

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 • SAN LUIS OBISPO, CALIFORNIA 93408 • 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, February 27, 2013 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President Arthur Chapman
Wayne Caruthers
Betsey Nash, SPHR
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following minutes are submitted for approval:
 - a. January 23, 2013 – Regular
4. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
 - *Commission Calendar*
 - *Job Class Specification Process*
5. **Job Class Specification – Revised**
 - a. Buyer I and II
6. **Job Class Specification – New**
 - b. Senior Buyer
7. **Adjournment**

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday January 23, 2013 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Robert Bergman, President
Arthur Chapman, Vice President
Wayne Caruthers
Betsey Nash, SPHR
William Tappan

MINUTES

Present: President Robert Bergman, Vice President Arthur Chapman, Commissioner Wayne Caruthers
Commissioner Betsey Nash, Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason

Counsel: Commission Counsel Tim McNulty, Commission Outside Counsel Steve Simas

1. Call to Order/ Flag Salute/ Roll Call

Commissioner Bergman called the meeting to order at 9:03 A.M. and led the flag salute, per Commission Counsel Tm McNulty's request. Robert Bergman, Betsey Nash and Wayne Caruthers confirmed that they have been sworn in as newly appointed Commissioners.

2. Election of Officers

Commissioner Arthur Chapman nominated Robert Bergman for Civil Service Commission President. Commissioner William Tappan seconded the motion.

Roll Call Vote:

Commissioner Bergman	Yes
Commissioner Caruthers	Yes
Commissioner Chapman	Yes
Commissioner Nash	Yes
Commissioner Tappan	Yes

The motion to elect Commissioner Bergman as CSC President carried 5-0-0.

Commissioner William Tappan nominated Arthur Chapman for Civil Service Commission Vice President. Commissioner Betsey Nash seconded the motion.

Roll Call Vote:

President Bergman	Yes
Commissioner Caruthers	Yes
Commissioner Chapman	Yes
Commissioner Nash	Yes
Commissioner Tappan	Yes

The motion to elect Commissioner Chapman as CSC Vice President carried 5-0-0.

3. Public Comment Period

President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Bergman closed the Public Comment Period.

4. Minutes

December 19, 2012

President Bergman asked Commissioner Caruthers and Commissioner Nash to abstain from voting since they were not present during the December 19, 2012 meeting. A motion was made by Commissioner Tappan and seconded by Commissioner Chapman to approve the December 19, 2012 regular meeting minutes as written; the motion carried 3-0-2.

5. Reports

a. Commission President

President Bergman: welcomed Commissioner Wayne Caruthers and Commissioner Betsey Nash to the Civil Service Commission.

b. Commission Counsel

Tim McNulty: stated he had no report at this time.

c. Commission Secretary

Tami Douglas-Schatz: requested dates to hear an appeal; all agreed to tentatively set March 13, 14 and 26, 27 aside for the hearing.

d. Commission Outside Counsel – Fair Hearing Training

Upon reconvening after a short break, Commission Outside Counsel Steve Simas presented a training session for the Commissioners as well as the general public. An additional viewing room was available on the 1st floor in conference room D-160 and several people attended.

There were many questions and comments during the presentation, which lasted approximately 2 hours. The official recording is posted and the presentation can be viewed online by using this link: <http://www.slocounty.ca.gov/Assets/PE/CSC/CSC+Supporting+Docs/Fair+Hearing+Powerpoint.pdf>

President Bergman: thanked Mr. Simas for the best presentation he's seen on the topic and asked if there were any further comments.

SLOCEA General Manger Kimm Daniels: commented and thanked Mr. Simas.

6. Adjournment

Being no further business, President Bergman adjourned the meeting at 11:36 A.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



Human Resources Department

Tami Douglas-Schatz,
Director

SAN LUIS OBISPO COUNTY

County Government Center, 1055 Monterey Street • Ste. D-250, San Luis Obispo, CA 93408

• Telephone: 805.781.5959 • Fax: 805.781.1044 • Email: hr@co.slo.ca.us

TO: Civil Service Commission

DATE: February 27, 2013

FROM: Mark McKibben, Personnel Analyst

SUBJECT: Revised Specification: Buyer I and II
New Specification: Senior Buyer

RECOMMENDATION

It is recommended that the Commission approve the revised Buyer I and II class specification and new Senior Buyer class specification as submitted.

