

Procurement Services, #19150
Occupational Family: Administrative Services
Pay Band Range: 4 - 7

Concept of Work

This Career Group provides career tracks for **procurement professionals** performing procurement, contract management, and supply chain activities. Professionals provide procurement services including life-cycle acquisition, distribution, delivery, and disposition of goods, printing, and services including professional and non-professional services, goods and supplies, equipment, construction, and insurance. Duties may include, but are not limited to: strategic procurement planning, developing requirements or specifications to meet business needs, performing supply market research, providing predictive spend data analytics, determining optimal procurement methods to source alternative suppliers, developing and issuing competitive solicitation documents describing needs, evaluating commercial responses, and developing, negotiating, and awarding complex structured agreements. Contract management duties include, but are not limited to, pre-award activities to mitigate contractual and financial risks, post-award public file administration of agreements to ensure terms for deliverables and performance standards are met by all parties, effectively managing supplier relationships, and ensuring that contract compliance, mediation, and disputes are properly resolved. Supply chain management logistical duties may include, but are not limited to, managing warehouses, materials inventories, analytics, and transportation delivery systems for distribution of all procured materials. Employees perform responsibilities ranging from entry level to executive management and must ensure that compliance with federal, state, and local procurement laws, regulations, and policies is achieved.

Roles Comprising This Group

These roles describe the collective characteristics of the work performed by employees in the **Procurement Services** Career Group. These roles define common career paths for employees who pursue careers in this field. Each role represents a different level of work or career progression.

PAY BAND	PRACTITIONER ROLES	ROLE CODE	MANAGEMENT ROLES	ROLE CODE
4	Procurement Officer I	19151	Procurement Manager I	19154
5	Procurement Officer II	19152	Procurement Manager II	19155
6	Procurement Officer III	19153	Procurement Manager III	19156
7			Procurement Manager IV	19157

Role Descriptions

These roles are distinguished based upon the Compensable Factors of Complexity, Results, and Accountability and are used for position classification. These factors should be used for classification and compensation analysis. Recruitment and selection standards must be based on knowledge, skills, and abilities as indicated in the Employee Work Profile.

These two roles provide a dual career track for **procurement professionals**.

Procurement Officer I	Code: 19151	Pay Band: 4	SOC: 13-1023
Procurement Manager I	Code: 19154	Pay Band: 4	SOC: 11-3061

The **Procurement Officer I** role provides career tracks for procurement officers who conduct a variety of procurement activities that may include the purchase of goods and services; contracting; material handling services; and order expedition from vendors to users. Duties range from routine to those that are varied and of moderate difficulty and include analyzing documents and resolving vendor and agency complaints. The role may also require all relevant and necessary certifications including but not limited to Virginia Contracting Associate (VCA) and Virginia Contracting Officer (VCO) certifications.

Procurement Officer I

<p>COMPLEXITY</p> <p>Describes the nature of work in terms of resources used or encountered and the processes applied. It takes into account the difficulty of work, scope and range of assignments, KSA's, and nature of contacts.</p>	<ul style="list-style-type: none"> • Tasks may include processing procurements via Commonwealth of Virginia approved procurement methods. • Knowledge of procurement and contract law, including the Virginia Public Procurement Act, statewide and internal procurement policies and practices, and small purchase procedures. • Knowledge of procurement principles and practices including methods of procurement, supplier diversity requirements, specification development, mitigation of contractual and financial risks, understanding and application of contract management, and administration principles. • Knowledge of Small Purchase Programs. • Knowledge of FOIA principles related to procurement activities. • Ability to apply specialized concepts, practices, procedures, and policies to meet customer needs and meet compliance requirements. • Frequent internal agency contact and frequent contacts with vendors and consumers. • Requires basic knowledge and use of statewide central
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	<p>electronic procurement system, financial systems, and warehouse management systems. May require knowledge and use of agency specific resource planning systems.</p> <ul style="list-style-type: none"> • May require technical knowledge of a specific discipline.
<p>RESULTS</p> <p>Describes work outcomes; range and impact of effects; benefit or harm to citizens; gain or loss of resources; and goodwill created. It takes into account impact of actions, effect of services, and consequence of error.</p>	<ul style="list-style-type: none"> • Timely delivery of ordered or contracted supplies and services to minimize disruptions to operations. • Impact on agency operations and costs dependent on the timely receipt and provision of supplies and equipment. • Effective decision making limits legal and financial complications by following procurement law, policies, and procedures. • Consequences of error may include disruption to agency operations or negative impacts on agency costs. • Contracts are effectively managed to ensure all parties meet the necessary contract standards for all services, commodities, and deliverables.
<p>ACCOUNTABILITY</p> <p>Describes responsibility or authority exercised in terms of guidance, independence and autonomy of functioning and finality of decisions made. It takes into account leadership, judgment and decision making, and independence of action.</p>	<ul style="list-style-type: none"> • Entry level positions work under immediate supervision and with detailed work instructions. Work may be checked for accuracy. • Functions within moderate volume, variety, and complexity of goods and services procured. • Exercises some discretion and judgment within established procedures and scope of responsibility. • Refers questions and complex situations to higher levels. • Higher levels within the role may provide guidance and training to less experienced staff. • Follows supervisory guidance to ensure all compliance expectations are met.

