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Procurement Specialist	A04011
Procurement Officer	A04012
Procurement Contracts Officer	A04013
Procurement Manager	V04014

Procurement

Job Family

A04011, A04012, A04013, V04014

DESCRIPTION OF OCCUPATIONAL WORK

Positions in the Procurement series operate in accordance with statutes and regulations to solicit sources of goods and/or services and analyze prices, discount rates, delivery dates, transportation charges, previous performance of suppliers, current commitments, indications of financial responsibility, and recommend the most advantageous offer based on findings. Positions may perform contract administration functions for the procurement of goods and services, including the development of bid specifications, management of competitive bid process, negotiating contracts, monitoring of suppliers, contractors and service providers' performance in the fulfillment of their contractual obligations, and ensuring appropriate actions are taken to promptly remedy any deficiencies observed in contract implementation, scope or terms and conditions.

Widening scope and impact of assigned duties, increasing degrees of responsibility, and greater latitude in decision-making/commitment authority, would support a change in level. Positions performing processing/technical support within an agency's procurement operation would be classified to the Office/Clerical series.

Procurement Specialist

A04011

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under general supervision, positions perform procurement transactions for goods and/or services, which range from standardized products and services to those of moderate complexity. Items are procured through formally advertised bid procedures and firm fixed-price contracts using standard clauses in accordance with statutes and regulations of the State Purchasing Bureau.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Performs detailed review of purchase requests for standard and specialized goods, equipment, services in terms of adequacy, consistency, restrictiveness of specifications or descriptions, compliance with administrative requirements.

Solicits sources of goods and/or services and analyzes prices, discount rates, delivery dates, transportation charges, previous performance of suppliers, current commitments, indications of financial responsibility, and recommends the most advantageous offer based on findings.

Determines procurement methods based on procurement history, estimated cost, urgency of need, proprietary consideration, availability of competitors, and applicable directives.

Solicits oral or written quotes using Open Market Purchase Authority, informal and formal processes.

Prepares detailed Requests for Quotation (RFQ), incorporating the technical description of product required, the delivery requirements, and when applicable, the terms and conditions of anticipated contract. For services, includes appropriate clauses, terms, and conditions. Issues amendments as required involving specifications, delivery procedures, or timeframes to encourage vendor response.

Attend technical review committees, pre-award conferences, and walk-through for service purchases when directed. Consults with supervisor on unusual situations.

Receives and reviews informal and formal bids and quotes. Review quotes for price reasonableness and determines if requirements for competition have been met.

Evaluates quotes in terms of price, item, discount, transportation, costs, and delivery time and determines offer most advantageous to the government. Negotiates with vendors on a variety of procurement issues.

Prepares purchase order and performs post award follow-up. Selects and uses the appropriate method to confirm or place the order primarily by using a purchase order against an established contract.

Prepares final contract with necessary documentation and award recommendations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: State purchasing regulations, methods, procedures, and business practices to make purchases involving specialized requirements; solicitation or purchasing methods: price analysis techniques: various procurement clauses; post award procedures.

Skill in: analyzing product and service descriptions that have unique aspects and many critical characteristics; problem solving; negotiations; maintaining effective working relationships with internal and external entities; researching and evaluating products, services, productivity and processes; writing bid specifications/service contracts; and evaluating bids.

Ability to: communicate effectively, work independently, and prioritize work assignments.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, procurement, supply/inventory operations or related field AND procurement related experience. Experience can be substituted for education on a year for year basis.

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Procurement Officer

A04012

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This classification differs from the Procurement Specialist classification in that the teammate manages the purchase of highly technical, scientific, large volume and/or high-cost goods and services for their agency. Under limited to administrative supervision, positions classified to the Procurement Officer may also be responsible for the direction of the agency's entire procurement operation, or a significant portion/function of that operation, depending on the size of the agency. Supervisory responsibilities over other procurement staff may be assigned to positions in this classification. This classification differs from the Procurement Contracts Officer classification in that teammates perform contract management functions, rather than contract administration functions, including ensuring deliverables are received, specifications are met, and payments are made, which may include calculating and imposing pay factors; meets with contractors and agency personnel when vendor performance issues arise on purchase orders and/or contracts.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Performs detailed review of purchase requests for highly technical, scientific, large volume and high cost goods, equipment, services in terms of adequacy, consistency, restrictiveness of specifications or descriptions, compliance with administrative requirements, and availability of funds.

Solicits sources of goods and/or services; analyzes prices, discount rates, delivery dates, transportation charges, previous performance of suppliers, current commitments, indications of financial responsibility, and recommends the most advantageous offer based on findings.

Determines procurement methods based on procurement history, estimated cost, urgency of need, proprietary consideration, availability of competitors, and applicable directives.

Solicits oral or written quotes using Open Market Purchase Authority, Informal, and Formal processes. Calls vendors to get oral quotes when delivery is urgent, or items are well known.

