

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PROCUREMENT TECHNICIAN**

**JOB DESCRIPTION**

Employees in this job participate in and oversee a variety of activities involving the purchasing, leasing, management, and/or sale of commodities and products on behalf of a state agency.

There are four classifications in this job.

**Position Code Title - Procurement Technician-E**

Procurement Technician 7

This is the entry level. The employee works in a learning capacity as a beginning procurement technician receiving on-the-job training and close supervision.

Procurement Technician 8

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of procurement technician assignments.

Procurement Technician E9

This is the experienced level. The employee performs a full range of procurement technician assignments. The employee uses independent judgement in making decisions requiring the interpretation and application of guidelines to specific work situations.

**Position Code Title - Procurement Technician-A**

Procurement Technician 10

This is the advanced level. The employee may function as a lead worker or senior worker. At this level employees are responsible for overseeing the work assignments of other procurement technicians or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the job.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Purchases supplies, materials, services, and equipment in accordance with state purchasing regulations.

Maintains contact with vendors for prompt delivery, adherence to specifications, and proper allowance of discounts.

Participates in leasing, managing, and/or selling of products, services, or real estate.

Participates in researching and writing specifications for items to be purchased.

Traces shipments by telephone and/or other means to expedite deliveries.

Assures that freight charges and terms are as specified by purchase orders and delivery reports.

Analyzes costs of transportation of commodities on vendors' bids and contracts to determine low bidders.

Keeps informed of market conditions and makes purchases at a time advantageous from a cost and availability standpoint.

Maintains information files on quality and price of items for reference in writing purchase requisitions.

Audits freight bills including express, rail, truck, carloading, household goods, and air express for errors in rates, classifications, and extensions.

Inspects leased offices and equipment deliveries for conformance with specifications and guidelines.

Files claims against carriers for loss or damage of materials, and processes receipt vouchers for claims collected.

Investigates and accounts for property loans.

Surveys equipment needs and prepares reports.

Assists departmental employees in deciding which supplies and equipment will best meet their needs.

Makes reports to state purchasing division buyers on samples received on open requisition.

Maintains records, prepares reports, and conducts correspondence related to the work.

Performs related work as assigned.

### **Additional Job Duties**

#### **Procurement Technician 10 (Lead Worker)**

Coordinates work by scheduling assignments and overseeing the work of other Procurement Technicians.

Oversees and assures the quantity and quality of the workflow by overseeing procurement technicians' adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

#### **Procurement Technician 10 (Senior Worker)**

Regularly performs procurement activities, which are recognized as the most complex.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of laws pertaining to the state purchasing, leasing, managing, and selling of products, services, and real estate.

Knowledge of state purchasing regulations, rules, and practices.

Knowledge of large-scale receiving, inspecting, storage, and shipping methods.

Knowledge of forms used in the work including state purchasing forms, invoices, bills of lading, purchase orders, packing slips, and vouchers.

Knowledge of factors in the development of specifications for a diversified line of supplies and equipment.

Knowledge of charges, refunds, and discounts relative to rail water and truck transportation service.  
Knowledge of business methods and purchasing practices.  
Knowledge of freight and express classifications.  
Knowledge of markets and trade conditions.  
Ability to locate sources of supply.  
Ability to make decisions on purchases.  
Ability to anticipate seasonal and specific requirements in the procurement of materials, supplies, and equipment.  
Ability to route commodities most advantageously.  
Ability to maintain effective working relationships with vendors, suppliers, and government officials.  
Ability to communicate effectively.  
Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Procurement Technician 10 (Lead Worker)**

Ability to explain instructions and guidelines to others effectively.  
Ability to organize and coordinate the work of the unit.  
Ability to determine work priorities and assign work to employees.

### **Working Conditions**

*None*

### **Physical Requirements**

*None*

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### **Procurement Technician 7**

One year of administrative support procurement experience in a purchasing office equivalent to the experienced level, or one year of experience in the receipt, storage, and distribution of supplies and materials equivalent to the 7 level.

#### **Procurement Technician 8**

One year of experience equivalent to a Procurement Technician 7, or one year of administrative support procurement experience in a purchasing office equivalent to the advanced level, or one year of experience in the receipt, storage, and distribution of supplies and materials equivalent to the 8 level.

#### **Procurement Technician E9**

Two years of experience equivalent to a Procurement Technician, including one year equivalent to a Procurement Technician 8.

#### **Procurement Technician 10**

Three years of experience equivalent to a Procurement Technician, including two years equivalent to a Procurement Technician 8 or one year equivalent to a Procurement Technician E9.

### **Alternate Education and Experience**

#### **Procurement Technician 7 - 10**

Completion of a one-year college level business program may be substituted for the entry level (7 level) experience requirements.

Possession of a Bachelor's degree and two years of job-related experience qualifies for the experienced level Procurement Technician E9 classification.

### **Special Requirements, Licenses, and Certifications**

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

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#### **Job Code Description**

PROCUREMENT TECHNICIAN

#### **Position Title**

Procurement Technician-E

Procurement Technician-A

#### **Position Code**

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#### **Pay Schedule**

W41-007

W41-014

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