City and County of San Francisco Department of Human Resources
Eligible List

List ID:	055374 Permanent PBT			**List Type:**	CPE-5-U
Class:	1958 Supervising Purchaser			**Scope:**	
Working Title:					
Post:	5/27/2009	**Cert Rule:**	Rule of List	**Duration:**	12 months
Inspection Start:	5/14/2009	**Inspection End:**	5/20/2009	**Adoption:**	5/27/2009

Rank	Score	Last Name	First Name	Middle	Duration of Eligibility
1	1060	CHIN	JEANNIE	L	
2	938	TEVELSON	HOWARD		
3	936	LEUNG	GALEN	W	
4	924	RICE	PATRICK	J	
5	910	HOOTMAN	PAUL	D	
6	908	FROHM	DARLENE		
7	878	LEDERER	VIRGINIA		
8	842	LUCAS-DAVIS	GLORIA		
9	769	GRILLO	ANTHONY	M	
10	755	MERMELSTEIN	DANIEL	H	
11	728	JAYNE	GARY	M	
12	700	BROWNE SNYDER	JENNIFER		

5/26/2009 3:57:28 PM

AUTHORIZATION TO ADOPT A LIST OF ELIGIBLES

Submit to Support Services:

- Original and two copies of this form
- Two copies of eligible list
- One copy of announcement

Appeals received: No ☒ Yes ☐

Comments:

This list is located in: Sigma ☐ Job Apps ☒ Converted from Sigma ☐

Date: 5/26/09 Analyst: Marguarite Franklin Team/Department: GSA

Class & Title: 1958 Supervising Purchaser

List type: ☐Entrance ☒Combined Promotive and Entrance ☐ Promotive

List #: CPE-5 List ID#: 055374 Certification Rule: Rule of List

List limit: ☐ Limited ☒Unlimited Scope:

# of Eligibles: 12

Class Based Testing: Date posted: Desired adoption date:

Position Based Testing: Date posted and adopted: 5/27/09
(For Position Based Testing, the posting date and adoption date must be the same.)

Duration: 12 months Refusals allowed: 2

Signature of Unit Manager: _____ Date: 5/26/09
Tammy Wong, Sr. Human Resources Manager

(For Support Services use only)

Date rcvd: _____ Date adopted: _____

Class Based List Adoption Date: _____

PBT Posting and Adoption Date: _____

Forwarded to Certification: _____

Adoption by: _____ Master Card by: _____ List Log: _____ File: _____

One copy of the Authorization to Adopt will be returned to the analyst, one copy will be forwarded to Referral, and one copy retained by Support Services. Adoptions will be done within 48 hours of receipt by DHR Support Services, or on the date desired if one is noted.

SAN FRANCISCO

1958 Supervising Purchaser
Recruitment #PBT-1958-055374

Department:	General Services Agency
Analyst:	Margarite Franklin
Date Opened:	3/16/2009 2:00:00 PM
Filing Deadline:	4/3/2009 11:59:00 PM
Salary:	$47.11 - $57.26/hour; $8,166.00 - $9,926.00/month; $97,994.00 - $119,106.00/year
Job Type:	Permanent PBT
Employment Type:	

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INTRODUCTION

This announcement has been extended to allow for additional recruitment.

This is a Position Based Test conducted in accordance with Civil Service Rule 111A.

The Purchasing Division of the Office of Contract Administration (OCA) supports the procurement of materials, supplies, equipments and services that are essential to providing governmental services for the citizens of San Francisco. OCA/Purchasing is dedicated to providing efficient and responsive purchasing and contracting services, in full compliance with the City's legal requirements, while upholding the highest ethical and professional standards.

A 3% premium payment is provided to Purchasers who possess and maintain certification for any of the following: Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB), or Certified Public Purchasing Officer (CPPO).

DUTIES OF THE POSITION:
Under administrative direction, the Supervising Purchaser is responsible for planning, coordinating, supervising and reviewing the work of procurement professionals and clerical staff in the Central Office and at satellite locations of the Purchasing Division of the Office of Contract Administration (OCA). Essential functions of this class include: supervising and coordinating professional and clerical staff in a large variety of city-wide procurement activities and projects; assigning, directing, reviewing, and evaluating the work of procurement professionals and clerical staff; assisting in the development of city-wide policies and procedures relating to the procurement of materials, supplies, services, goods, and equipment; reviewing, analyzing, and recommending the award of formal bids; ensuring compliance with policies; drafting and formulating the most highly complex multi-part specifications and purchasing contracts and making recommendations for the award based upon required criteria of needed materials, supplies, services, goods, and/or equipment; communicating with city-wide departments and vendors to provide technical assistance, resolving problems, and explaining procurement policies and procedures; developing and maintaining comprehensive reports and contract documents; working effectively and maintaining good working relationships with city-wide departments, procurement representatives, and staff from diverse backgrounds; represent the department at community events; assist in formulating procurement/purchasing processes; and performing related duties as required.

