NOTICE OF EXAMINATION

The City University of New York
Promotional* and Open Competitive Examination No. 1034 for

PURCHASING AGENT-
Level I: $32,880, Level II: $38,249, Level III: $44,053

Exam Date: The written test is to be administered on February 26, 2000.

Filing Period: January 20 through February 7, 2000. You may apply at the Personnel Office of any CUNY College (see address listing on last page).

Filing Fee: The $30 filing fee is non-refundable and will not be waived under any circumstances. Your filing fee is payable only with a postal or bank money order or with a bank certified check, payable to The City University of New York or to CUNY. Personal checks will not be accepted! Do not file for this examination if you do not meet the eligibility requirements because if you are judged to be not qualified, your filing fee will not be returned.

Residency: New York City residency is not required for employment in this title.

Change of Address: Applicants are responsible for notifying the University Personnel Office, 535 East 80th Street, New York, New York 10021, in writing of any change of address and telephone number.

MINIMUM QUALIFICATIONS FOR THE TITLE: PURCHASING AGENT

Promotional*

This examination is also being administered on a promotional basis. To be eligible to file for this examination, promotional applicants must be current CUNY employees who have permanent status in the title of Assistant Purchasing Agent, and are not otherwise ineligible.

Open Competitive

1. A four year high school diploma or its educational equivalent and four years of satisfactory, full time experience in purchasing materials, supplies, or equipment; up to two years of the required four years of experience may be in the inspection of, or specification writing of materials, supplies, or equipment; OR

2. An associate degree or completion of 60 credits from an accredited college and three years of satisfactory, full-time experience in purchasing materials, supplies, or equipment; up to two years of the required experience may be in the inspection of, or specification writing of materials, supplies, or equipment; OR

3. A baccalaureate degree from an accredited college and one year of satisfactory, full-time experience in purchasing materials, supplies, or equipment; OR

4. Education and/or experience which is equivalent to (1), (2), or (3) above. However, all candidates must have one year of satisfactory, full-time experience in purchasing materials, supplies or equipment.

Education and Experience Requirements must be met by the last day of the application period.
General Statement of Duties and Responsibilities: This class of positions encompasses responsible professional and supervisory work purchasing a variety of materials and services and in the development and management of contracts for goods or services with varying degrees of latitude for independent initiative and judgment. There are three assignment levels within this class of positions. All personnel perform related work. All work is performed in accordance with standard procedures and legal requirements.

Typical Tasks:

Assignment Level I

Under general supervision, with moderate latitude for independent or unreviewed action or decision, performs work of moderate difficulty and responsibility in the field of purchasing or procuring a volume and/or variety of foods or services in assigned fields. Reviews purchasing requisitions, checks descriptions and specifications to determine their accuracy and adequacy and consults with departments to adjust possible discrepancies. May develop descriptions and specifications in order to establish requirement/system contracts for college university use. Analyses market conditions. Develops lists of prospective bidders; obtains data needed in the preparation of invitation for bid and requests for proposal; reviews bids and quotations; examines samples of items to determine compliance with specifications or standards; and reviews responsibility of bidders in order to make recommendations based on these determinations. Interviews and corresponds with vendors, business representatives and contractors. Analyses trade journals, catalogs, directories and other technical material with respect to market and price conditions. Prepares and/or processes purchasing documents and contracts in accordance with procurement requirements. Enters and retrieves data from automated information systems. May supervise Assistant Purchasing Agents and other personnel. Keeps records and makes reports.

Assignment Level II

Under general supervision, with considerable latitude for independent or unreviewed action or decision, in addition to performing duties described under Assignment Level I, handles more complex problems, regarding the purchasing of goods or services which involve a large expenditure of money and more complex purchasing problems that are continual in nature, due to such factors as seasonal variations, number and variety of items, frequency and extent of emergency purchases, complicated and non-standard nature of items purchased, and liabilities and consequences resulting from purchasing errors. Confer with and advises operational and professional staff in the purchasing processes and may manage contracts for services.

Assignment Level III

Under direction with wide latitude for independent initiative and decision making performs very responsible and highly complex or supervisory work in the purchasing of goods and services; in the processing of purchasing documents; and in the management of contracts; confers with, advises and coordinates operational and/or professional staff in the purchasing processes; conducts investigations in relations to purchasing processes; and handles special assignments as required. Reviews contract and calendar proposals. Approves recommendations for contract awards, contract modifications, buy-against transactions, formal requests for time extension on contracts, etc. Supervises various activities in connection with open market transactions.