This role consists of entry level management positions that may be responsible for managing programs and resources including the procurement of goods and services, warehouse and storage activities, property control, and the disposition of surplus property. These positions supervise multiple supervisors and require some knowledge and leadership experience. The role may also require all relevant and necessary certifications including but not limited to the Virginia Contracting Associate (VCA) and Virginia Contracting Officer (VCO) certifications.

Procurement Manager I

<p>COMPLEXITY</p> <p>Describes the nature of work in terms of resources used or encountered and the processes</p>	<ul style="list-style-type: none"> • Directs, through subordinate supervisors, procurement operations and staff. • Performs work relating to the procurement of good and
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<p>applied. It takes into account the difficulty of work, scope and range of assignments, KSA's, and nature of contacts.</p>	<p>services, negotiation of contracted services, and/or supervision of storage facilities.</p> <ul style="list-style-type: none"> • Frequent contact with internal customers, and vendors to discuss purchases and resolve issues. • Contacts also include interactions with subordinates to provide leadership and guidance in managing the area. • Knowledge of procurement law, including the Virginia Public Procurement Act, and procurement principles and practices including approved methods of procurement, supplier diversity requirements, requirements and specification package development, mitigation of contractual and financial risks, and small purchase programs. • May develop internal procurement policies and procedures. • Knowledge, understanding, and application of necessary contract management and administration principles. • Knowledge of FOIA principles related to procurement activities. • Requires knowledge and use of statewide central electronic procurement system, financial systems, and warehouse management systems. May require knowledge and use of agency specific resource planning systems.
<p>RESULTS</p> <p>Describes work outcomes; range and impact of effects; benefit or harm to citizens; gain or loss of resources; and goodwill created. It takes into account impact of actions, effect of services, and consequence of error.</p>	<ul style="list-style-type: none"> • Impact on agency operations and costs dependent on the timely receipt and provision of goods and services. • Contracts are managed and administered in accordance with established standards, with emphasis on reduction of contractual and financial risks. • Consequences of error may include disruption to agency operations or negative impacts on agency costs. • Management and leadership results measured by the performance of subordinate staff in meeting goals and objectives.
<p>ACCOUNTABILITY</p> <p>Describes responsibility or authority exercised in terms of guidance, independence and autonomy of functioning and finality of decisions made. It takes into account leadership, judgment and decision making, and independence of action.</p>	<ul style="list-style-type: none"> • Relies on effective operations management, sound decision making, and judgment to monitor work. • Work involves some independence of action but may seek guidance on complex or unusual situations. • Effective personnel management including training, evaluating, and scheduling for professional and technical staff. • Ensures compliance with procurement policies and procedures.

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These two roles provide a dual career track for **procurement professionals**.

