

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 88  
**Fiscal Year:** 2015/2016  
**Posted Date:** 05/02/2016  
**Reposted Date:** 05/04/2016

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached.)**

Item #	Job Code	Title
1	1950	Assistant Purchaser
2	1952	Purchaser
3	1956	Senior Purchaser
4	1958	Supervising Purchaser

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

**For additional information regarding this proposed classification action**, please contact Victor H Vallejo, Clerk, at (415) 557-4894 or by email at [Victor.h.Vallejo@sfgov.org](mailto:Victor.h.Vallejo@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Assistant Purchaser  
Job Code: 1950**

**INTRODUCTION**

Under direct supervision, performs professional duties in connection with the purchasing of a variety of materials, supplies and equipment.

**DISTINGUISHING FEATURES**

This is the entry-level class in this series. This class is distinguished from class 1952 Purchaser, in that the latter class performs full journey-level duties. Assistant Purchasers are typically assigned duties of a well-defined nature and with increased experience are gradually assigned projects with a greater scope of responsibility.

**SUPERVISION EXERCISED**

None

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

1. Receives, analyzes and edits requisitions for the purchase of materials, supplies and equipment.
2. Confers with department personnel concerning the availability, cost and use of commodities.
3. Analyzes quotations and determines the most suitable vendors.
4. Advises user departments and vendors regarding appropriate purchasing methods and procedures.
5. Investigates and resolves complaints related to receipt of goods and performance of services.
6. Maintains detailed purchasing records including commodity and service codes.
7. Assists senior staff on large purchasing projects.
8. Uses computerized systems to process purchase order, research vendors and produce reports as required.

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Assistant Purchaser  
Job Code: 1950

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Principles, methods and procedures used in the purchase of large quantities of materials and supplies for a centralized governmental agency.

Ability and Skill to: Establish and maintain effective working relationships with departmental personnel and vendors; analyze vendor proposals and recommend awards; prepare correspondence and maintain statistical records; read and understand commodity specifications and write clear and concise descriptions; sort and group requisitions; correlate descriptions of requested items with commodities/service codes and descriptions of items on contracts; communicate clearly, concisely and accurately in verbal and written form; work effectively and maintain good relations with a variety of employees, departments, suppliers, and government entities; use software systems.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of a baccalaureate degree from an accredited ~~four-year~~ college or university, ~~preferably with coursework in business or public administration.~~

Experience:

~~One (1) year of verifiable purchasing experience with responsibilities such as, identifying vendors and ascertaining quotes, selecting a vendor based on a set of criteria, identifying and negotiating terms and conditions, and procuring goods and services.~~

Substitution:

~~Qualifying p~~Professional purchasing experience as described above, in addition to the one year minimum, with responsibilities such as: identifying vendors and ascertaining quotes, selecting a vendor based on a set of criteria, identifying and negotiating terms and conditions and procuring goods and services, may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). Thirty (30) semester units/forty-five (45) quarter units equal one (1) year ~~of the required experience.~~

**SUPPLEMENTAL INFORMATION**

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Assistant Purchaser  
Job Code: 1950**

**PROMOTIVE LINES**

To: 1952 Purchaser

**ORIGINATION DATE:** 5/15/78

**AMENDED DATE:** 7/23/99; 3/14/03; 05/XX/16

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Purchaser  
Job Code: 1952**

**INTRODUCTION**

Under direction, purchases a wide variety of standardized or specialized materials, equipment and services; analyzes and develops product specifications; achieves considerable economies in the efficient purchase of large quantities of materials, supplies and equipment; makes frequent personal contact with user departments and vendors; and performs related duties as required.

**DISTINGUISHING FEATURES**

Positions in this class are distinguished from 1950 Assistant Purchaser in that incumbents perform at full journey level in the exercise of duties and responsibilities defined by the scope of purchasing assignments, by the level of contacts with vendors and user departments, and by the level of product and industry knowledge. While Purchaser may assist in the training of Assistant Purchasers, they are distinguished from higher levels in the series in that they are assigned no supervisory responsibilities.

**SUPERVISION EXERCISED**

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

1. Receives requisitions to be processed into purchase orders; analyzes requisitions in order to determine type of purchase, possible vendors, specifications or other factors; checks requisitions for completeness and correctness; confers with the user departments regarding specification requirements.
2. Edits product specifications submitted and prepares new specifications when required; establishes contractual conditions; determines type of purchase or bid forms to be used; lists suitable vendors; directs the preparation, distribution and advertisement or proposals for bids.
3. Analyzes bids received from vendors; evaluates prices, discounts, delivery conditions and products offered in order to insure proper quality and advantageous price; determines successful bidder and makes recommendations relative to the awarding of contracts; may assist in expediting the delivery of urgently needed purchases or may otherwise act in a liaison capacity.
4. Consults with officers and employees of various departments in order to better determine their needs, advise them on new product developments and adjust complaints on vendor compliance; consults with vendors and their representatives in order to acquaint them with methods and procedures and the rules and regulations of the purchasing department and obtain information on their products and services.
5. Attempts to combine purchases from separate departments in order to secure quantity discounts when possible; maintains current and complete lists of vendors and files of information on their products based on previous purchases, and maintains information on various other sources; supervises and assigns work to a small clerical staff.
6. May be assigned to a specific service, equipment or material commodity group, requiring the

