 purchasing, marketing, accounting, business, or other 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.

Buyer III

Thorough knowledge of the principles, practices, and procedures of purchasing, including administration of contracts and service agreements; thorough knowledge of basic accounting principles as related to purchasing and contracts; comprehensive knowledge of formal competitive bid administration; thorough knowledge of California State Statutes and Codes applicable to campus procurement as demonstrated by:

Ability to use a computer.

Ability to: administer all aspects of bid procedures according to laws and codes; monitor contracts and service agreements; develop, interpret, and apply highly technical and varied material and equipment specifications requiring such activities as integration of performance schedules, learn and apply computer technology to the total purchasing process.

Ability to: lead or review the work of others; act promptly to resolve actual or potential problems when required; develop long-range plans, including recommendations for policies and procedures affected by the plans; establish and maintain cooperative working relationships with vendors and with faculty, students, administrators, and members of the general public; read and write clearly in English.

Working knowledge of functions such as receiving and property accounting as they relate to the purchasing process.

and

Experience:

Equivalent to three years of increasingly responsible purchasing experience of which two years must have involved major aspects of the purchasing function, i.e., high-technology and building and construction, utilizing competitive bidding or contract development, and including the writing of specifications and justifications to support them.

and

Education:

Equivalent to an undergraduate degree in purchasing, marketing, accounting, business, or other 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.

Buyer Trainee

Work Week Group: IN
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic

Buyer I

Work Week Group: IN
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic

Buyer II

Work Week Group: IN
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic

Buyer II – Lead

Work Week Group: IN
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic

Buyer III

Work Week Group: IN
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic

Buyer III – Lead

Work Week Group: IN
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic