



**GENERAL SERVICES AGENCY  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One

PETE VANDER POEL  
District Two

AMY SHUKLIAN  
District Three

J. STEVEN WORTHLEY  
District Four

MIKE ENNIS  
District Five

**AGENDA DATE:** September 25, 2018 - **REVISED**

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Maria Benavides      PHONE: 205-1124

**SUBJECT:** Purchasing Manager Position

**REQUEST(S):**

That the Board of Supervisors:

1. Approve Personnel Resolution amending the position allocation listing, class title, and salary band of 1.0 FTE from Purchasing Agent to Purchasing Manager, Position No. 04536.
2. Approve Personnel Resolution for new class specification, class designations, and compensation for Purchasing Manager effective September 30, 2018.

**SUMMARY:**

In December 2017, the Board of Supervisors integrated Purchasing into the General Services Agency (GSA), an action that consolidated many of the County's internal service functions into one Agency and provides additional support resources to the County's purchasing functions. As stated in that presentation, one of the primary objectives of the integration was to reorganize the Procurement Unit in order to create a conventional management structure within Purchasing. Those reorganizations were complete in May 2018. Due to a recent vacancy, staff recommends also modifying the Purchasing Agent position.

The proposed modifications to this position are consistent with the existing management structure currently utilized in GSA. The Purchasing Manager position will assist the County's Purchasing Agent and receive the necessary delegated authority to carry out this role. This position will provide day-to-day management of Purchasing Division staff consistent with a division-level manager. This appointment establishes a more

**SUBJECT:** Purchasing Manager Position

**DATE:** September 25, 2018

conventional management structure for Purchasing within GSA.

In that spirit, it is recommended that the vacant Purchasing Agent classification be amended to Purchasing Manager with a Salary Band 06. The proposed position would be consistent with the management structure and managerial salary of the other seven GSA divisions. If approved, GSA will work with Human Resources & Development to recruit and appoint a qualified candidate.

**FISCAL IMPACT/FINANCING:**

The proposed annual salary range for the proposed Purchasing Manager position would represent a minor annual savings to the General Fund – approximately \$4,101 to \$6,016.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

Tulare County's Strategic Plan includes the Organizational Performance initiative. The approval of this position modification supports this initiative by creating a consistent and conventional management structure for a County Agency.

**ADMINISTRATIVE SIGN-OFF:**



\_\_\_\_\_  
John Hess  
General Services Agency Director

cc: County Administrative Office

Attachment(s)

A – Position Allocation Personnel Resolution

B – Class Specification, Class Designation, and Compensation Personnel Resolution

C – Purchasing Manager Job Specifications

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF PURCHASING  
MANAGER POSITION

)  
) Resolution No. \_\_\_\_\_  
)  
)

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: MICHAEL C. SPATA  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

1. Approved Personnel Resolution amending the position allocation listing, class title, and salary band of 1.0 FTE from Purchasing Agent to Purchasing Manager, Position No. 04536.
2. Approved Personnel Resolution for new class specification, class designations, and compensation for Purchasing Manager effective September 30, 2018.

# BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF AMENDING THE )  
POSITION ALLOCATION LISTING ) Resolution No. 2018-

Upon Motion of Supervisor (Name), Seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held September 25, 2018 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

Attest: Michael C. Spata  
County Administrative Officer/  
Clerk, Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

Add, Delete, Reclassify or Amend	Effective Date	Previous Job Code	Previous Class Title	New Job Code	New Class Title	No. Of Pos	FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Amend	9/30/2018	051000	Purchasing Agent	051000	Purchasing Manager	1	1	B06	04536	032-000	0322150

Explanation: Amend allocation to reflect new job class title and Band change. Position is currently vacant. Agency will assign compensation amount within Band range at time of appointment.

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF NEW OR AMENDED ) Resolution No. 2018-  
CLASS SPECIFICATIONS, CLASS ) Agreement No.  
DESIGNATIONS AND COMPENSATION )**

Upon Motion of Supervisor (Name), seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held September 25, 2018 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

Attest: Michael C. Spata  
County Administrative Officer/  
Clerk, Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

**Adopt the following new or amended class specifications, class designations, and compensation effective: September 30, 2018**

**Purchasing Manager**, Item No. 051000, Salary Band: 06 (\$80,205-\$120,306 Annual Range), Bargaining Unit 19, Non-Competitive Service/At-Will, Probation Period: N/A pay periods.