MINIMUM QUALIFICATIONS:
1. **Possession of a baccalaureate degree from an accredited four-year college or university with coursework in public administration, economics, accounting, finance, or a related field; AND**
2. **Five (5) years of verifiable experience in the purchasing of large dollar volume and/or**

complex quantities of materials, supplies, equipment and services; one (1) year of which must be in a capacity supervising the work of professional purchasing staff (with duties comparable to the 1956 Senior Purchaser) which includes experience with sealed bidding. Supervision of clerical or paraprofessional purchasing staff is not Qualifying.

SUBSTITUTION: Additional verifiable professional purchasing experience as indicated above, in addition to the five-year minimum, may be substituted for the required education on a year-for-year basis. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)

HOW TO APPLY:
Applications for this recruitment process will be accepted from March 16, 2009 through March 27, 2009. Applications for City and County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to begin the application process by registering an account.

- Click and select the 1958 Supervising Purchaser job announcement
- Click on "Apply" and read and acknowledge the information
- Click on "I am a New User"
- Follow instructions given on the screen

SUPPLEMENTAL APPLICATION:
All applicants must complete the supplemental application. Applicants will be prompted to answer questions in the supplemental application in the online application process. The information indicated on the supplemental application must provide complete and accurate information. All statements made on the application and supplemental application is subject to verification.

Computer kiosks are located in the lobby of the Department of Human Resources, One (1) South Van Ness Avenue, 4th Floor, San Francisco, CA 94103, for use by the public. The hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Maggie Franklin, at (415) 554-6003.

VERIFICATION:
Verification of the qualifying education and/or experience may be required at any point in the application, examination or departmental selection process. A copy of a diploma, and/or transcripts, when requested, must be submitted to verify the education requirement. Verification of qualifying experience, when requested, must be signed by the employer or the employer's authorized representative on the employer's business letterhead and must include the name of the applicant, job title(s), dates of employment, description of job duties performed. City employees who qualify based solely on City employment or a combination of City employment and outside experience may submit performance evaluations as proof of qualifying City experience in lieu of other verification, but must verify outside qualifying experience as stated above. City and County of San Francisco employees will receive credit for the duties of the class to which they are appointed. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of the Civil Service Commission Rules. Self-employment requires evidence of total earnings (copies of income tax returns or other official documents), occupation and duties performed which demonstrate that the applicant meets the qualification requirements. Verification may be waived if impossible to obtain. The applicant must submit a signed statement with the application explaining why verification cannot be obtained. Waiver requests will be considered on a case-by-case basis. Failure to submit the required verification or waiver request, when requested, may result in rejection of application.

SELECTION PROCEDURE:
Training and Experience Evaluation: Weight: 100%.
To provide an accurate evaluation and scoring of candidate's qualifications, each applicant is required to submit a Supplemental Application with his/her City and County of San Francisco application. These application documents will be used to evaluate experience and skills of candidates participating in this examination, and to determine scores and ranks of qualified candidates.

CERTIFICATION RULE: The certification rule used for the eligible list resulting from this selection procedure will be Rule of List. The Department may elect to administer

additional selection procedures to make final hiring decisions.

Notes:

1. Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to present additional material at the time of appointment and/or at a later date.

2. Applicants with disabilities requiring reasonable accommodation for this process must contact the analyst by phone at (415) 554-6100 or if hearing impaired, (415) 554-7492 (TDD), or in writing at General Services Agency Human Resources, Attn: 1958 Exam, 875 Stevenson Street, Room 470, San Francisco, CA 94103 as soon as possible.

3. Position Based Tests are administered in accordance with Civil Service Rule 111A. General information concerning City and County of San Francisco employment policies and procedures may be found in the pamphlet entitled "Important Employment Information for Position Based Testing". This information is part of the terms of this announcement. The pamphlet is available at the Department of Human Resources Information Center, One (1) South Van Ness Avenue, 4th Floor, San Francisco, CA 94103, or online at http://www.sfgov.org/site/dhr_page.asp?id=56273.

4. The job description and minimum qualifications specified on this announcement are appealable to the Civil Service Commission. Appeals of these provisions must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date. Refer to Civil Service Commission Rule 111A, Article VIII. All other provisions of this announcement except for the Certification Rule are appealable to the Human Resources Director. Appeals of these provisions must be filed with the examination analyst listed on this announcement within five business days of the announcement issuance date.

5. Per Civil Service Rule 111A.26.5, the Human Resources Director may approve the use of the eligible list resulting from this examination for Permanent Civil Service appointments to other positions in the same or similar classes.

6. Remember to indicate: Attn: Class 1958 Supervising Purchaser on all correspondence.

Combined Promotive and Entrance
Micki Callahan, Human Resources Director
Department of Human Resources
Announcement Number: 055374
Issued: March 16, 2009
GSA/MF (415) 554-6003

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state

and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact your departmental personnel officer.

Contact us via conventional means.	You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

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