



**State of Oregon
Public Employees Retirement System
Position Description**

Position Information

Employee Name: Vacant	Position No: 0510511
Class Title: Procurement & Contract Specialist 1	Class No: C0436
Working Title: Procurement Specialist	Agency No: 45900
Section Title: Procurement, Facilities & Logistics (PFL)	Budget Auth. No: 000883020
Rep. Code: OA	Established Date: 7/1/2003
Work Location: Headquarters - Tigard OR	PD Revised Date: 8/18/2014
Position: Permanent / Full-Time	
FLSA Classification: Non-Exempt	Eligible for Overtime: Yes

PERS Mission Statement

We serve the people of Oregon by administering public employee benefit trusts to pay the right person, the right benefit, at the right time.

Program Information

Describe the program in which this position exists.

Financial and Administrative Services Division (FASD) / Procurement, Facilities & Logistics Section (PFL)

FASD provides comprehensive financial and administrative services to the Agency. This includes financial accounting, reporting, and tax services for all PERS trust and agency fund activities including the Retirement Trust, Deferred Compensation Trusts, Benefit Equalization Trust, health insurance programs, and Social Security Program. The Division is responsible for Agency fiscal operations such as the receipt, posting, collection, and deposit of all agency funds, including over \$1.1 billion annually in member and employer contributions and the disbursement of over \$3 billion in annual benefits. Other activities include preparation, maintenance, and reporting of the agency's biennial budget, coordination of human resources, contracts and procurement, accounting & financial services and facilities management, and all of the agency's other services and relationships with the Oregon Department of Administrative Services (except for those related to Information Technology).

Procurement, Facilities & Logistics Section

PFL is comprised of two groups: Procurement & Facilities & Logistics. The Procurement Services section 1) develops, establishes & administers the acquisition process for supplies & services in support of the Agency's business needs; 2) prepares & administers solicitations, contracts & purchases within the requirements of Statutes, Rules & policies; & 3) balances customer satisfaction, quality & total cost while maintaining high ethical standards.

The Facilities and Logistics section operates, maintains and repairs buildings and property for PERS Headquarters and leased facilities, and provides centralized support services for incoming and outgoing mail and deliveries, shuttle services between buildings, surplus property, fleet vehicles, security services, recycling, shredding and large volume copy jobs.

Position Purpose

Describe the primary purpose of this position.

PCS1 Procurement Specialist

Participate in the full scope of procurement and contracting functions for InterAgency, trade services, goods and services procurements up to \$150,000. Determine the appropriate contracting/procurement method, complete the appropriate contract documents and provide ongoing contract administration. Conduct market research and prepare the appropriate solicitation documents and lead the selection process. Utilize ORPIN system for the solicitation process and issuance of contracts and amendment. Create and manage purchase orders in the ADPICS system. Maintain statutory and agency required paper and electronic documentation.

0 %

Core Competencies

Title and Definition

Weight

Teamwork and Collaboration

25 %

Is an effective team player who adds complementary skills and contributes valuable ideas, opinions, and feedback to the team.

Simplicity

25 %

Reducing barriers through clear communication and streamlined processes.

Innovation

25 %

Empowering change through collaborative teamwork.

Integrity

25 %

Inspiring trust through transparency and accountability.

Description of Duties

Title and Definition	% of Time
E - Contracts and Purchase Orders	
<ul style="list-style-type: none">• Conduct market research and locate sources of services, supplies and products over \$5K to determine availability and costs.• Identify the applicable statewide and agency specific statutes, rules and policies and recommend the most appropriate procurement method to the PEMD.• Utilize State and Agency templates to prepare drafts of personal service, trade service, and Interagency contracts, including statement of work and specifications.• Create purchase orders utilizing the ADPICS financial system.• Use the ORPIN system to issue contract and amendment documents.• Create and issue contract amendments, notices to proceed and contract ratifications as needed.• Maintain SPOTS card log and reconcile monthly upon receipt of statement.	40 %
E - Contract Administration	
<ul style="list-style-type: none">• Establish and maintains official contract folders and procurement files electronically and physically including backup imaging.• Review contracts and agreements for compliance with regulations and specifications.• Close files in accordance with applicable statutes, rules and policies.• Prepare amendments and Notices to Proceed.• Obtain and tracks insurance certificates and corporate certificates of authority.• Maintain tickler and tracking system for contract administration deadlines contract dates.• Oversee the monitoring of contractor performance over the life of the contracts.• Prepare analysis of vendor contract invoices to verify invoices are within contract obligations.	35 %
E - Solicitations	
<ul style="list-style-type: none">• Write and administer informal procurements for trade services, goods and professional services as assigned, including specifications.• Utilize the ORPIN system to administer the solicitation process.• Assist with writing and administering formal procurements and sole source justifications.• Lead evaluation committees for award determination.• Coordinate logistics and planning for other procurement staff-led agreement negotiations and solicitations.	15 %
E - Procurement Staff Support	
<ul style="list-style-type: none">• Back up other procurement personnel in their absence.• Complete special procurement projects and research as assigned.• Develop and maintain desk manual and procedures.	10 %