DISCUSSION

The County's General Services Agency (GSA) is responsible for the County's centralized purchasing operations. The County purchased approximately \$97.7M of goods and services last year. The purchasing group recently put into place a strategic plan, which includes goals in the following areas: professional development, strategic procurement, e-procurement, process improvement, customer outreach and public transparency. The planned 12 month roll out of these initiatives is consistent with the best practices of the National Institute of Government Purchasing.

The ultimate goal of the strategic plan is to maximize the value of the County's purchasing dollar. The continued development of the skills of the purchasing staff through training and leadership are key elements to the success of this initiative. A review of the current organizational structure revealed the need for the establishment of a leadworker position to augment the leadership of the work group. The development of this new Senior Buyer class specification necessitated a review of the Buyer I and II classifications which were last updated in 2002.

The GSA anticipates allocating the Senior Buyer classification once one of the current Buyer II allocations become vacant. Until that time the Department Administrator will retain the leadworker responsibilities articulated in the proposed Senior Buyer specification.

5a-1



Administration



GSA_Admin

Organizational Chart
(Detail)

Proposed

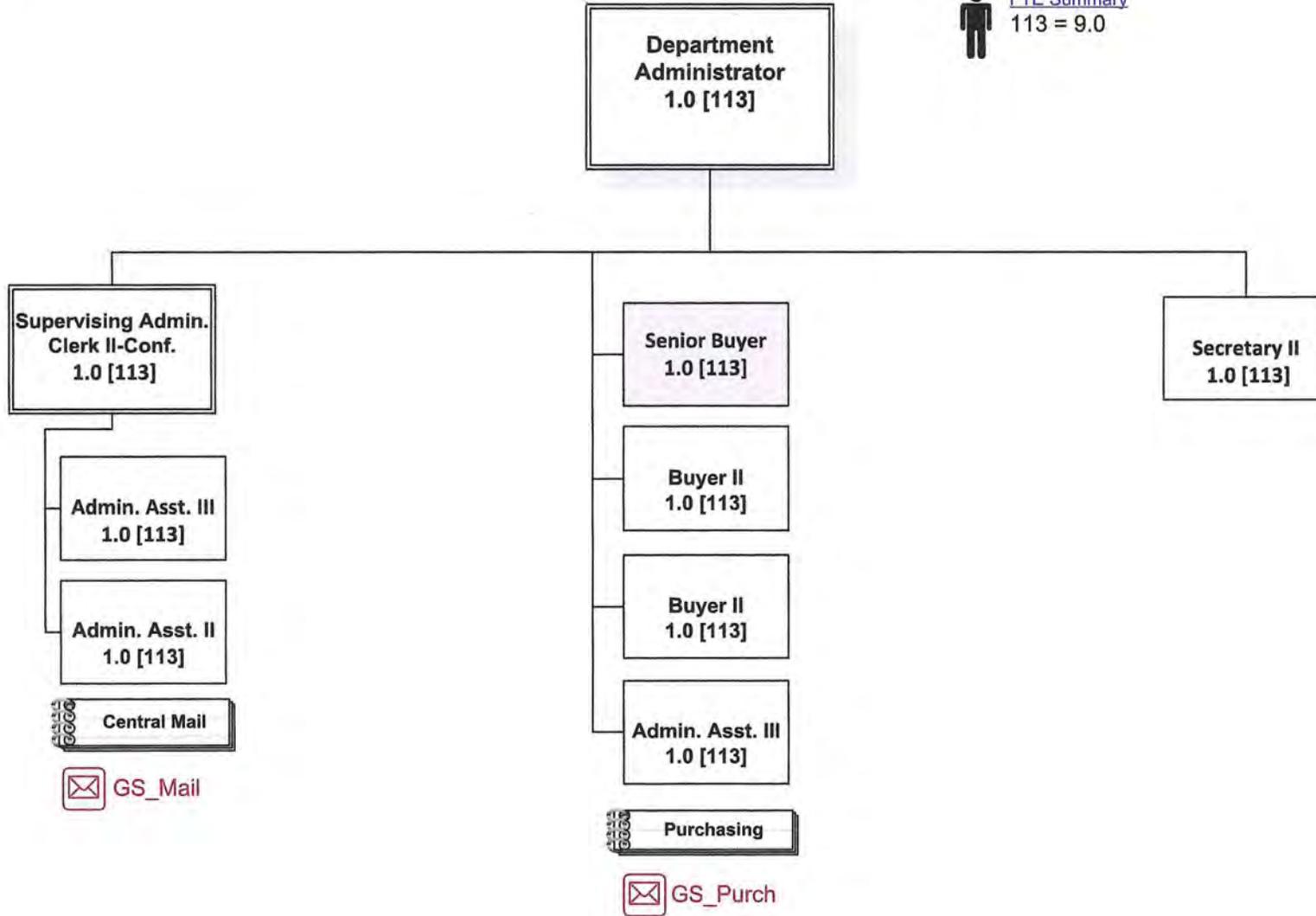
General Services Agency



= eMail Groupname



FTE Summary
113 = 9.0



5a-2

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3

4

BUYER I & II

5

(Career Series)

6

DEFINITION:

7

8 ~~Under general supervision~~Classes in this series perform a variety of technical-level
9 administrative duties associated with the procurement of, ~~purchases~~ materials, supplies,
10 services and equipment for County departments and related agencies; negotiates with vendors
11 and suppliers; prepares product specifications, bids and contracts and performs other related
12 work as required.

13

14

DISTINGUISHING CHARACTERISTICS:

15

16 Buyer I: This is the entry-level position in the series. Under ~~general~~ supervision, incumbents
17 perform routine and less complex purchasing assignments. Incumbents may be considered for
18 promotion to the Buyer II level based upon demonstrated progressively responsible job
19 assignments, performance level, independence of action, decision making and attainment of the
20 required experience.

21

22 Buyer II: This is the fully qualified journey-worker level in the series. Under general
23 supervision, ~~performs~~ incumbents perform the most complex assignments duties and
24 responsibilities of the class. ~~This is the fully qualified journey worker level in the series.~~
