

**Open Competitive
EMPLOYMENT OPPORTUNITY**

**Department of Human Services
North Central Procurement**

Job Title: Purchasing Agent - GP III
Position Number: IHA03688PM
Job Location: (845) 7866 W. Mansfield Pkwy, Denver CO 80235
Salary: \$3895 to 5617 per month
Release Date: August 30, 2010 **Apply By:** September 9, 2010
Employment Type: Full-Time
Class Code: H6G3XX

Information About The Job:

Work Unit: This unit is responsible to purchase, warehouse and distribute all commodities and services required by the Department of Human Services (DHS) North/Central District under state rules and regulations, utilizing competitive bidding to provide best quality for lowest prices, and maintain inventory control of all DHS N/C District capital assets in accordance with state fiscal rules.

This position:

This position is responsible for purchasing various commodities and services for DHS North/Central District—in the form of purchase requisitions in excess of \$5,000—and guide employees in the most economical and efficient channel that will maximize benefits to DHS clients, staff and the taxpayers through appropriate source selection and procurement methods, makes extended purchasing system and baseline transactions on COFRS (Colorado Financial Reporting System); evaluates and handles individual procurement problems. This position explains Procurement Code Policies and procedures to end-users. This position also coordinates, monitors, and negotiates local contracts/agreements (bids & RFP's) to insure a continuing source of supply for the agency end users, as it relates to mandatory contracts and other agency purchasing requirements. The position recommends and implements food buying practices, and selection of suppliers supporting DHS food service operations, and reviews specifications and bidder quote documentation to determine correct vendor and product selection for award. Additional responsibilities include aiding in the development of district procurement procedures and developing curriculum for formal and informal training, and train DHS staff on these procedures. The position also advises and directs program personnel, and manages the RFP process and handles Construction & Building Improvements purchase orders—less than \$150K.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a bachelor's degree in Business Administration, Accounting, Public Administration and similar degree programs that would support a procurement environment and two years of professional experience that demonstrates in-depth and advanced knowledge of Procurement.

SUBSTITUTION:

A combination of work experience in the occupational field or specialized subject area of the work assigned to the job, which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year for year basis for the bachelor's degree. A master's or doctorate degree from an accredited college or university in a field of study related to the work assignment may be substituted for the bachelor's degree and one or two years of general experience respectively.

Skills and knowledge required:

Public or private sector procurement principles and practices obtained through experience and or recognized certifications (CPPB/CPPO/CPM) basic contract or business law, Uniform Commercial Code, and basic contracting practices. Development of formal solicitations, i.e; Request for Proposals, Competitive Sealed Bids, Quotes, etc.

Skills highly preferred Preferred:

Food buying experience, COFRS, and Public Sector Procurement

Condition of Employment:

May require some travel.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

Former employees of the Colorado Department of Human Services (CDHS) who were either disciplinarily terminated, resigned in lieu of termination, or who were deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation) are not eligible to work for CDHS. Additionally, any other applicant who was disciplinarily terminated, resigned in lieu of termination or separated from any employment either by way of an automatic resignation or other agreement, must disclose this information on their application.

All applicants MUST COMPLETE the official State of Colorado application form, including current CDHS' employees. Your current and/or previous employers within the past 10 years at a minimum must be listed on your job application (most recent in descending order) even if the job duties are unrelated to the position vacancy. Use additional sheets if necessary. Incomplete employer information (address, phone number, and supervisor) or omission of former employers may result in disqualification of your application.

Applications are a part of the selection process. Your application will be reviewed by a qualified Human Resources Specialist to determine if you meet the minimum qualifications for this position. Be sure your application specifically addresses your qualifications, experience, work products, and accomplishments as they relate to the position duties and minimum requirements, because an application evaluation may be used as a tool to rank candidates. Attach additional pages to your application if necessary to fully explain your experience and accomplishments. Failure to include the required information and/or documents by the application deadline may result in your application not being considered for the position.

Incomplete applications will not be accepted. If your application does not demonstrate that you meet the minimum requirements, you will not be considered for this position. You will be notified of the results of the application review. If your application is rejected, you may contact Paula Mitchell, HR Specialist, at 303-866-7123 if you disagree. You must contact this office within five days of the date you receive the notice of rejection of your application.

If you still do not agree with the decision concerning your qualifications, you have the right to have your application rejection reviewed by the State Personnel Director. Your request for a review by the State Personnel Director must be submitted on the [Colorado State Personnel System Consolidated Appeals/Dispute Form](#) and must be postmarked or received by the Director **within 10 days from your receipt of the notice of rejection of your application**. Instructions for completing the Appeal/Dispute form can be found by [clicking here](#). To request this review you must include: 1) Job title; 2) Agency involved; 3) Name of the agency representative spoken to during informal resolution attempts; 4) Date(s) of the conversation(s); 5) Specific issue(s); and 6) Reasons it is believed the decision was arbitrary, capricious, or contrary to rule or law. This request for review should be directed to: State Personnel Board, 633 17th Street, Suite 1320, Denver, Colorado 80202-3604, or fax it to 303-866-5038.

If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify Paula Mitchell at 303-866-7123, so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

How To Apply:

A complete application packet must include an:

1. Official State of Colorado Application for Announced Vacancy and Demographic Information Form (attached)

Mail or hand deliver your application packet to:
CDHS Human Resources
Attn: Paula Mitchell
3520 W. Oxford Ave, Room B202
Denver, CO 80236

- Application materials must be received in the Human Resources Office by 5:00 p.m. on the closing date.
- Faxed, late, or emailed applications will not be accepted nor considered.
- Failure to include the required information and/or documents by the application deadline may result in your application not being considered for the position.
- Resumes will not be accepted in lieu of the official State of Colorado application form, but may be attached to your completed application. Do not use "see resume" or "see attached" statements on your application.
- For additional information, contact Paula Mitchell at 303-866-7123.
- If you are a person with a disability who requires an accommodation for the entrance exam, please contact Paula Mitchell at 303-866-7123.

All required documents are available at the above physical address. To access the forms electronically, please click on the icon below. You may also access the

application form by clicking this link:

<http://www.gssa.state.co.us/announce/Job+Announcements.nsf/Web+Pages/Welcome+Appl?OpenDocument>.