Prepares detailed Requests for Quotation (RFQ), incorporating the technical description of product required, the delivery requirements, and when applicable, the terms and conditions of anticipated contract. For services, includes appropriate clauses, terms, and conditions. Issues amendments as required involving specifications, delivery procedures, or timeframes to encourage vendor response.

Attends technical review committees, pre-award conferences, and walk-through for service purchases.

Receives and reviews informal and formal bids and quotes. Review quotes for price reasonableness and determines if requirements for competition have been met.

Evaluates quotes in terms of price, item, discount, transportation, costs, and delivery time and determines offer most advantageous to the government. Negotiates with vendors on a variety of procurement issues.

Prepares purchase order and performs post award follow-up. Selects and uses the appropriate method to confirm or place the order primarily by using a purchase order against an established contract.

Prepares final contract with necessary documentation and award recommendations.

Directs the development and implementation of agency-wide procurement regulations and procedures, in accordance with statutes and regulations administered by the State Material Administrator.

Plans, organizes, and directs the work operations and activities of assigned staff to balance workloads, achieve work objectives, and ensure consistent application of policies and standards, including State and Federal statutes and regulations.

Meets/interacts with vendors, contractors, DAS State Purchasing and agency end-users to improve products and services.

Participates in and/or leads work groups, develops technical contract specifications, and completes bid/award process for high-dollar, technical goods and services.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: State purchasing regulations, methods, procedures, and business practices to make purchases involving specialized requirements; solicitation or purchasing methods; price analysis techniques; various procurement clauses; post award procedures.

Skill in: analyzing descriptions that have unique aspects and many critical characteristics; maintaining effective work relationships with internal and external entities; researching and evaluating products, services, productivity and processes; writing bid specifications/service contracts; evaluating bids.

Ability to: communicate effectively; work independently and prioritize work assignments; develop and enforce purchasing procedures, regulations, and statutes.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, procurement, supply/inventory operations or related field AND three years procurement related experience. Experience can be substituted for education on a year for year basis.

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Procurement Contracts Officer

A04013

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this class are assigned professional work performing contract administration functions for the procurement of goods and services, including the development of bid specifications, management of competitive bid process, negotiating contracts, monitoring of suppliers, contractors and service providers' performance in the fulfillment of their contractual obligations, and ensuring appropriate actions are taken to promptly remedy any deficiencies observed in contract implementation, scope or terms and conditions. Work requires making decisions concerning such issues as the interpretation of a considerable amount of technical data, policy and regulatory information, and the planning and coordination of procurement activities for pre-award, post-award, or other contractual functions. Positions in the classification may be expected to serve as a team leader and/or supervisory responsibilities over positions classified to the Procurement Specialists, Procurement Officers, or other professional/technical support positions.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans the overall approach to meet contracting program objectives for procuring a wide variety of products and services.

Performs market research/analysis to determine availability of the requirement; analyzes market trends and determines the sources to be solicited.

Plans and carries out the work, selecting the approaches and techniques to be used, and determines actions to be taken on assigned contracts. Uses judgment in interpreting guidelines, in adapting procurement procedures to specific situations and in recommending solutions to problems encountered.

Procures a wide variety of services and goods. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, public law, case law, and precedents to all procurements. Conducts any necessary conferences to discuss proposals received and finalizes proposal revisions. Recommends award.

Prepares final contract to include appropriate standard clauses and special provisions, final pricing and payment terms, and incentives. Documents reason for decision and justifies basis for award.

Executes post-award contract performance management actions on assigned contracts.

Monitors and evaluates contractor performance for compliance with terms and conditions of contracts.

Analyzes a wide variety of contract administration problems. Negotiates and prepares contract modifications.

Reviews contractor invoices as needed for completeness, allow ability, use of proper approved rates and conformance with contract terms and conditions. Recommends cure or show cause notices.

Reviews completed official contract file to determine that all contractual actions are satisfied, there are no pending administrative actions to be resolved, all file documents are signed, there are no litigation actions pending, and the contract is complete in every respect and ready to be closed.

Provides guidance to State Agencies, Boards, and Commissions regarding the State Procurement Bureau policies, procedures, and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: contracting principles, laws, statutes, Executive Orders, regulations, and procedures applicable to pre-award and post-award duties sufficient to plan and carry out procurement actions and administer contracts for a variety of specialized services and goods using a wide range of contracting methods and contract types, in-depth knowledge of commercial business practices and market conditions to evaluate offer acceptability, contractor responsibility, and/or contractor performance, and to determine procurement strategy and sources, up-to-date market research procedures, wide range of contracting methods and contract types sufficient to perform pre-award, post-award, and price/cost analysis functions, negotiation techniques and technical requirements sufficient to procure complex and/or diversified services and goods, contract administration sufficient to monitor a group of diverse contracts, understanding quality assurance, inspection, acceptance, and corrective action terms and conditions, contract termination procedures sufficient to recommend or determine allowable costs, profit to be allowed, disposal of government property, and similar issues and to negotiate settlements with contractors, contract cost analysis techniques sufficient to gather and evaluate price and/or cost data for a variety of pre-award and/or post-award procurement actions.