Procurement Officer II	Code: 19152	Pay Band: 5	SOC: 13-1023
Procurement Manager II	Code: 19155	Pay Band: 5	SOC: 11-3061

The **Procurement Officer II** role provides career tracks for procurement officers who perform procurement services at an advanced level, such as developing contracts and managing those contracts. Responsibilities may include reviewing and evaluating activities to ensure proper administration, compliance, investigation and resolution of vendor and customer complaints, administration of soliciting and contracting, and providing technical guidance. Contract Management knowledge and application is critical to identification and mitigation of contractual and financial risks. The role may also require all relevant and necessary certifications including but not limited to the Virginia Contracting Associate (VCA) and the Virginia Contracting Officer (VCO) certifications.

Procurement Officer II

<p>COMPLEXITY</p> <p>Describes the nature of work in terms of resources used or encountered and the processes applied. It takes into account the difficulty of work, scope and range of assignments, KSA's, and nature of contacts.</p>	<ul style="list-style-type: none"> • Knowledge of procurement law, including the Virginia Public Procurement Act, internal procurement policies and procedures, and procurement principles and practices including approved methods of procurement, supplier diversity requirements, specification package development, contract management and administration principles and small purchase programs. • Knowledge of FOIA principles related to procurement activities. • May also require considerable knowledge of contract law. • Performs work of considerable difficulty in the solicitation and execution of complex procurement contracts and review of procurement and material procedures and activities. • Applies knowledge in developing contracts for the provision of goods and services. • Frequent contact with agency management, vendors, other state agencies, and procurement customers. • Complete knowledge and application of best practice contract management and administration principles. • May supervise other employees and perform various managerial and leadership activities. • Collaborates effectively with team members and customers to ensure successful procurement activities. • Requires significant knowledge and use of statewide
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	<p>central electronic procurement system, financial systems, and warehouse management systems. May require knowledge and use of agency specific resource planning systems.</p>
<p>RESULTS</p> <p>Describes work outcomes; range and impact of effects; benefit or harm to citizens; gain or loss of resources; and goodwill created. It takes into account impact of actions, effect of services, and consequence of error.</p>	<ul style="list-style-type: none"> • Results affect agency ability to successfully conduct operations. • Error may create serious impacts on agencies' operational efficiencies, cost effectiveness, and public awareness. • Significant contract error may result in costly legal actions. • Supervisory results measured by the performance of subordinate staff in meeting goals and objectives. • Successful results reduce the incidence of poor contractor performance, vendor disputes, and risk to the agency and the Commonwealth.
<p>ACCOUNTABILITY</p> <p>Describes responsibility or authority exercised in terms of guidance, independence and autonomy of functioning and finality of decisions made. It takes into account leadership, judgment and decision making, and independence of action.</p>	<ul style="list-style-type: none"> • If applicable, high purchase expenditure ceilings may be permitted. • May serve as an advisor or consultant to ensure customer and vendor compliance with state laws and regulations. • Responsible for providing training in procurement practices to less experienced staff and to agency customers. • May supervise, instruct, direct, and monitor the work of staff. • Resolves most complex problems and may conduct reviews for contract compliance. Refers issues of the highest complexity to higher levels. • Work is evaluated through evaluation of procurement results, cost, and compliance with all necessary rules, regulations, standards, and laws.

Procurement Manager II

This role consists of intermediate level management positions that are responsible for managing programs and resources including statewide storage and inventory systems, centralized procurement and material handling activities, contract development, management, and administration, procurement training, and assistance and guidance to vendors, agencies and public entities. These positions supervise multiple supervisors and require significant knowledge and leadership experience. The role may also require all relevant and necessary certifications including but not limited to the Virginia Contracting Associate (VCA) and the Virginia Contracting Officer (VCO) certification.