Physical Requirements - Working Conditions

Describe any on-going working conditions. Include any physical, sensory and environmental demands. State the frequency of exposure to these conditions.

Standard office equipment/supplies. Regular and timely attendance is an essential function required to meet the demands of this job and to provide necessary services.

PCS1 Procurement Specialist

Typical office environment (air-conditioned, non-smoking office). Deadlines can cause fluctuating workloads and job demands. The use of personal computers and printers will be required (exposure to video display terminals and noise from printers). 0 %
Daytime travel is occasional. A valid drivers license or acceptable alternative transportation is required.

Guidelines

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals or desk procedures.

Oregon Revised Statutes - DAS Purchasing and Contracting Rules
Oregon Administrative Rules
Department of Justice Model Public Contract Rules
Oregon Accounting Manual
Desk Procedures
Public Employees Retirement System Statutes and policies

How are these guidelines used to perform the job?

To ensure compliance with all applicable laws, rules and policies and set parameters within which purchases may be made and negotiated.

Work Contacts

With whom, outside of co-workers in this work unit, must this position regularly come in contact?

Who	How	Purpose	How Often
vendors	phone, correspondence and email	request quotations, expedite orders, resolve shipping, receiving and invoicing problems	as needed
Department of Administrative Services	phone, email and in person	Price Agreement clarification, rules interpretation	as needed
PERS Staff	phone, in person and written	Training, providing information, clarifying, researching, receipt	daily

Position Related Decision Making

Describe the typical decisions of this position. Explain the direct effect of these decisions.

PCS1 Procurement Specialist

Decisions regarding the appropriate contracting and solicitation method to meet agency needs while ensuring compliance with state and agency regulations. Ensures that purchase orders, contracts and solicitation are developed, issued, and tracked within state, agency and industry requirements and standards. This position is fundamental in the development, oversight, and reporting of cost allocation information and ensures that expenditures are charged to appropriately budgeted accounts and that spending limits are not exceeded. Errors in judgment could result in delaying agency programs, exceeding agency budget limits and violating state contracting and payment rules.

0 %

Review of Work

Who reviews the work of the position?

Mgr Classification	How	How Often	Purpose
X7006	review of work	as needed	for overall results. Work must comply with GAAP and PERS policies and procedures, state or federal statutes, regulations and procedures, and collective bargaining contracts.

Additional Position-Related Information

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires skill in oral and written communications; the ability to establish and maintain effective working relationships, particularly with all levels of the agency (team work); the ability to organize work and coordinate others to meet deadlines; the ability to learn and apply computer based office applications; attention to detail; managing multiple priorities; and the ability to apply sound, independent judgment in the contracting and solicitation process. This position will need to be proficient in the use of a personal computer.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position: Employees will be subject to a computerized criminal history background investigation. Adverse background data may be grounds for immediate disqualification.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Physical Demands - General Activities

(N)ot Required - 0%
 (I)ntermittent - 1 - 5%
 (O)ccasional - 6 - 33%
 (F)requently - 34 - 66%
 (C)ontinuous - 67 - 100%

Lifting <10 lbs
 Lifting >11-25 lbs
 Lifting >26-50 lbs
 Lifting >50 lbs

	% of Time	Notes
Sitting	C	Desk/Office
Standing	N	
Walking	O	Carpet/Short distances
Climbing/Balancing	N	
Reaching - with arms and hands	O	
Stooping/Kneeling/Crouching/Crawling	N	
Talking	O	
Hearing	C	
Lifting	I	<10 lbs. Files/Paper
Vision - close, peripheral, depth, ability to adjust focus	C	

Organizational Chart

To view a copy of a current organizational chart, click [here](#).

Employee Statement of Understanding

I have read and understand the position description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the agency's compliance policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations

of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with citizens and fellow employees.