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DEPARTMENT OF HUMAN RESOURCES

**Title: Purchaser**  
**Job Code: 1952**

development of highly specialized technical knowledge, such as petroleum products or computer hardware.

7. May assist in the training of Assistant Purchasers.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Principles, methods and procedures employed in the purchase of large quantities or a wide variety of materials, supplies and equipment and their characteristics, sources activities of the purchasing department.

Ability and Skill to: Prepare product specifications and purchase contracts; analyze bid proposals and recommend awards; prepare correspondence; assign work to a clerical staff and train Assistant Purchasers.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Baccalaureate degree from ~~an~~ recognized accredited university or college, ~~with major course work in business, social or physical science.~~

Experience:

**One (1) year of professional purchasing experience with responsibilities such as: identifying vendors and ascertaining quotes, selecting a vendor based on a set of criteria, identifying and negotiating terms and conditions and procuring goods and services.**

Substitution:

**Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). Thirty (30) semester units/forty-five (45) quarter units equal one (1) year.**

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 1956 Senior Purchaser

From: 1950 Purchaser

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Purchaser  
Job Code: 1952**

**ORIGINATION DATE:** 5/15/78

**AMENDED DATE:** 4/XX/16

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Purchaser  
Job Code: 1956**

**INTRODUCTION**

Under general direction, performs purchasing work of considerable difficulty and complexity in the central buying bureau or in a large department; exercises technical supervision over journey level or trainee; achieves major economies; makes frequent personal contact with user departments and vendors; and performs related duties as required.

**DISTINGUISHING FEATURES**

Position in this class are distinguished from the journey level purchaser class in that incumbents are working supervisors who exercise technical supervision consisting primarily of review of completed work or direction on difficult projects. This class is distinguished from the next higher class of 1958 Supervising Purchaser in that the latter exercises over all administration of the buying division and participates in development of methods and procedures.

**SUPERVISION EXERCISED**

**Supervises a group(s) of Purchasers and/or Assistant Purchasers.**

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

1. Assigns duties to, inspects and approves the completed work of a group of purchasers engaged in the preparation of product specifications and purchasing contracts, the analysis of vendors' bids, and the awarding of contracts to vendors.
2. Examines and approves for payment: revolving fund vouchers, requests for funds, encumbrance requests, and publicity and advertising vouchers.
3. Prepares and directs the preparation of specifications and contractual conditions for the purchase of a large variety of materials, supplies and services.
4. Reviews and approves the awarding of contracts on informal bids; reviews and recommends the award of contracts on formal bids.
5. May be assigned to perform difficult and complex purchasing activities on site for a large department such as ~~San Francisco General Hospital~~ **Public Utilities Commission** or the ~~Municipal Railway~~ **San Francisco International Airport**.
6. Interprets departmental policy, rules and regulations governing purchasing activities to subordinates, personnel of various city departments, and vendors; gives advice on procedures when required.



CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: Senior Purchaser  
Job Code: 1956

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: The theory and techniques used in purchasing large quantities of materials, supplies and equipment; the organization and activities of the various city departments; the laws, rules and regulations governing the activities of the purchasing department and purchasing procedures; a wide variety of materials, supplies and equipment and their sources of supply; current market conditions affecting price trends and availability.

Ability and Skill to: Assign, direct, review and approve the work of subordinates and advise and instruct them in their work; write product specifications and purchasing contracts; review and analyze bids of vendors; establish and maintain effective relationships with departmental personnel and vendors.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Baccalaureate degree from ~~an~~ recognized-accredited university or college, ~~with major course work in business, social or physical science.~~

Experience:

~~Four~~ **Three (3)** years of **professional purchasing progressively responsible experience with responsibilities such as: identifying vendors and a ascertaining quotes, selecting a vendor based on a set of criteria, identifying and negotiating terms and conditions and procuring goods and services.** in the purchasing of large quantities of materials, supplies, equipment and services.