25 Incumbents in this position work independently and are fully experienced in all major aspects of
26 the public purchasing functions; ~~may act as team leader or be assigned supervisory~~
27 ~~responsibilities in the absence of the Central Services Manager.~~

28

29

REPRESENTATIVE DUTIES:

30

(Not in order of importance)

31

- 32 • Receives, reviews and evaluates requisitions for materials, supplies, services, and
33 equipment.
- 34 • ~~Creates and maintains vendor source lists and notifies departments of appropriate~~
35 ~~sources of service and supply.~~
- 36 • ~~Consults with departmental representatives to acquaint them~~Assists departments with
37 purchasing policies and procedures and ~~regarding~~in the development of product
38 specifications.
- 39 • ~~Issues quotations and invites bids, evaluates prices, discounts, delivery conditions, and~~
40 ~~products and services offered~~Reviews bids for accuracy, price and acceptability of items
41 in compliance with specifications; assists in vendor selection.
- 42 • ~~Negotiates with vendors and Reviews~~reviews contracts for policy, format and suitability;
43 prepares and issues purchase orders; ~~conducts follow-up to assure~~ensures that
44 requested materials and services have been received.
- 45 • Arbitrates receiving departments' complaints; evaluates vendor performance and
46 develops new sources of supply.
- 47 • ~~Consults with department representatives to become acquainted with their needs; keeps~~
48 ~~departments informed on new products, sources and policies.~~
- 49 • Confers with vendors and manufacturers to acquaint them with the purchasing policies
50 and procedures of the County and to obtain information on their products and services.
- 51 • Completes special projects; prepares necessary correspondence and reports.
- 52 • ~~May review procurement and purchasing operations and recommend new or alternate~~
53 ~~types of purchasing programs.~~

54

55 **EMPLOYMENT STANDARDS:**

56

57 **Knowledge of:**

- 58 • Principles, practices and ethics of purchasing for a government agency
- 59 • Supplies, materials and equipment used by various County departments
- 60 • Methods and procedures used in competitive bidding and evaluation
- 61 • Laws and regulations applicable to purchasing transactions
- 62 • ~~Vendor practices regarding pricing, shipping, warranties and invoicing~~
- 63 • ~~Contract negotiation techniques and methods of preparing contracts~~

- 64 • Techniques for establishing sources of supply, product and vendor information
- 65 • Current market conditions and prices
- 66 • Sources of supplies and services
- 67 • Accounting practices ~~and~~, budgetary controls and vendor payment analysis
- 68 • ~~Office equipment and procedures~~ Current computer applications and office equipment
- 69 • Effective verbal and written communication techniques