Procurement Manager II

<p>COMPLEXITY</p> <p>Describes the nature of work in terms of resources used or encountered and the processes applied. It takes into account the difficulty of work, scope and range of assignments, KSA's, and nature of contacts.</p>	<ul style="list-style-type: none"> • Performs work of considerable difficulty in the oversight of procurement and/or material handling functions. • Significant knowledge of procurement law, including the Virginia Public Procurement Act, and procurement principles and practices including approved methods of procurement, supplier diversity requirements, specification package development, contract management and administration principles, and small purchase programs. • Significant knowledge of FOIA principles related to procurement activities. • May require considerable knowledge of contract law. • May develop internal procurement policies and procedures. • May develop, direct, or manage appropriate internal agency specific delegated procurement authority. • Complete knowledge and application of best practice contract management and administration principles. • Develops and manages necessary contract management and administration policies and procedures in accordance with state standards and procurement best practices. • Collaborate with the state central procurement authorities, the Division of Purchases and Supply, and the Virginia Information Technologies Agency, senior organizational leadership, customers, and vendors to advise, consult on, and resolve procurement problems. • May provide technical guidance for specialized procurement programs. • Requires significant knowledge and use of statewide central electronic procurement system, financial systems, and warehouse management systems. May require knowledge and use of agency specific resource planning systems. • Directs, through subordinate supervisors, procurement
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	<p>operations and staff.</p> <ul style="list-style-type: none"> • Contacts also include interactions with subordinates to provide leadership and guidance in managing the area.
<p>RESULTS</p> <p>Describes work outcomes; range and impact of effects; benefit or harm to citizens; gain or loss of resources; and goodwill created. It takes into account impact of actions, effect of services, and consequence of error.</p>	<ul style="list-style-type: none"> • Error may have a serious impact on operational efficiencies, cost effectiveness, customer costs, and public goodwill. Legal actions resulting from errors may be quite costly. • Ensures all contracts are managed and administered in accordance with established internal and state policies and procedures. • Successful results reduce the incidence of poor contractor performance, vendor disputes, and risk to the agency and the Commonwealth. • Maintains public trust through ethical and accountable procurement activities. • Results measured by the financial impact, timeliness, and quality of procurement activities. • Consequences of error may include disruption to agency operations or negative impacts on agency costs. • Management and leadership results measured by the performance of subordinate staff in meeting goals and objectives.
<p>ACCOUNTABILITY</p> <p>Describes responsibility or authority exercised in terms of guidance, independence and autonomy of functioning and finality of decisions made. It takes into account leadership, judgment and decision making, and independence of action.</p>	<ul style="list-style-type: none"> • Exercises significant independent judgment in decision-making, program administration, and interpretation of rules and regulations. • Significant accountability for ensuring compliance with applicable laws and regulations. • If applicable, high purchase expenditure ceilings may be permitted. • May serve as an advisor or consultant to ensure customer and vendor compliance with state laws and regulations. • Responsible for providing training in procurement practices to staff and to agency customers. • Supervises, instructs, directs, and monitors the work of staff. • Resolves most complex problems and conducts reviews for contract compliance. Refers issues of the highest complexity to higher levels. • Work is evaluated through evaluation of procurement results, cost, and compliance with all necessary rules, regulations, standards, and laws.

These two roles provide a dual career track for procurement professionals.

Procurement Officer III	Code: 19153	Pay Band: 6	SOC: 13-1023
Procurement Manager III	Code: 19156	Pay Band: 6	SOC: 11-3061

The **Procurement Officer III** role provides career tracks for procurement officers performing technical responsibilities at the expert level in the procurement field by providing highly specialized services specific to an agency or institution, which may have a statewide impact within the organization. This role also includes procurement officers within the state centralized procurement function that provide strategic, statewide procurement services including national agreements for information technology and non-information technology contracts and perform compliance reviews of the procurement activities of agencies and institutions under their purview. The role may also require all relevant and necessary certifications including but not limited to the Virginia Contracting Associate (VCA), the Virginia Contracting Officer (VCO), and the Virginia Contracting Master's (VCM) certifications.