# **PURCHASING MANAGER**

[At-Will]

**County of Tulare**

## **DEFINITION**

To plan, organize, direct and manage the provision of County-wide, centralized purchasing; to establish, implement, and monitor procurement procedures.

## **DISTINGUISHING CHARACTERISTICS**

This classification is non-competitive, at will and as such is appointed by and serves at the will of the General Services Agency Director.

## **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the General Services Agency Director and Assistant General Services Agency Director.

Serves as the Purchasing Agent as delegated by the General Services Agency Director and pursuant to county ordinance.

Responsibilities include the direct supervision of the Supervising Procurement Specialist and indirect supervision of professional, technical, and support staff involved with purchasing, procurement and surplus store activities.

## **DUTIES**

Consults with the General Services Agency Director to develop and implement goals, objectives, policies, and priorities relating to County purchasing, central services and related activities.

Provides responsive, high quality service to County employees, vendors, representatives of outside agencies and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.

Plan, organize and direct County-wide purchasing.

Supervise the preparation of bid specifications, purchase orders, professional service agreements, and public works agreements.

Review major purchase requisitions and approve requisitions in conformance with established procedures.

Make major equipment purchases requiring formal bids.

Oversee the letting of contracts for designated public projects.

Review, open, and publicly read bids, and make recommendations on major purchases.

Respond to difficult and complex complaints and requests for information.

Consult with the General Services Agency Director regarding complex bids, major contracts, and large purchases.

Supervise the preparation of surplus or obsolete items for sale, auction, or disposition.

Supervise professional staff in charge of County surplus sales.

Prepare and administer the purchasing budget, monitor, and control expenditures.

Negotiate service agreements and equipment leases.

Direct the negotiations with vendors as to the availability of goods, prices, deliveries, discounts, and changes in supplies, materials, and equipment offered for sale; compile and analyze information on supplier performance and user satisfaction.

Prepare and maintain a variety of periodic reports and records.  
Supervise, train and evaluate subordinate staff.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.** (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

#### **Knowledge of:**

- Principles, practices, statutes and regulation affecting governmental purchasing and procurement.
- Principles of employee supervision and training.
- County customer service objectives and strategies; telephone, office, and online etiquette.
- Competitive bidding and legal requirements.
- Quality control and value analysis techniques in evaluating vendor capacity, capability.
- Fundamental product information relating to materials, supplies, and equipment used in local government.
- Store-keeping and warehousing methods and practices including inventory control procedures.
- Bid preparation, solicitation, award, and evaluation to assure economics of price.
- Computer systems and automated purchasing applications; principles and practices of organization, administration, budget and personnel.

#### **Skill/Ability to:**

- Supervise the development, implementation, and maintenance of a centralized purchasing division.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

County of Tulare  
PURCHASING MANAGER

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Analyze, evaluate, and modify purchasing and procurement methods and procedures.
- Communicate clearly and concisely, orally and in writing.
- Interpret and explain County purchasing and related policies and procedures.
- Prepare bids, negotiate contracts, recommend contracts for award.
- Confer with department managers and other agencies to determine purchasing needs.
- Give presentations to County employees and others regarding purchasing.
- Establish and maintain close and effective relationships with those contacted in the course of work.
- Prepare concise and accurate records and reports.
- Effectively use automated systems.
- Supervise, train and evaluate subordinate staff.

**Education:**

- Graduation from an accredited college or university with a Bachelor's degree in business administration, public administration, accounting, procurement or a closely related field.

**Experience:**

- Four years of professional purchasing experience, including one year at an administrative or supervisory level.

**License or Certificate:**

- Possession of, or ability to obtain an appropriate, valid California driver's license.

[Purchasing Manager] Job Code: 051000, Res: XX-XXXX, Update: XX/XX

Supplemental Information

Overtime Status: Exempt

Probation: At-will

BU: 19