



Purchasing Supervisor Classification

Personnel Committee

June 1, 2021



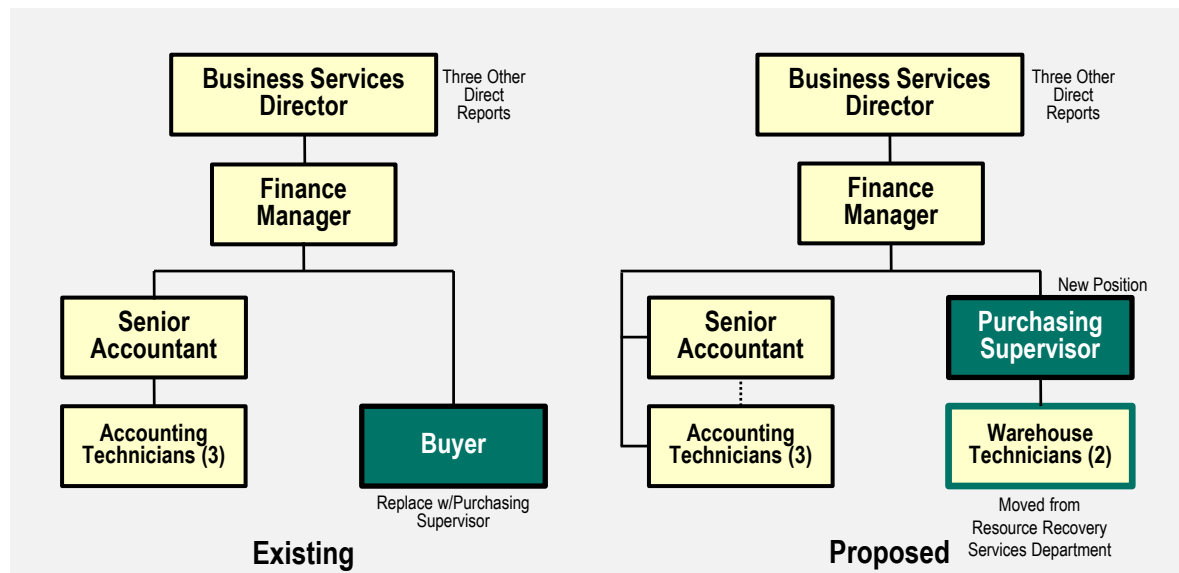
TRANSFORMING WASTEWATER TO RESOURCES

Background

- In 2013, District created a Buyer position rather than filling vacant Purchasing Manager position
- Following retirement of Buyer, District consultant recommended elevating purchasing function level and authority in early 2019
- District conducted two unsuccessful Purchasing Manager recruitments in 2019, 2020
- District revisited approach to addressing procurement function – recommending Purchasing Supervisor position
 - Direct report to Finance Manager
 - Oversee warehouse activities (relocate two existing positions)
 - Other purchasing positions (Purchasing Manager, Buyer) would remain unfilled but available in future, if needed

Organizational Benefits

- Increases level of procurement oversight and authority
 - Aligns job classification with business need
- Enhances organizational structure vertical and horizontal alignment and integration
 - Second direct report to Finance Manager rather than adding fourth direct report to Business Services Director
- Expands candidate pool and recruitment opportunities



Key Job Duties

- Coordinates with District staff to prepare procurement documents and conduct timely procurement of goods and services
- Serves as principal purchasing official responsible for development, processing, and execution of contracts
- Ensures compliance with procurement policies and procedures and supports periodic updates
- Supervises warehouse activities and inventory management
- Provides supporting information to managers during annual operating budget development and for ongoing operating budget oversight

Financial Impact

- Proposed FY21/22 operating budget includes funding for Purchasing Supervisor position
- Salary range determined following market comparison of similar positions at other agencies
 - Compensation for this position is proposed to be a base monthly salary range of \$8,788.00 to \$10,975.01 (\$105,456 to \$131,700 annually)
 - Positioned between Purchasing Manager, Buyer positions

Coordination with Professional & Technical (P&T) Bargaining Unit



- District engaged with applicable bargaining units regarding unit placement for new position (P&T)
- Engaged with P&T to finalize proposed job description and salary ranges and discuss potential concerns and focus areas to support an effective organizational transition

Recommendations

- Review and comment on proposed job description and salary schedule for new Purchasing Supervisor classification
- Consider recommending item be submitted for consideration at June 9, 2021 Board Meeting
 - Recruitment activities would commence in June 2021