HOW TO APPLY

You or your representative must obtain an application package between the hours of 9:00 a.m. and 4:00 p.m., Mondays through Thursdays from January 20, 2000 through February 7, 2000. Visit the Personnel Office at any CUNY College listed in this notice. No application packages will be mailed; no telephone requests will be accepted.

You must complete and sign your application, the qualifications review form and, any other applicable form. Your filing fee must be a money order or certified check payable to The City University of New York (or CUNY). Personal checks will not be accepted. The filing fee is not refundable and will not be waived under any circumstances.
You or your representative must return your completed application package with the filing fee in person to any CUNY Personnel Office by 4:00 p.m., Monday, February 7, 2000, or mail it postmarked on or before Monday, February 7, 2000, to The City University of New York, Examinations Unit, 535 East 80th Street, New York, NY 10021.

THE EXAMINATION PROCESS

Written Test: 100% of final ranked rating.
To be administered on February 26, 2000. You must pass the written test with a minimum score of 70 to be considered for appointment. If you have not met the minimum qualifications for the test, you will not receive a score.

If you do not receive your admission letter to the written test by February 19, 2000, please call the Examinations Unit at The City University of New York at (212) 794-5599.

Expanded Scope of the Examination:

1. Principles and Practices of Purchasing

These questions test for candidates’ knowledge of the principles guiding governmental purchasing operations and the ability to put them into practice. These questions may deal with but are not necessarily limited to such matters as the analysis of bids, the use of specifications, the award of contracts, the analysis of market factors that can affect the cost of a purchase, and the application of a set of rules to determine how to proceed with a purchase. Some arithmetic computation may be necessary. No specific knowledge of NYS purchasing laws, rules and regulations will be required to answer these questions.

2. Preparing written material

These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the best order for the sentences.

3. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing and controlling the activities of the work unit toward predetermined objectives. They appropriately test for a first-line supervisory position. The concepts covered, usually in a situation question format, may include, but are not necessarily restricted to assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinates, implementing procedural change, increasing efficiency and dealing with problems of absenteeism, morale and discipline.

4. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

Probationary Period --- Each position is subject to a one-year probationary period following appointment from the CUNY civil service eligible list.

*Promotional Applicants Only
Eligibility for Appointment --- You may be certified for appointment upon passing the test only when you have completed one year of permanent service in the Assistant Purchasing Agent title.

Proof of Identity and Work Authorization --- In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identity and proof of the right to obtain employment in the United States.
English Requirement — You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you do not meet this requirement.

Veteran Credits — Veteran credits can be used only once within New York State. If you are eligible for veteran credits as detailed below, and have not used them for a prior examination, he/she may claim them for this exam if they so choose. To receive credit in this examination, applicants must pass the written test and have full-time active duty military service (not the military reserves, and not the national or state guards) in the armed forces of the United States with honorable discharge or separation between:

(Korean Conflict) June 22, 1950 to January 15, 1955
(Vietnam Conflict) December 22, 1961 to May 7, 1975
(Hostilities in Lebanon)* June 1, 1983 to December 1, 1987
(Hostilities in Grenada)* October 23, 1983 to November 21, 1990
(Hostilities in Panama)* December 20, 1989 to January 31, 1990
August 2, 1990, to end of hostilities — not yet determined (Persian Gulf Conflict)

* requires Expeditionary Medal

SPECIAL ARRANGEMENTS

Accommodations for this examination are available for certified disabled applicants. Applicants should submit their request for special accommodations by completing the Request for Accommodation Form. Applicants authorized for the purpose of confirming the specific nature of the applicants' disability must complete the indicated section of the Request for Accommodation Form. The accommodation request must be submitted with the applicants application package by the close of the filing date, or must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by February 12, 2000. Information regarding the applicants' disability will be kept confidential.