Skill in: interpreting, explaining, and applying state statutes, policies, and procedures, contracting principles, strategic sourcing, and public contracting processes, and procedures for managing contracts.

Ability to: communicate clearly and effectively, develop technical training materials, provide guidance to State staff and state personnel on procurement processes, procedures and statutes, apply contract management techniques in order to ensure a contract is administered properly from inception to contract closeout, perform work with limited supervision.

[MINIMUM QUALIFICATIONS:](#) (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, procurement, supply/inventory operations or related field AND five years procurement experience. Experience can be substituted for education on a year for year basis.

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Procurement Manager

V04014

[DISTINGUISHING CHARACTERISTICS:](#) (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this class are assigned supervisory duties over a team of three or more full-time equivalent positions, which includes positions classified as Procurement Specialist, Procurement Officers, and/or other professional/technical support positions. Positions in this class will, under general to administrative direction, manage the operations of multiple procurement functional areas within a large agency or direct complex, statewide procurement operations involving commodity and service contract management and enterprise-wide procurement policy administration activities. Positions in this class will assist their agency's Procurement Administrator, as needed, with special projects and/or work assignments and will act as the agency Procurement Administrator in their absence.

[EXAMPLES OF WORK:](#) (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Directs the development and implementation of agency-wide procurement regulations and procedures.

Develops or directs the development of plans, policies, procedures, and specifications specific to the functions managed to ensure effective work operations and meet agency policies and State and Federal statutes and regulations.

Supervises, organizes, assigns, and monitors work activities to ensure all policies and procedures are followed and statute requirements are met. Schedules work of assigned teammates to balance workloads and to achieve work goals and priorities. Reviews and approves contracts, purchase orders, Invitations to Bid prepared by assigned teammates.

Conduct day to day business for a wide variety of transactions and consultations to assure timely completion of orders and other actions. Communicate with vendors, suppliers, and agencies providing services to assure completion, compliance, and service.

Prepares administrative correspondence, records, and status reports to provide information and explanations to agency management and others, and to document work unit activities directed.

Meets with and guides State agency representatives about general procurement procedures and contract questions; provides advice to ensure compliance with State statutes, rules and regulations, and policies and procedures. Meets with all parties to ensure their understanding of time-frame requirements and scope of procurement activity.

Conducts administrative/research projects, analyzes, and interprets agency policies, legislation, and data, prepares reports and correspondence, and recommends courses of action.

Prepares administrative correspondence, records, and status reports to provide information and explanations to agency management and others, and to document work unit activities directed.

Reviews and prepares vendor bids, contracts, product and service specifications, and other administrative documents to ensure complete accurate and proper procurement of services, supplies, and equipment.

Reviews Deviation from Contractual Services requests by State Agencies to ensure compliance with State statutes; requests additional documentation, changes, and/or revisions necessary to be in compliance, prior to review and final approval.

Meets with vendors regarding performance issues and/or contacts vendors, as needed, to request and discuss product information.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: State and agency purchasing policies, procedures, statutes, and rules; contracting principles, laws, statutes, Executive Orders, regulations, and procedures applicable to pre-award and post-award duties sufficient to plan and carry out procurement actions and administer contracts for a variety of specialized services and goods using a wide range of contracting methods and contract types, in-depth knowledge of commercial business practices and market conditions to evaluate offer acceptability, contractor responsibility, and/or contractor performance, and to determine procurement strategy and sources, up-to-date market research procedures, wide range of contracting methods and contract types sufficient to perform pre-award, post-award, and price/cost analysis functions, negotiation techniques and technical requirements sufficient to procure complex and/or diversified services and goods, contract administration sufficient to monitor a group of diverse contracts, understanding quality assurance, inspection, acceptance, and corrective action terms and conditions, contract termination procedures sufficient to recommend or determine allowable costs, profit to be allowed, disposal of government property, and similar issues and to negotiate settlements with contractors, contract cost analysis techniques sufficient to gather and evaluate price and/or cost data for a variety of pre-award and/or post-award procurement actions.

Skill in: interpreting, explaining, and applying state statutes, policies, and procedures, contracting principles, strategic sourcing, and public contracting processes, and procedures for managing contracts.

Ability to: communicate clearly and effectively, develop technical training materials, provide guidance to State staff and state personnel on procurement processes, procedures, and statutes, apply contract management techniques in order to ensure a contract is administered properly from inception to contract closeout, perform work with limited supervision.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, procurement, supply/inventory operations or related field AND six years procurement experience with at least two years of experience in leading and/or supervising professional level procurement teams. Experience can be substituted for education on a year for year basis.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 07/2021

Note: Classification specification is subject to change. Please refer to the Nebraska State Personnel website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date