



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
09/10/2024

Agency: Oregon Youth Authority

Facility/Operational Area: Central Support

New Revised

This position is (Service Type):

- Classified (C)
- Unclassified (U)
 - Executive Service (Z)
 - Supervisory
 - Non-Supervisory
- Management Service (X)
 - Mgmt Svc - Supervisory (MMS)
 - Mgmt Svc - Managerial (MMN)
 - Mgmt Svc - Confidential (MMC)

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Procurement & Contract Specialist 2</u></p> <p>c. Effective (Established) Date: <u>September 10, 2024</u></p> <p>e. Working Title: <u>Procurement & Contract Specialist 2</u></p> <p>g. Section Title: <u>Financial Services</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City/County): <u>Salem / Marion</u></p> <p>l. Supervisor Name: <u>Susanna Ramus</u></p> <p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p> <p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative</p>	<p>b. Classification No: <u>C0437</u></p> <p>d. Position No: <u>159201</u></p> <p>f. Agency No: <u>41500</u></p> <p>h. Budget Auth No: <u>1423233</u></p> <p>j. Union Repr. Code: <input type="checkbox"/> AFSCME (ACC) <input type="checkbox"/> SEIU (OXNI) <input checked="" type="checkbox"/> SEIU (OAI)</p> <p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
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p. Eligible for PERS Police and Fire Designation per **ORS 238.005**: Yes No

ORS 238.005(19)(t) Employees at youth correction facilities as defined in ORS 420.005 (Definitions) whose primary job description involves the custody, control, treatment, investigation or supervision of juveniles placed in such facilities.

OR

ORS 238.005(19)(u) Employees of the Oregon Youth Authority who are classified as juvenile parole and probation officers. Yes No

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth in custody accountable and providing opportunities for reformation in safe environments. We accomplish this mission by providing or contracting for evidence-based and research-informed treatment, classroom education, vocational education, and opportunities for community engagement.

Our vision is that all youth who leave OYA go on to lead productive, crime-free lives. This vision reflects our philosophy that it is important for youth not only to remain crime-free, but also to build positive lives for themselves, their loved ones, and their communities. By becoming productive and contributing members of society, youth can help create a safer, healthier world, and give back to their communities.

The core values that guide us are integrity, professionalism, accountability, and respect. As stewards of the public trust, we display ethical and honest behavior in all that we do. We practice unwavering adherence to professional standards and perform our work competently and responsibly. We conduct our jobs in an open and inclusive manner, and take responsibility for the outcomes of our performance. We treat others with fairness, dignity, and compassion, and we are responsive to their needs. These values support our culture of positive human development, which provides supportive relationships, offers meaningful participation and community connection, and sets high expectations in a safe and opportunity-rich setting where engagement, learning, and growth occur.

We oversee the care and custody of youth ages 12 through 24 who commit crimes prior to their 18th birthday. We exercise legal and physical custody of youth committed to OYA by juvenile courts, and physical custody of youth who have been sentenced in adult courts and, due to their age, are placed with OYA. To serve youth, we operate 9 close-custody facilities throughout Oregon and oversee a range of community-based probation and parole options that include residential treatment programs and certified foster care homes. In total, we are responsible for the care and custody of approximately 1,600 youth at any given time. Of those youth, approximately 600 live in close-custody facilities, with the remainder located in community-based settings.

The agency is organized into several key service areas that contribute to the success of the youth we serve. Operational service areas are Community Services, Facility Services, and Health Services. Support service areas are the Director's Office, Business Services, and Development Services. We employ approximately 950 staff and operate with a biennial budget of approximately \$405.5 million Total Funds, of which approximately \$307.4 million is General Fund.

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

This position exists within OYA's Business Services Division (BSD). Financial Services provides statewide financial, payroll, and contractual services. There are four units in the Financial Services section: Accounting, Budget, Payroll, and Procurement. Financial Services monitors, projects, and reports on the ~\$400 million Total Funds to leadership and provides options for leadership decisions for Agency operations and strategic planning to ensure that program sections have appropriate funding and staff for program areas to achieve the Agency's mission.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement, "The primary purpose of this position is to:"**

The Financial Services section provides statewide financial, contractual and accounting services and OYA payroll services. The section is comprised 20 team members. The Procurement Specialist provides functional agency-wide procurement and contract services to program areas. This position provides functional program direction in contracting and purchasing that aligns with statewide rules, policies and procedures.

The Procurement Specialist is responsible for providing functional direction in analyzing, monitoring, and evaluating contract files to ensure that contracts are legally managed and technically sufficient. The types of contracts include, but not limited to, personal services, trade services, architectural and engineering, public works, intergovernmental, interagency and interstate. The person in this position is responsible for providing functional direction in preparing and administering Request for Proposals (RFPs), and other solicitation documents (Request for Qualifications, request for Applications, Requests for Information, etc.) to obtain services for OYA youth consistent with OYA's mission statement and values.

SECTION 3. DESCRIPTION OF DUTIES

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. Employees will do the following:

Perform position duties in a manner that aligns with the agency's core values and promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop positive working relationships with agency staff and managers through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful, and productive work atmosphere.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

Percentages should not be in fractions (e.g., 7.5%) and not less than 5 %.

