

EDITED KSAPC LISTING

CLASSIFICATION: PROCUREMENT AND SERVICES OFFICER I

NOTE: Each position within this classification may perform some or all of these KSAPCs.

| KSAPC Statements | |
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| Knowledge of: | |
| K1. | Basic knowledge of principles, practices and techniques of personnel supervision in order to effectively supervise staff and direct first and second-line supervisors. |
| K2. | Comprehensive knowledge of procurement and services functions (e.g., purchasing, contracting, warehousing, clothing, canteen, etc.) of a correctional facility in order to administer the procurement services program. |
| K3. | Comprehensive knowledge of purchasing methods, regulations and procedures as prescribed by the Department of General Services in order to interpret and/or comply with laws, rules, and regulations. |
| K4. | Basic knowledge of contract management in order to comply with the laws, rules, and regulations, understand contract language, and functions as a liaison with Contracts Division. |
| K5. | Comprehensive knowledge of warehousing operations (e.g., methods and equipment used in keeping records for receipt of stock, inventory and storing, caring for, and distributing materials, supplies and equipment) in order to comply with materials management policies, purposes and goals. |
| K6. | Basic knowledge of garage operations (e.g., vehicle and equipment services) in order to maintain operational readiness and safety of the vehicles to comply with laws, rules and regulations. |
| K7. | Comprehensive knowledge of clothing/laundry issue replacement and linen exchange operations in order to service the inmate population. |
| K8. | Basic knowledge of canteen operations in order to provide an uninterrupted flow of commodities/supplies to the inmate population within Inmate Welfare Fund (IWF) budgetary limitations. |
| K9. | Basic knowledge of the hobby craft program to provide leisure time activities to the inmate/youthful offender population. |
| K10. | Comprehensive knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives in order to ensure a harassment free work place environment. |
| K11. | Comprehensive knowledge of a supervisor's role in the EEO program and the processes available to meet EEO objectives. |
| K12. | Basic knowledge of commodity specifications in order to ensure that commodities ordered meet the need of the correctional facility. |
| K13. | Basic knowledge of the departmental purchasing process in order to prepare procurement requests (e.g., contracts, major equipment, schedule 9, etc.). |

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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| Ability to: | |
| A1. | Ability to effectively apply methods and techniques of supervision, training, counseling, employee relations, work scheduling and administrative practices to promote a safe, secure and effective work environment. |
| A2. | Ability to effectively apply the principles of purchasing in order to provide an uninterrupted flow of commodities to the correctional facility. |
| A3. | Ability to effectively apply the principles of service related contracts (e.g., copier maintenance, fire suppression service, grease trap pumping) within the correctional facility. |
| A4. | Ability to plan the procurement and services functions (e.g., purchasing, contracting, warehousing, canteen) in order to provide an uninterrupted flow of goods/services to the correctional facility. |
| A5. | Ability to direct staff in the procurement and services functions (e.g., purchasing, contracting, warehousing, canteen) in order to provide an uninterrupted flow of goods/services to the correctional facility. |
| A6. | Ability to analyze situations accurately and adopt an effective course of action in order to resolve complex issues and to complete assignments in the allotted timeframes. |
| A7. | Ability to effectively contribute to the Department's Equal Employment Opportunity (EEO) objectives (e.g., treatment of people, sexual harassment prevention, discrimination prevention) in order to ensure a harassment free work place environment. |
| A8. | Ability to communicate effectively (verbal and/or written) in order to provide direction to staff and others. |
| A9. | Ability to keep accurate records for history and documentation purposes. |
| A10. | Ability to train staff in order to create a knowledgeable work force in procurement practices (e.g., purchasing, contracting, warehousing, canteen) and to enhance upward mobility. |
| A11. | Ability to effectively respond to situations involving control of inmates/youthful offenders and/or the protection of persons and personal and real property. |
| A12. | Ability to secure and maintain the respect and cooperation of institutional staff, officials and inmates/youthful offenders in order to promote a safe and secure work environment. |

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| <i>Personal and Physical Characteristics:</i> | |
| PC1. | Effective leadership in order to accomplish the mission of the department while maintaining the efficient day-to-day operations of the correctional facility. |
| PC2. | Act in a tactful manner in any and all situations when dealing with staff, inmates/youthful offenders, and others in order to establish a positive work environment. |
| PC3. | Emotional maturity and stability in order to provide a consistent supervisory style, maximize employee productivity and promote an effective work environment. |
| PC4. | Objective understanding of the various institution issues in a correctional facility. |
| PHC1. | Sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising the health, safety and well-being of yourself, staff, and inmates/youthful offenders. |