70

71 **Ability to:**

- 72 • Make sound decisions in selecting where to buy and in what quantities and quality
- 73 • Analyze requisitions and prepare product specifications and contracts
- 74 • Evaluate bids and make awards
- 75 • Establish and maintain effective working relationships with ~~others~~ staff and vendors
- 76 • Keep current with changes in the field of buying
- 77 • ~~Effectively operate office machines including personal and mainframe computer~~
78 applications Operate standard office equipment including a computer and assigned
79 software
- 80 • ~~Prepare correspondence and maintain records~~ Communicate clearly both verbally and in
81 writing
- 82 • Negotiate with vendors and suppliers and prepare contract documents
- 83 • Collect and evaluate budgetary, statistical and accounting data

84

85 **EDUCATION/EXPERIENCE:**

86

87 ~~Buyer I: Any combination of education and job-related experience equivalent to two years of~~
88 ~~college-level coursework from an accredited college or university~~ Bachelors degree in Business
89 Administration or related field. (Job-related experience may substitute for the required
90 education on a year-for-year basis.); ~~In addition, one year purchasing experience with a large~~
91 ~~business or governmental agency.~~
92 ~~An Accredited Purchasing Practitioner (A.P.P.) certificate is desirable.~~

93

94 ~~Buyer II: Any combination of education and job-related experience equivalent to graduation~~
95 ~~from an accredited college or university with a Bachelor's Degree in Marketing, Business~~

96 | ~~Administration or a related field. A Certified Purchasing Manager (C.P.M.) certificate is desirable.~~
97 | ~~Bachelors degree in Business Administration or related field. (Job-related experience may~~
98 | ~~substitute for the required education on a year-for-year basis.) In addition: Either A: One year~~
99 | ~~of experience performing purchasing duties as a Buyer I for San Luis Obispo County; Or B: Two~~
100 | ~~years responsible purchasing experience with a large business or governmental agency.~~

101

102 | **LICENSES/CERTIFICATES:**

103 | ~~Any current certification(s) from the Universal Public Procurement Certification Council, Institute~~
104 | ~~for Supply Management and/or National Contract Management Association are preferred.~~

105

106 | Certain positions within this classification may require driving. When driving is an essential
107 | function of the position, a valid CALIFORNIA driver's license will be required at the time of
108 | appointment.

109

110 | This class specification generally describes the duties and responsibilities characteristic of the
111 | position(s) within this class. The duties of a particular position within a multi-position class may
112 | vary from the duties of other positions within the class. Accordingly, the essential functions of a
113 | particular position (whether it be a multi-position class or a single-position class) will be
114 | identified and used by medical examiners and hiring authorities in the selection process. If you
115 | have any questions regarding the duties or the working conditions of the position, please
116 | contact the Personnel Department at (805) 781-5959.

117

118 | Adopted: 1-10-63

119 | Revised: 08-28-02

120

121 | P:\SPECS\ANALYST WORKING DOCUMENTS\A-C\BUYER I II & SUPERVISING BUYER\BUYER I-
122 | II_02181.DOCX

1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3

4

BUYER I & II

5

(Career Series)

6

DEFINITION:

7

8 Classes in this series perform a variety of technical-level administrative duties associated with
9 the procurement of materials, supplies, services and equipment for County departments and
10 related agencies; negotiates with vendors and suppliers; prepares product specifications, bids
11 and contracts and performs other related work as required.

12

13 **DISTINGUISHING CHARACTERISTICS:**

14

15 Buyer I: This is the entry-level position in the series. Under supervision, incumbents perform
16 routine and less complex purchasing assignments. Incumbents may be considered for
17 promotion to the Buyer II level based upon demonstrated progressively responsible job
18 assignments, performance level, independence of action, decision making and attainment of the
19 required experience.

20

21 Buyer II: This is the fully qualified journey-worker level in the series. Under general
22 supervision, incumbents perform the most complex duties and responsibilities of the class.
23 Incumbents in this position work independently and are fully experienced in all major aspects of
24 the public purchasing functions.