Note: *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

% of Time	N/R/NC	E/NE	DUTIES
75%	R	E	<p>Interpret, explain and apply state laws and regulations, as well as Agency rules, policies and procedures for the procurement process. Determine appropriate procurement process and develop required specifications and documentation. Translate program requirements into contract terms. Evaluate purchases and contracts for risk and prepare bid terms and conditions. Using a variety of procurement methods, prepare purchase orders, contracts and work orders. Prepare solicitation addendums to bids/proposals and document changes in requirements. Assist with the evaluation and scoring of bids/proposals and prepare tabulations. Summarize scores and make contract award. Negotiate terms and conditions, and price according to the solicitation. Resolve shiooing receiving installation and billing discrepancies with vendors and negotiate returns and allowances. Monitor contract performance and document procurement files. Review invoices and recommend for payment. Ensure appropriate documentation is retained in the purchasing files. Provides back up support for print orders, copy center orders, telephone service orders, and office supply orders.</p> <p>Research products and market trends. Works with purchasers in the close-custody facilities to optimize buying power and ensure lowest cost with best performance items purchasing.</p>
10%	R	E	<p>Performs system administration and purchasing system(s). Point of contact for ORPIN administration. Maintain profile tables, set up accounts, funds and transaction codes. Create and maintain security protocols on purchasing system(s).</p>

% of Time	N/R/NC	E/NE	DUTIES
10%	R	E	Research, recommend and assist in drafting section policies and procedures for purchasing related functions and activities. Assist management in developing, revising, and updating administrative rules for procurement.
5%	R	E	Performs other duties and activities as assigned by supervisor. Represent the agency on statewide committees and back-up purchasing team members as needed.
Ongoing			Demonstrate commitment to understanding, identifying, and eliminating systemic barriers and processes that harm individuals and particularly marginalized people in actions and communications. Utilize OYA's equity lens process for analyzing the impact of the design and implementation of projects, practices, and decision-making authority on under-served and marginalized people and groups of people. Upon determining who is impacted, include representatives from affected peoples in decision making.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

General office environment. Employee must have the ability to work with a high degree of independence as well as the ability to work in group settings. Employee may have to perform important projects under short timelines. Employee must have valid drivers' license. Some overnight travel may be required to complete various types of RFPs, Contracting and Audit functions. Extended periods of desk work restricting physical activity. Overtime will periodically be required due to programmatic, budgetary or other critical deadlines.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes, DAS Purchasing and Contracting rules and policies, OYA Purchasing rules and policies, RSTARS Training and User guide, JJIS Training and User guide, Oregon Administrative Rules, Federal law, OYA Program Rules, guidelines, policies, Risk Management Division guidelines.

b. How are these guidelines used?

These guidelines and rules prescribe the actions that may be undertaken and set parameters within which contracts and purchases may be solicited, written and negotiated.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Who Contacted	How	Purpose	How On
OYA Facility and Field Staff and Management	Written correspondence, phone, fax, in-person	Provide technical advice, guidance and training. ___	Daily
Contracts and Purchasing Staff	Written correspondence, phone, fax, in-person	Provide technical assistance, direction and advice.	Daily
OYA Program Staff	Written correspondence, phone, fax, in-person	Provide technical advice; assist with contract and procurement procedures and requirements.	Daily
OYA Accounting and Budget Staff	Written correspondence, phone, fax, in-person	Provide information and assist in sorting out payment and budget issues.	Daily
Department of Justice	Written correspondence, phone, fax, in-person	Provide information and assist in ensuring contracts meet legal sufficiency and negotiating contract terms. Seek clarification on contract and solicitation rules and interpretation.	Daily
Contractors and Local Government Representatives	Written correspondence phone, fax, in person	Provide information about payment issues and required contract provisions, assist in locating necessary contracts and act as a liaison to resolve issues.	Daily
General Public	Written correspondence, phone, fax, in-person	Provide information about payment issues and required contract provision and assist in locating necessary contracts.	Daily
Department of Administrative Services	Witten correspondence, phone, fax, in-person	Provide information and assist in ensuring contract solicitation rules are met.	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Makes decisions regarding the functional direction of a team of professional and technical staff in developing and implementing methodology for statewide review of Department contracting and purchasing practices. Reviews and makes decisions on all types of contracts that the Department is a party to. Makes decisions regarding the scope of reviews including but not limited to compliance with DAS and DOJ contracting rules, state and federal laws and regulation. Makes decisions and develops criteria to identify operational strengths and weaknesses, problems or areas of noncompliance in the contracting area. Makes decisions and recommends corrective action; i:neets with senior management and staff, compiles and writes summary reports; may review and analyze findings of field reviews. Makes decisions regarding the development of materials and conducting workshops to educate customers in contracting techniques and explain incentives when following statutes, rules, policies and solicitation process, procurement and solicitation document language, to meet agency needs.

Negotiates appropriate procurement language with appropriate parties.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position?

Note: *If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.*

Classification Title	Position Number	How	How Often	Purpose of Review
Procurement Manager 1	TBD	Meetings and reviews.	As needed and quarterly reviews.	Ensure applicable policies and procedures are correctly interpreted and applied, and overall section objectives and deadlines are being met.

SECTION 9. OVERSIGHT FUNCTIONS —THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0

- How many employees are supervised through a subordinate supervisor? 0

- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Position performs and understands governmental procurement. Ability to apply procurement rules and theory to solve or evaluate solutions to problems and to document and communicate the application of theory is essential. Working knowledge of PC compatible microcomputers and mainframe data base applications is required.

When working with OYA employees, employees of other state agencies, and the general public, develops and maintains amicable working relationships that reflect a desire to anticipate and help work through problems and concerns they may have in relationship to any work with OYA.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:
Note: If additional rows of the table are needed, place cursor in last cell at end of a row and press Tab key.

Operating Area	Biennial Amount (\$00000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name, and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date