Substitution:

**Additional experience as described above may be substituted for the required degree on a year-for-year basis (up to a maximum of two (2) years). Thirty (30) semester units/forty-five (45) quarter units equal one (1) year.**

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 1958 Supervising Purchaser

From: 1952 Purchaser

**ORIGINATION DATE:** 5/15/78

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Purchaser  
Job Code: 1956**

**AMENDED DATE:** **4/XX/16**

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Supervising Purchaser  
Job Code: 1958**

**INTRODUCTION**

Under administrative direction, supervising purchaser is responsible for planning, coordinating, supervising and reviewing the work of procurement professional and clerical staff at central office and satellite locations of the Purchasing Division, Office of Contract Administration (OCA) and San Francisco Community College District (SFCCD).

**DISTINGUISHING FEATURES**

Positions in this class are assigned to the Purchasing Division, Office of Contract Administration and San Francisco Community College District. This class is distinguished from the next lower class of Senior Purchaser in that the incumbent has responsibility for both administrative and technical supervision of the Purchasing Department's professional and clerical staff in the performance of all but the most exceptional purchasing activities.

**SUPERVISION EXERCISED**

Supervises a group(s) of Senior Purchasers, Purchasers, Assistant Purchasers, and clerical staff.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

1. Plans, assigns, directs, reviews and evaluates the work of purchasing staff in the Purchasing Division in the Office of Contract and Administration or at San Francisco Community College District; meets and confers regularly with the Director and Assistant Director of Purchasing and Services, Chief Financial Officer, and clerical staff in the division and with other city departments.
2. Recommends in service training for members of professional purchasing staff based upon established methods, policies, and procedures.
3. Drafts the most complex multi-part contract proposals and makes recommendations to the Director and Assistant Director of Purchasing and Services, or the Chief Financial Officer, and the Purchasing Department of the San Francisco Community College District; oversees the related processes of bidding **competitive process**, award and administration of contracts as required; ~~makes detailed review of formal proposals and purchasing specifications~~ **oversees the review and evaluation of proposals.**
4. Conducts meetings with representatives of City departments, managers, vendors, and/or contractors to discuss technical requirements of proposed purchases and/or services; and reviews **specifications and resolves** departmental and vendor problems that cannot be resolved at a lower level.
5. Works closely with the City Attorney General Counsel's staff on complex negotiations, actions required to resolve protests, and the interpretation and implementation of legal aspects of procurement.
6. ~~Interprets~~ **Enforces** departmental policy, rules and regulations governing purchasing activities with subordinates, personnel of various city departments, and vendors; and provides advice on procedures

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**Title: Supervising Purchaser  
Job Code: 1958**

when required.

7. Assists the Director and Assistant Director of Purchasing ~~and Services or the Chief Financial Officer~~ in the formulation of policies, methods and procedures, and may be designated to act in their absence.

~~8. Performs related duties as required.~~

### **IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Purchasing theories and techniques used in the purchase of large quantities of materials, supplies, services, goods, and/or equipment; purchasing Rules, Regulations (Local, State, and Federal), and Polices; and current market conditions affecting price trends and availability.

Ability and Skill to: Analyze information such as bids and proposals from vendors and/or contractors, purchasing contracts and procurement trends in order to make complex decisions and/or recommendations; prioritize, plan, manage, evaluate, and review the work of subordinate staff; deal courteously and effectively with individuals from diverse backgrounds, including staff, City representatives, vendors, and contractors; speak clearly and effectively, in order to give oral instructions, answer questions and explain work-related information to others; listen, elicit information, and present information in a formal or informal work related environment; compose job related materials, such as reports, memos, and bid proposals in a clear, concise, and understandable manner; and use a PC to access information from a database, website, and communicate via e-mail; research, extract information, and utilize word processing and spreadsheet software to prepare correspondence, written reports, and document other forms of communications.

### **MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Baccalaureate degree from an accredited university or college, ~~with major course work in business or public administration.~~

Experience:

Five (5) years of professional purchasing experience with responsibilities such as: identifying vendors and a ascertaining quotes, selecting a vendor based on a set of criteria, identifying and negotiating terms and conditions and procuring goods and services, developing complex contracts, requests for qualifications, requests for proposals and term contracts, large quantities of materials, goods, supplies, services, and equipment; one (1) ~~two~~ **(2)** years 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

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Title: Supervising Purchaser  
Job Code: 1958

purchasing staff is not qualifying.

Substitution:

~~Qualifying professional purchasing~~ **Additional non-supervisory** experience as indicated **described** above, ~~in addition to the five-year minimum,~~ may be substituted for the ~~education requirement~~ **degree** on a year for year basis **(up to a maximum of two (2) years). Thirty (30) semester units/forty-five (45) quarter units equal one (1) year.**

License and Certification:

Completed certification of the California Association of Public Purchasing Officers (CAPPO) training is desirable for the position located at the San Francisco Community College District.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

From: 1956 Senior Purchaser

**ORIGINATION DATE:** 5/15/78

**AMENDED DATE:** 4/28/04; **4/XX/16**

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA SFCCD SFUSD