Procurement Officer III

<p>COMPLEXITY</p> <p>Describes the nature of work in terms of resources used or encountered and the processes applied. It takes into account the difficulty of work, scope and range of assignments, KSA's, and nature of contacts.</p>	<ul style="list-style-type: none"> • Serves as an expert in the review and analysis of specialized procurement issues. • May perform compliance reviews of the procurement activities of agencies and institutions, including highly complex and diverse privatized services, information technology, and telecommunication products. • May establish highly complex procurements and negotiated contracts for goods and services for use throughout the Commonwealth by all public bodies. • Requires substantial knowledge and use of statewide central electronic procurement system, financial systems, and warehouse management systems. May require knowledge and use of agency specific resource planning systems. • Applies knowledge of technology including automated procurement systems, e-commerce, e-procurement, and material management-related operations. • Applies knowledge of the specialized subject area and related procurement laws and regulations. • Frequent contact with agency management to provide technical consulting services, training, guidance and recommendations for improving procurement-related operations. • Expert knowledge of procurement law, including the Virginia Public Procurement Act, and procurement
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	<p>principles and practices including approved methods of procurement, supplier diversity requirements, specification package development, contract management and administration principles and small purchase programs.</p> <ul style="list-style-type: none"> • Complete knowledge and application of best practice contract management and administration principles. • May develop internal procurement policies and procedures. • Significant knowledge of FOIA principles related to procurement activities. • May supervise other employees and perform various managerial and leadership activities. • Collaborates effectively with team members and customers to ensure successful procurement activities. • May manage cross-functional teams from multiple program areas. • May serve as a project leader on large-scale, complex contracts from origination to award.
<p>RESULTS</p> <p>Describes work outcomes; range and impact of effects; benefit or harm to citizens; gain or loss of resources; and goodwill created. It takes into account impact of actions, effect of services, and consequence of error.</p>	<ul style="list-style-type: none"> • Errors may have a serious impact on statewide operational efficiencies, cost effectiveness, customer costs, and public goodwill. Legal actions resulting from errors may be quite costly. • Substantial impact on the appropriate use of the Commonwealth's financial resources. • Develops innovative business approaches with agencies and vendors to improve customer support. • Results affect agencies abilities to successfully conduct operations. • Supervisory results measured by the performance of subordinate staff in meeting goals and objectives. • Successful results reduce the incidence of poor contractor performance, vendor disputes, and risk to the agency and the Commonwealth.
<p>ACCOUNTABILITY</p> <p>Describes responsibility or authority exercised in terms of guidance, independence and autonomy of functioning and finality of decisions made. It takes into account leadership, judgment and decision making, and independence of action.</p>	<ul style="list-style-type: none"> • Higher level authorities review state contracts. • Ensures customer and vendor compliance with state and federal laws and regulations. • Independently applies strong negotiation skills in procuring contracts. • Functions independently as a consultant to help others improve their procurement processes and operations. • Responsible for providing training in procurement practices to less experienced staff and to agency customers. • May supervise, instruct, direct, and monitor the work of

	<p>staff.</p> <ul style="list-style-type: none"> • Serves as an expert in resolving complex problems. • Work is evaluated through evaluation of procurement results, cost, and compliance with all necessary rules, regulations, standards, and laws.
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The **Procurement Manager III** role provides career tracks for managers who lead and direct the operations of large, diverse and complex procurement programs. This role consists of high level management positions that are responsible for leading and directing the operations of large, diverse and complex procurement programs specific to an agency or institution, which may have a statewide impact within the organization. These positions supervise multiple supervisors and require extensive knowledge and leadership experience. The role may also require all relevant and necessary certifications including but not limited to the Virginia Contracting Associate (VCA), the Virginia Contracting Officer (VCO), and the Virginia Contracting Master's (VCM) certifications.