For applicants unable to participate in the Written Test as scheduled because of their religious beliefs, a documented death in the immediate family, a hospitalization, military service, or a mandated court attendance, an alternate written test date will be scheduled. Applicants requesting an alternate written test date must provide documentation. Sabbath observers must submit a signed statement on letterhead from the applicants religious leader certifying to the applicants religious observance. Applicants requesting an alternate test date, except for applicants who are hospitalized or have had a death in their immediate family, must provide the University Personnel Office with advance notice as well as documentation explaining why they are requesting an alternate test date. All requests must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked within two weeks of the original notice to report to the Written Test.

NOTE: Since the written test component of this examination was developed by the New York State Division of Testing Services, if you have applied for any other civil service tests to be given on the same test date, February 26, 2000, for employment within New York State or any other local jurisdiction within New York State, excluding New York City, you must make arrangements to take all the tests at one test site. The request must be submitted with your application package by the close of the filing date, or must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by February 12, 2000.

OTHER

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination. This examination is conducted pursuant to the Civil Service Personnel Rules and Regulations of The City University of New York.

CUNY IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, ADA AND IMMIGRATION REFORM AND CONTROL ACT EMPLOYER
Duties and Responsibilities

This class of positions encompasses responsible purchasing of a variety of materials with varying degree of latitude for independent initiative and judgment and supervisory work of a major subdivision in a large bureau or purchasing organization. There are three assignment levels within this class of positions. All personnel perform related work.

ASSIGNMENT LEVEL I

under general supervision, with limited latitude for independent or unreviewed action or decision in accordance with standard procedures and legal requirements, performs work of limited difficulty and responsibility in one or more of the following areas:

Is responsible for the purchase of a volume and variety of materials in assigned fields.

Reviews purchasing requisitions, checking descriptions and specifications to determine their accuracy and adequacy and consults with departments and agencies to adjust possible discrepancies.

Analyzes market conditions in relation to recent, current, and anticipated purchases.

Prepares proposals for bidding on items to be purchased.

Develops lists of prospective bidders.

Reviews bids and quotations to determine most reasonable price in relation to market conditions and responsibility of bidders and makes recommendations based on these determinations.

Examines samples of items to determine compliance with specifications or standards, suggesting substitute items when desirable.

Interviews and corresponds with vendors, business representatives and contractors.

Analyzes trade journals, catalogs, directories and other technical material with respect to market and price conditions.

Prepares necessary purchasing documents in accordance with procurement requirements.

May supervise Assistant Purchasing Agents and clerical personnel.

Keeps records and makes reports.
ASSIGNMENT LEVEL II

Under general supervision, with considerable latitude for independent or un-reviewed action or decision, in accordance with standard procedures and legal requirements, handles more complex problems in one or more of the following areas:

Is responsible for the purchasing of materials in assigned fields which involve a large expenditure of money and the more complex purchasing problems that are continual in nature, due to such factors as seasonal variations, number and variety of items, frequency and extent of emergency purchases, complicated and non-standard nature of items purchased, and liabilities and consequences resulting from purchasing errors.

May incidentally perform duties described under Assignment Level I.

ASSIGNMENT LEVEL III

Under direction, with wide latitude for independent or unreviewed action or decision, performs supervisory work in one or more of the following, after having performed duties at Assignment Level I and/or II for at least two years:

Supervises and coordinates the purchasing activities of a subdivision consisting of two or more commodity units.

Makes investigations in relation to purchase and handles special assignments as required.

Reviews contract and calendar proposals before advertising.

Approves recommendations for contract awards, contract modifications, buy-against transactions, formal requests for time extension on contracts, etc.

Supervises various activities in connection with open market transactions.

Supervises personnel in the titles of Assistant Purchasing Agents and other clerical personnel.

May incidentally perform duties described under lower Assignment Levels.

May, during the temporary absence of immediate superior, perform the duties of that individual.
Qualification Requirements

1. High school graduation or its equivalent and four years of full-time, paid experience in purchasing a large volume and/or variety of materials, supplies, or equipment, two years of which may have been in a field closely related to large-scale purchasing such as inspection or specification writing covering a large volume and/or variety of materials, supplies or equipment; or

2. A baccalaureate degree, from an accredited college, in marketing, materials testing, mathematics, merchandising, purchasing, retailing, economics, or finance and one (1) year of full-time, paid experience in purchasing a large volume of materials, supplies or equipment; or

3. A combination of education and/or experience which is equivalent to "1" or "2".

Direct Lines of Promotion

From: Assistant Purchasing Agent (12120) To: To be determined