

W. G. C.

AGENDA MEMORANDUM

Date: August 27, 2003

TO: Board of County Commissioners

DEPARTMENT: Management Services

PRESENTED BY: Cindy Tofflemoyer, Personnel Analyst
Becky Koble, Financial Services Manager

TITLE: IN THE MATTER OF ADJUSTING THE SALARY RANGE FOR THE
PURCHASING MANAGER CLASSIFICATION

I. PROPOSED MOTION

**MOVE TO APPROVE ORDER NO. _____ / IN THE MATTER OF
ADJUSTING THE SALARY RANGE FOR THE PURCHASING MANAGER
CLASSIFICATION**

II. ISSUE

The department of Management Services requested an HR review of the Purchasing Manager classification and salary range. It is necessary that the classification specifications represent accurate job duties and state the specific skills, knowledge and abilities that will be expected. The responsibility, accountability and complexity of the work will significantly increase.

III. DISCUSSION

A. Background

The classification was recently vacated due to a retirement and has not been reviewed since 1988. This position is responsible for developing and administering Countywide-purchasing policies, processes and program management.

B. Analysis

Updating the duties and adjusting the compensation of this classification is necessary to accurately compensate and reflect the increased organizational expectations of purchasing and public contracting expertise and accountability in the Purchasing Manager position.

The Purchasing Manager position is responsible for coordinating the Countywide-purchasing program. The job specifications have been updated to include the responsibility and accountability for a high level of consultative, analytical and program management skills and knowledge.

The position has direct budget authority and responsibility for a budget just over \$800,000 and oversight/compliance review responsibility for much of the contract/purchase order activity that is generated by other departments.

Point factoring of the Purchasing Manager classification to reflect the increased knowledge, skills and abilities that are now required of the position increased the salary grade from Grade 37 (\$44,803-62,005) to Grade 40 (\$48,253-66,747) of the compensation plan. This is internally comparable to the Chief Deputy County Clerk, Traffic Engineer, Mental Health Supervisor, Public Health Nursing Supervisor and Corrections Health Nursing Supervisor. A survey of comparable counties was done for Purchasing Manager classifications. The job specifications for the counties are comparable and the compensation levels vary, for example, Clackamas (\$54,423-73,471), Marion (\$42,698-57,245) and Washington (\$61,212-74,424). The point-factored range of 40 in our compensation plan is midrange with these comparable counties.

Internal Auditor, Kay Blackburn recently reviewed the County's purchasing functions at the request of Management Services. Recommendations in the review have been incorporated into the revised classification specifications and adjusted salary grade to the extent possible.

The current Purchasing Manager position (grade 37) is included in the budget at step twelve (12) of our compensation plan (\$44,803-62,005), which will fully fund the proposed position's compensation range until the incumbent reaches step 9 of the grade 40 range.

C. Alternatives

1. Approve the adjusted salary range for Purchasing Manager
2. Reject the adjusted salary range for Purchasing Manager

D. Recommendation

It is recommended that the compensation of Purchasing Manager be adjusted from Grade 37, \$44,803-62,005 to Grade 40, \$48,253-66,747. Modifications to the classification specifications are also recommended, and bolded on the attachment.

IV. IMPLEMENTATION/FOLLOW-UP

If approved by Board action Management Services will implement the new classification and salary range, and immediately post the position.

V. ATTACHMENTS

Board Order
Purchasing Manager job specifications.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

) IN THE MATTER OF ADJUSTING THE
) SALARY RANGE FOR THE PURCHASING
) MANAGER CLASSIFICATION

WHEREAS, Human Resources has completed a review and point factor of the proposed salary adjustment for the Purchasing Manager classification

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to the classification and compensation plans require board approval; and

WHEREAS, the Human Resources Division has amended the classification to outline the current definition, duties, minimum qualifications, experience and training requirements in compliance with the current classification and compensation policy; and

IT IS NOW HEREBY ORDERED that the adjusted salary range of Purchasing Manager be approved as follows:

Purchasing Manager Range 40: \$48,235-\$66,747

DATED this 27 th day of August, 2003.

APPROVED AS TO FORM

Date 8/14/03 Lane County
Teresa S. Sorenson
OFFICE OF LEGAL COUNSEL

Peter Sorenson, Chair
Lane County Board of Commissioners

PURCHASING MANAGER

DEFINITION

To manage, direct and ~~coordinate~~ organize the activities of the County's ~~Purchasing and Inter-governmental Services Division~~ including ~~print shop, mail room, central stores, copier services warehouse, purchasing and micrographic functions~~ program; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance ~~Financial Services Manager~~ and ~~or~~ Management Services Director.