Procurement Manager III

<p>COMPLEXITY</p> <p>Describes the nature of work in terms of resources used or encountered and the processes applied. It takes into account the difficulty of work, scope and range of assignments, KSA's, and nature of contacts.</p>	<ul style="list-style-type: none"> • Manages/directs, develops, implements, interprets and evaluates complex procurement programs and processes. • Contacts with senior agency administrators and external vendors requiring high level of oral and written communication skills. • Performs work of extensive difficulty in the oversight of procurement and material handling functions. • Applies extensive knowledge of the principles and practices of procurement, material operations, contract management and governmental purchasing. • Frequent contact with the state central procurement authorities, the Division of Purchases and Supply or the Virginia Information Technologies Agency, senior organizational leadership, customers, and vendors to advise, consult with, or resolve management problems. • Requires substantial knowledge and use of statewide central electronic procurement system, financial systems, and warehouse management systems. May require knowledge and use of agency specific resource planning systems. • Directs, through subordinate supervisors, procurement operations and staff. • Contacts also include interactions with subordinates to provide leadership and guidance in managing the area.
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	<ul style="list-style-type: none"> • Expert knowledge of procurement law, including the Virginia Public Procurement Act, and procurement principles and practices including approved methods of procurement, supplier diversity requirements, specification package development, contract management and administration principles, and small purchase programs. • Complete knowledge and application of best practice contract management and administration principles. • Significant knowledge of FOIA principles related to procurement activities. • Uses basic spend management reports to identify and source and contract for organizational needs. • May develop, direct, or manage appropriate internal agency specific delegated procurement authority. • May develop and manage all necessary contract management and administration policies and procedures in accordance with state standards.
<p>RESULTS</p> <p>Describes work outcomes; range and impact of effects; benefit or harm to citizens; gain or loss of resources; and goodwill created. It takes into account impact of actions, effect of services, and consequence of error.</p>	<ul style="list-style-type: none"> • Outcomes have a significant impact on the effectiveness and success of statewide procurement programs and customer service. • Decisions have statewide impact. • Error may have a serious impact on statewide operational efficiencies, cost effectiveness, customer costs, and public goodwill. Legal actions resulting from errors may be quite costly. • Maintains public trust through ethical and accountable procurement. • Results measured by the financial impact, timeliness, and quality of procurement activities. • Consequences of error may include disruption to agency operations/state operations or negative impacts on agency costs/state costs. • Management and leadership results measured by the performance of subordinate staff in meeting goals and objectives. • Internal delegated procurement authority is managed in accordance to established standards that meet all legal and regulatory requirements. • All contracts are managed and administered in accordance with established internal and state policies and procedures in addition to procurement best practices.
<p>ACCOUNTABILITY</p>	<ul style="list-style-type: none"> • Functions independently to provide complex problem

<p>Describes responsibility or authority exercised in terms of guidance, independence and autonomy of functioning and finality of decisions made. It takes into account leadership, judgment and decision making, and independence of action.</p>	<p>resolution with statewide implications.</p> <ul style="list-style-type: none"> • Manages a large and diverse professional staff to achieve procurement goals. • Ensures compliance with applicable state and federal laws and regulations regarding expenditure of state funds. • Exercises extensive independent judgment in decision-making, program administration, and interpretation of rules and regulations. • Responsible for ensuring staff and customers are trained and understand procurement requirements, expectations, and responsibilities. • Work is evaluated through evaluation of procurement results, cost, and compliance with all necessary rules, regulations, standards, and laws.
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Procurement Manager IV	Code: 19157	Pay Band: 7	SOC: 11-3061
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This role consists of executive director positions that serve with state central procurement authorities and are responsible for managing statewide enterprise programs, contracts, and resources. These roles require extensive and expert knowledge and leadership experience. These positions are responsible for providing leadership direction for procurement services provided statewide for all state agencies, institutions of higher education, local governments, and other public sector organizations. These positions have statutory and regulatory (state and/or federal) responsibilities to provide for the development and maintenance of fiscally sound, high-quality procurement programs and services. These positions supervise multiple managers and supervisors. The role may also require all relevant and necessary certifications including the Virginia Contracting Associate (VCA), Virginia Contracting Officer (VCO), and Virginia Contracting Master (VCM) certifications.