25

26 **REPRESENTATIVE DUTIES:**

27 (Not in order of importance)

28

- 29
- Receives, reviews and evaluates requisitions for materials, supplies, services, and
30 equipment.
 - Creates and maintains vendor source lists and notifies departments of appropriate
31 sources of service and supply.
- 32

- 33 • Assists departments with purchasing policies and procedures and in the development of
34 product specifications.
- 35 • Reviews bids for accuracy, price and acceptability of items in compliance with
36 specifications; assists in vendor selection.
- 37 • Negotiates with vendors and reviews contracts for policy, format and suitability;
38 prepares and issues purchase orders; ensures that requested materials and services
39 have been received.
- 40 • Arbitrates receiving departments' complaints; evaluates vendor performance and
41 develops new sources of supply.
- 42 • Consults with department representatives to become acquainted with their needs; keeps
43 departments informed on new products, sources and policies.
- 44 • Confers with vendors and manufacturers to acquaint them with the purchasing policies
45 and procedures of the County and to obtain information on their products and services.
- 46 • Completes special projects; prepares necessary correspondence and reports.
- 47 • May review procurement and purchasing operations and recommend new or alternate
48 types of purchasing programs.

49

50 **EMPLOYMENT STANDARDS:**

51

52 **Knowledge of:**

- 53 • Principles, practices and ethics of purchasing for a government agency
- 54 • Supplies, materials and equipment used by various County departments
- 55 • Methods and procedures used in competitive bidding and evaluation
- 56 • Laws and regulations applicable to purchasing transactions
- 57 • Vendor practices regarding pricing, shipping, warranties and invoicing
- 58 • Contract negotiation techniques and methods of preparing contracts
- 59 • Techniques for establishing sources of supply, product and vendor information
- 60 • Current market conditions and prices
- 61 • Sources of supplies and services
- 62 • Accounting practices, budgetary controls and vendor payment analysis
- 63 • Current computer applications and office equipment
- 64 • Effective verbal and written communication techniques

65 **Ability to:**

- 66 • Make sound decisions in selecting where to buy and in what quantities and quality
- 67 • Analyze requisitions and prepare product specifications and contracts
- 68 • Evaluate bids and make awards
- 69 • Establish and maintain effective working relationships with staff and vendors
- 70 • Keep current with changes in the field of buying
- 71 • Operate standard office equipment including a computer and assigned software
- 72 • Communicate clearly both verbally and in writing
- 73 • Negotiate with vendors and suppliers and prepare contract documents
- 74 • Collect and evaluate budgetary, statistical and accounting data

75

76 **EDUCATION/EXPERIENCE:**

77

78 **Buyer I:** Bachelors degree in Business Administration or related field. (Job-related experience
79 may substitute for the required education on a year-for-year basis.)

80

81 **Buyer II:** Bachelors degree in Business Administration or related field. (Job-related experience
82 may substitute for the required education on a year-for-year basis.) In addition: **Either A:** One
83 year of experience performing purchasing duties as a Buyer I for San Luis Obispo County; Or **B:**
84 Two years responsible purchasing experience with a large business or governmental agency.

85

86 **LICENSES/CERTIFICATES:**

87 Any current certification(s) from the Universal Public Procurement Certification Council, Institute
88 for Supply Management and/or National Contract Management Association are preferred.

89

90 Certain positions within this classification may require driving. When driving is an essential
91 function of the position, a valid CALIFORNIA driver's license will be required at the time of
92 appointment.

93

94 This class specification generally describes the duties and responsibilities characteristic of the
95 position(s) within this class. The duties of a particular position within a multi-position class may
96 vary from the duties of other positions within the class. Accordingly, the essential functions of a

97 particular position (whether it be a multi-position class or a single-position class) will be
98 identified and used by medical examiners and hiring authorities in the selection process. If you
99 have any questions regarding the duties or the working conditions of the position, please
100 contact the Personnel Department at (805) 781-5959.

101

102 Adopted: 1-10-63

103 Revised: 08-28-02

104

105 P:\SPECS\ANALYST WORKING DOCUMENTS\A-C\BUYER I II & SUPERVISING BUYER\BUYER I-
106 II_02181.DOCX

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

1

SENIOR BUYER

2 **DEFINITION:**

3 Under direction, this classification is assigned leadworker responsibilities for staff involved in the
4 procurement of materials, supplies, services and equipment for County departments and related
5 agencies; performs the most difficult and complex work of the unit and is assigned other related
6 work as required.

7

8 **DISTINGUISHING CHARACTERISTICS:**

9 This is the advanced-journey level position and is distinguished from the lower level Buyer II
10 position by this position's lead worker responsibilities.