Exercises direct supervision over assigned clerical, professional and supervisory personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Serves as consultant/procurement expert to County departments on contracting and purchasing laws, developing bids, requests for proposal (RFP) and requests for quotes (RFQ); and confers with County Counsel to assure compliance with applicable policies, laws and regulations.

Oversees, and/or reviews and prepares contracts and purchase orders; maintains contacts and negotiates prices, terms and conditions with vendors; keeps informed of market conditions and new products and services; evaluates vendor performance; locates new sources of supply.

Manages, directs and, supervises and reviews the work of assigned staff
~~organizes purchasing and intergovernmental services including receiving, central stores, copier services, print shop, micro- graphics, mail room, warehouse and purchasing.~~

Develops and provides formal training to County staff on purchasing policy and procedures, including credit and purchasing card usage, bid requirements, contract management, project management, and use of the automated expenditure and contract systems.

Analyzes, reviews, and recommends action on proposed and approved legislation and regulations to determine their impact on the organization; works with County Counsel and the Board of Commissioners to implement changes to laws, policies and procedures as a result of legislation.

LANE COUNTY
Purchasing Manager (Continued)

~~Provides analytical, technical, and administrative assistance to the Financial Services Manager and the Management Services Director.~~

~~Confers with department representatives to determine purchasing needs, specifications and potential areas for standardization; coordinates/consolidates County service needs between departments and divisions and with outside agencies; establishes price agreements and consultant pools for standard items and professional services.~~

~~May coordinate real property disposal activities of the County, including inspection, appraisal, legal advertisements, and sale of surplus/seized or foreclosed properties, selection of real estate auctioneer and oversight of the escrow and closing process.~~

~~Analyzes County business requirements and provides recommendations and solutions as to how to meet those requirements within the functionality of the new technology. Acts as lead in development and/or implementation of projects.~~

~~Prepares, monitors and administers the section/division budget and forecasts additional funds needed for staffing, equipment, materials and supplies.~~

~~Administers approved budget for division.~~

~~Establishes and administers rates for internal charges related to services performed.
Establishes rates for all intergovernmental service programs.~~

~~Maintains liaison with all departments and other governmental agencies.~~

~~Develops and documents long-range planning goals, and objectives, policies and procedures concerning the Purchasing program and Intergovernmental Services Division.~~

~~EXAMPLES OF DUTIES~~

~~Supervises preparation of billing and cost records.~~

~~Determines cost allocations for programs in the Intergovernmental Service Fund including calculation of rate structures and chargeback formulas for invoicing.~~

~~Determines quality control levels of products acquired.~~

~~Supervises staff engaged in purchasing, central stores, copier services, mail room, warehousing, microfilming and printing.~~

MINIMUM QUALIFICATIONS

Knowledge of:

~~Methods, practices and procedures of procurement for local governments.~~

~~Commodity markets, marketing practices and commodity pricing methods.~~

~~Principles and procedures of real estate transactions.~~

~~Types of supplies, materials and equipment commonly used by municipalities.~~

~~Federal, State, and local laws, rules, codes and regulations as applicable to procurement and property disposal functions.~~

~~Principles of electronic commerce and automated purchasing systems.~~

~~Modern office methods, practices, procedures, and equipment.~~

~~Principles and practices of purchasing:~~

~~—— Printing and microfilm operations, policies and practices.~~

~~—— Central stores and copier services operations.~~

~~—— Mail room and courier operations.~~

~~Inventory control systems and related record keeping and bookkeeping.~~

~~Principles and practices of local government accounting and budgeting procedures and techniques.~~

~~Principles and practices of supervision, training and personnel management.~~

~~Complex organizational and management practices as applied to the operation and~~

LANE COUNTY
Purchasing Manager (Continued)

evaluation of programs, policies, and operational needs.

Principles and practices of budget administration.

Principles and practices of supervision, training and performance evaluation.

Modern office procedures, methods and computer equipment.

Oregon Revised Statutes, Oregon Administrative Rules, Lane Code and Lane Administrative Procedures Manual.

Cost allocation and rate structure determination.

Ability to:

Organize, direct and implement a comprehensive purchasing program.

Manage a surplus property warehousing and disposal program.

Direct and participate in the management and disposal of County real property holdings.

Analyze, evaluate, and modify operating methods and procedures.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Set priorities, delegate to staff and monitor progress on assignments.

Prepare and administer a budget for a section of a local government.

LANE COUNTY
Purchasing Manager (Continued)

~~Use a variety of personal computer and network applications.~~

~~Manage and coordinate operations in separate and distinct areas.~~

~~Prepare, monitor and adjust budget for Purchasing and Intergovernmental Services Division.~~

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration, management or a related field.

~~Preference given to candidates with certification from a national purchasing managers' association or accreditation program.~~

Experience:

Four years of increasingly responsible experience in purchasing including ~~one two~~ years of supervisory responsibility.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.