Procurement Manager IV

<p>COMPLEXITY</p> <p>Describes the nature of work in terms of resources used or encountered and the processes applied. It takes into account the difficulty of work, scope and range of assignments, KSA's, and nature of contacts.</p>	<ul style="list-style-type: none"> • Establishes and maintains statewide procurement programs that prescribe and certify a level of professional competence in goods and services procurement in all agencies and institutions. • Possesses and applies comprehensive expert knowledge of procurement law, including the Virginia Public Procurement Act, and procurement principles and practices including approved methods of procurement, supplier diversity requirements, specification package development, contract management and administration, and small purchase programs.
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	<ul style="list-style-type: none"> • Develops and directs or manages appropriate delegated procurement authority to ensure compliance by state agencies and institutions with applicable law, regulations, and policies. • Significant knowledge of FOIA principles related to procurement activities. • Possesses and applies advanced knowledge of leadership and management principles and practices. • Manages the statewide central electronic procurement system and integrates with any necessary financial systems and/or warehouse management systems. • Applies knowledge of sound business practices and automated, integrated systems. • Contacts include executive level decision-makers such as agency heads and procurement directors, legislators, cabinet secretaries, the Office of the Attorney General, other state agencies, and vendors to discuss major purchasing issues, policies, and regulations.
<p>RESULTS</p> <p>Describes work outcomes; range and impact of effects; benefit or harm to citizens; gain or loss of resources; and goodwill created. It takes into account impact of actions, effect of services, and consequence of error.</p>	<ul style="list-style-type: none"> • Decisions have statewide impact for both the short- and long-term. • Effective job performance ensures compliance with state and federal regulations, reduces legal liability, and increases public trust. • Results are measured by the achievement of strategic, far-reaching goals. • Errors may have substantial consequences for public confidence in state procurement, state government operations, and potential legal action. • Successful results reduce the incidence of poor contractor performance, vendor disputes, and risk to the agency and the Commonwealth.
<p>ACCOUNTABILITY</p> <p>Describes responsibility or authority exercised in terms of guidance, independence and autonomy of functioning and finality of decisions made. It takes into account leadership, judgment and decision making, and independence of action.</p>	<ul style="list-style-type: none"> • Decisions are made independently and impact major statewide programs. • Significant executive management responsibilities. • Significant executive level customer and stakeholder relationship management responsibilities. • Relies on extensive expertise and judgment to determine, plan, and accomplish goals. • Requires resolution of complex problems with wide-ranging implications. • Leads and directs the effective utilization of resources to accomplish organizational goals. • Administers the procurement program in compliance with

	applicable statutes and regulations.
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Appendix A - Statistical Reporting

Positions in this Career Group include, but are not limited to, the following:

Standard Occupational Title (2010)	Standard Occupational Code (2010)	Description
Purchasing Managers	11-3061	<p>Plan, direct, or coordinate activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers.</p> <p>Illustrative examples: <i>Purchasing Director, Procurement Manager, Contracting Manager</i></p>
Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023	<p>Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.</p> <p>Illustrative examples: <i>Radio Time Buyer, Equipment, Supplies, and Tools Purchasing Agent</i></p>

New Effective Date: 05/10/2016

History

Previous class titles (listed by new role title).

Procurement Officer I

CLASS CODE	CLASS TITLE	GRADE
26102	Buyer Specialist	9
26141	State Procurement Specialist	10
26122	Materiel Management Supervisor	10
54195	Transportation Contract Administrator	10
54196	Transportation Contract Administrator Senior	11
26103	Buyer Senior	11

Procurement Officer II

CLASS CODE	CLASS TITLE	GRADE
47345	Minority Business Enterprise Procurement Specialist	12
26142	State Procurement Specialist Senior	12
26145	State Procurement Review Analyst	13

Procurement Officer III

CLASS CODE	CLASS TITLE	GRADE
21014	General Services Program Manager	15

Procurement Manager I

CLASS CODE	CLASS TITLE	GRADE
26023	Purchase and Stores Supervisor C	10

Procurement Manager II

CLASS CODE	CLASS TITLE	GRADE
26123	Materiel Management Supervisor Senior	12
26024	Purchase and Stores Director A	12
26104	Buyer Manager	13
26124	Materiel Management Director	13
26025	Purchase and Stores Director B	13
26143	State Procurement Supervisor	14

Procurement Manager III

CLASS CODE	CLASS TITLE	GRADE
26026	Purchase and Stores Director C	15
26144	State Procurement Manager	16
26125	Materiel Management Director Senior	16
21047	Purchases and Supply Director for Procurement	17
27456	State Health Benefits Contracts Manager	17

Procurement Manager IV

CLASS CODE	CLASS TITLE	GRADE
21015	General Services Deputy Director for Purchases and Supply	19