

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1829600

Supervisor Correctional Industries Purchasing, Grade 23

Brief Description of Class

The Supervisor Correctional Industries Purchasing is responsible for the overall management of Correctional Industries contract and procurement. The incumbent supervises the Central Office Contract and Procurement Unit; provides supervisory support for contract management to Correctional Industries facility staff; acts as liaison between the Correctional Industries Program, control agencies such as the Offices of the State Comptroller, and Attorney General, and contractors; manages database applications for the unit; assures that commodity contracts are initiated, published, and maintained in a timely, efficient, and economical manner, in coordination with the Office of General Services (OGS) commodity contract process; provides indirect supervision and support to numerous Corcraft Industrial facilities; develops new strategies for commodity and service contracting to assist the Correctional Industries Program in meeting its goals; participates in major contractual defaults on behalf of the Division, to reach resolutions expediently; participates in the implementation of the Divisions service commodity/contracts, secures contracts and directs the acquisition of all required materials, equipment and services; develops and maintains a vendor certification program to improve the quality and cost of raw materials and services, reduce the Divisions production costs, and ensure that unsatisfactory vendors are not permitted to bid for Corcraft materials.

This position is classified in the Main Office of the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Supervisor Correctional Industries Purchasing: single position class; non-competitive; unit manager; plans, directs, and supervises a central office of contract and procurement serving the Correctional Industries Operations, coordinating all purchasing activities with the Office of the State Comptroller and the Office of the Attorney General.

Related Classes

Contract Management Specialists negotiate, develop, prepare, review, implement, process, track and provide fiscal and administrative oversight of contracts.

They audit and process contract claims and vouchers and approve and review contract payments to ensure that the payments are in accordance with contract terms. Incumbents may also provide technical assistance related to New York State's laws, rules, regulations and policies on contract administration to State agency staff, individuals, or organizations.

Illustrative Duties

Directs and supervises the Central Office Contract and Procurement Unit.

- Initiates, evaluates, processes, and monitors all commodity and equipment requirements filed by the Division's main office and facilities.
- Implements the Division's service contracts.
- Ensures that the Division adheres to all procurement policies, regulations, and laws, and resolves contractual disputes.
- Serves as liaison between the Division's main office, the facilities, OSC, AG and private contractors.
- Maintains current data and generates reports on market trends and conditions, vendor performance and buyer performance.
- Provides technical assistance and guidance to Division staff on all phases of contract activities.
- Reports on the participation of minority and women owned businesses enterprises.

Manages and supervises database and software applications used in procurement activities.

- Develops manuals on the application of procurement software for the Division.
- Develops a training program, provides continuous training and directs the Division's main offices and facility staff in the operation and maintenance of software and associated databases.
- Provides direction and assistance to the Corcraft Program team in the integration of the software modules to interface with the Office of the State Comptroller.

Ensures expeditious contract process.

- Develops and maintains a Commodity Procurement Manual for the staff of the Division of Industries and the OGS Division of Standards and Purchase.

Provides support on contract management, operations and procurement methods to Corcraft facilities.

- Visits facilities and provides technical support to Industrial Superintendents and staff.
- Directs Office Assistants 3 (Calculations) meetings to assure consistency of procurement policies, regulations and methods.
- Attends capital project meetings with the Department's and Division's management team to assist in the coordination and integration of contract development.
- Plans, schedules and leads pre-bid meetings with contractors and appropriate staff from the Department, the Division and other State agencies to clarify project requirements and scope.
- Meets with Industrial Superintendents and advises on optimum utilization of raw materials, equipment and services.

Develops new strategies for commodity and service contracting to assist the Correctional Industries program in meeting its goals.

- Provides technical assistance and advice to central office and management staff on contract development.
- Networks with members of other State and federal correctional industries programs and develops multi-state contracts for consortia procurement.

Participates in major contractual defaults on behalf of Division.

- Identifies parties involved and determines the causes and extent of defaults.
- Prepares dossiers of the defaults and suggests solutions.
- Meets and works with all parties involved in default processes, protecting the interests of the State.

Participates in the implementation of the Division's most complex service contracts.

- Prepares detailed specifications to include all necessary terms and conditions.

- Inspects equipment, plant or other facilities of a company to determine its ability to deliver on the contract.
- Prepares the contract award for approval by the relevant State agencies.

Secures contracts and directs the acquisition of materials, equipment and services.

- Develops a project control plan to secure required material, equipment and services.
- Assures that required material, equipment and services are available to prevent delays and cost overruns.

Develops and maintains a vendor certification program.

- Visits vendors and inspects their manufacturing plants and operations.
- Meets with vendors to review material requirements, schedules and methods to reduce costs and lead times.
- Performs analyses of costs as they relate to quality, location, packaging, lot sizes and other variables which may have an impact on quotations.
- Establishes and enforces policies on margins of tolerance for quality and delivery of materials.
- Clarifies specifications that must be met in the supply of materials.
- Maintains continuous communication with vendors to develop productive working relationships.
- Documents vendors removal from agency and New York State eligible lists of vendors.

Minimum Qualifications

Supervisor Correctional Industries Purchasing

Non-competitive: two years of permanent service as a Contract Management Specialist 1 or Purchasing Agent; or one year of permanent service as an Assistant Industrial Superintendent.

OR seven years of experience assisting in the preparation of specifications in a manufacturing field; at least two years of the above experience must be in the

preparation of detailed specifications for use in the purchase of materials, equipment, supplies, or services in a supervisory capacity.

Substitution: bachelor's degree in business administration or closely related field may substitute for four years of the above experience. Graduation from a two-year technical institute or two years of college study in applied science may substitute for two years of such experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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