



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

February 21, 1992

Board of Directors (Organization and Personnel Committee--Action)

General Manager

Request to Establish Two New Classifications of Deputy
Purchasing Agent and Principal Buyer

Report

It is requested that two new classifications of Deputy Purchasing Agent and Principal Buyer be established in the Purchasing and Stores Branch of the Administrative Services Division. Over the past several years, the purchasing requirements for the District have grown considerably both in volume and in scope. In order to ensure that the purchasing needs of an organization with the size and sophistication of the District are met, automation in this area is being expanded. Further refinement and expansion need to occur in the areas of vendor selection (vendor rating systems), development of new sources of supply, and auditing of purchase agreements to ensure compliance with standard purchasing procedures.

The position allocable to the Deputy Purchasing Agent classification will be utilized as a high-level purchasing specialist handling purchases of \$100,000 or more, working closely with vendors and the Legal Department in developing and reviewing bid specifications and contracts, handling multi-year contracts, and working on special projects of a technical nature. The Principal Buyer classification will function as a full supervisor for a group of buyers and will have responsibility for organizing the daily activities of the lower-level buyers, providing their training, and evaluating their performance.

It is recommended that the current classification of Assistant Manager, Purchasing and Stores, be reclassified as Deputy Purchasing Agent. The incumbent of this position will be assigned to the high-level purchasing role previously identified. The Purchasing and Stores Branch requires a Principal Buyer to fulfill the needed supervisory role mentioned above; an existing vacant position in the branch will be reclassified to Principal Buyer to perform these duties.

Exhibit A, the proposed Job Description for the new Deputy Purchasing Agent classification, and Exhibit B, the proposed job description for the new Principal Buyer classification, are attached for your review. The salaries for both classes are proposed at salary grade 48 (an annual salary range of \$49,987-\$62,264), the same level as the Assistant Manager, Purchasing and Stores. The salary grade for the Principal Buyer classification should allow recruitment of an experienced buyer who could provide the professional guidance, training, development, and evaluation required in this unit. Further, the recommended salary grade establishes an appropriate differential between the new class and the classifications it will supervise, and provides similar compensation for a high-level purchasing specialist required to handle the more technical activities relating to bid specifications and contracts.

Board Committee Assignment

This letter is referred for action to the Organization and Personnel Committee because of its responsibilities under Section 2471(b) of the Administrative Code to study, advise, and make recommendations with regard to organization and new classifications.

Recommendation

ORGANIZATION AND PERSONNEL COMMITTEE FOR ACTION.

That the Board authorize the establishment of two new classifications of Deputy Purchasing Agent and Principal Buyer at salary grade 48 with the amendment of the District's salary schedule to incorporate these classifications.


for Carl Boronkay

BL/jj
s:0033cls

Exhibit A

No. _____

Proposed
JOB DESCRIPTION

TITLE: DEPUTY PURCHASING AGENT

DEPARTMENT: General Manager

BRIEF: The position allocated to this class functions as a high-level purchasing specialist responsible for vendor negotiations, purchases in excess of \$100,000, and bid specifications and contracts. This position reports to the Manager, Purchasing and Stores.

FUNCTIONS:

1. Responsible for all purchases in excess of \$100,000 through negotiations with vendors; prepares required correspondence to secure Board of Directors approval on major purchases and contracts.
2. Maintains liaison with vendors; conducts bid openings; works with the District's Legal Department and vendors in developing and reviewing bid specifications and contracts.
3. Conducts a variety of analytical studies relating to establishment and maintenance of a vendor rating system; establishment and maintenance of purchasing files; multi-year contracts; and development and assessment of new sources of supplies.
4. Conducts periodic audits of purchase agreements to ensure compliance with standard purchasing procedures.
5. Conducts special purchasing studies; handles the more technical assignments and special projects as required.
6. Initiates and conducts bids in connection with the sale of salvage and other District property; determines the extent and terms of change orders negotiated with vendors on non-bid purchases.
7. Performs other related duties as required.

MINIMUM REQUIREMENTS:

1. A bachelor's degree from an accredited college or university in Business Administration, Public Administration, or related field; and
2. Two years of directly related purchasing experience at the level of Senior Buyer.

PHYSICAL CLASS: 2 - Light

BARGAINING UNIT
CODE: 4 - Management and Professional Association

OVERTIME EXEMPT: Yes

Personnel 3/10/92

Supersedes Job Description No. 247, Assistant Manager, Purchasing and Stores, dated 11-7-82

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Exhibit B

No. _____

Proposed
JOB DESCRIPTION

TITLE: PRINCIPAL BUYER

DEPARTMENT: General Manager

BRIEF: The position allocated to this class functions as a supervisor over lower-level buyers performing a variety of purchasing activities. This position reports to the Manager, Purchasing and Stores.

FUNCTIONS:

1. Supervises purchases of lower-level buyers of various materials, supplies, services, and equipment according to standard specifications.
2. Negotiates and places orders with vendors as required; analyzes vendor performance and determines reasons for delivery or other problems; assists in determining reorder points.
3. Supervises the development of new sources of supply; maintains liaison with vendors to ensure that District requirements are being met in a cost effective manner.
4. Monitors bids involving expenditures of up to \$100,000; initiates special studies relating to market conditions and trends through subordinate staff.
5. Provides technical direction on large or unusual purchases, specification development, and procurement of scarce items.
6. Performs other related duties as required.

Principal Buyer

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MINIMUM REQUIREMENTS:

1. A bachelor's degree from an accredited college or university in Business Administration, Public Administration, or related field; and
2. Two years of directly related purchasing experience at the level of Senior Buyer.

PHYSICAL CLASS: 2-Light

BARGAINING UNIT CODE: 4 - Management and Professional Association

OVERTIME EXEMPT: Yes

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Personnel 3-10-92
NEW CLASSIFICATION
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