11

12 **REPRESENTATIVE DUTIES:**

- 13
- 14 • Keeps supervisor apprised of purchasing operations, staffing and resource needs;
15 distributes work assignments; provides input on staff performance.
 - 16 • Coordinates and reviews the work of assigned staff; provides technical assistance and
17 training to staff engaged in the procurement of materials, services and equipment.
 - 18 • Prepares and reviews contracts and related documents.
 - 19 • Interprets departmental policies, rules, regulations and legislative data governing
20 purchasing.
 - 21 • Administers the most complex purchase requests for materials and services.
 - 22 • Negotiates with selected vendors and administers contracts.
 - 23 • Recommends changes to purchasing policies and procedures and implements
24 recommendations as approved.
 - 25 • Develops and maintains measures of workload and productivity for the unit; calculates
26 costs of alternate purchasing procedures; provides input on staffing levels and
equipment for inclusion in budget.

5b-1

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

- 27 • Investigates unusual issues or complaints and provides assistance to subordinates;
28 resolves problems with vendors and/or agencies/departments.
- 29 • Meets with county departments and other clients to become acquainted with their
30 specific needs.
- 31 • Prepares written reports and may make oral presentations.

32 EMPLOYMENT STANDARDS:

33 Knowledge of:

- 34 • Accepted methods of employee training, work planning and supervision
- 35 • General laws of contracting and regulations pertaining to the solicitation of bids and
36 proposals
- 37 • Principles, practices and methods of public agency purchasing
- 38 • Vendor practices regarding pricing, performance management, material management,
39 shipping, warranties, and invoicing
- 40 • Techniques for establishing local and national sources of supply
- 41 • Bid preparation, solicitation and evaluation; quality control and competitive bidding
42 practices
- 43 • Negotiation techniques and practices consistent with the objectives of the purchasing
44 program
- 45 • Office procedures, accounting and budgetary controls
- 46 • Market research techniques and data analysis
- 47 • Mathematics and basic financial accounting principles
- 48 • Computer systems and procedures including the use of SAP, common spreadsheet and
49 word processing software.
- 50 • Techniques of effective written and verbal communication

51 Ability to:

- 52 • Coordinate, monitor and train staff in the performance of their duties
- 53 • Assess the purchasing program and implement approved changes

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

- 54 • Effectively interact with personnel at all organizational levels and function in stressful
- 55 situations
- 56 • Advise and resolve differences between departments, purchasing and/or vendors
- 57 • Assess customer's needs and ensure receipt of needed materials and services
- 58 • Exercise appropriate judgment in answering questions and releasing information
- 59 • Source vendors and make recommendations for selection
- 60 • Collect and interpret financial, budgetary and vendor performance data
- 61 • Maintain accurate records and clearly document actions taken
- 62 • Make accurate mathematical calculations
- 63 • Communicate clearly and effectively, both verbally and in writing
- 64 • Operate standard office equipment including a computer and assigned software

65 **EDUCATION/EXPERIENCE:**

66 Graduation from an accredited four-year college or university in Business Administration or
67 related field. (Job-related experience may substitute for the required education on a year-for-
68 year basis.)

69 In Addition: Either A: Two years of experience performing purchasing duties as a Buyer II for
70 San Luis Obispo County; Or B: Four years of complex buying experience, two years of which
71 must be in a public agency.

72

73 **LICENSE/CERTIFICATES:**

74 Within six months of appointment, must possess Certified Professional Supply Management
75 (C.P.S.M.) or a Certified Professional Public Buyer (C.P.P.B.) or a Certified Professional Contract
76 Manager (C.P.C.M.).

77 Certain positions in this classification may require driving. When driving is an essential function
78 of the position, a valid **CALIFORNIA** driver's license will be required at the time of
79 appointment and must be maintained throughout employment.

80

81

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

82 This class specification generally describes the duties and responsibilities characteristic of the
83 position(s) within this class. The duties of a particular position within a multi-position class may
84 vary from the duties of other positions within the class. Accordingly, the essential duties of a
85 particular position (whether it is a multi-position class or a single-position class) will be
86 identified and used by medical examiners and hiring authorities in the selection process. This
87 information will also be made available for review at the time of any recruitment for that
88 position and at such other times as reasonably required.

89

56-7