

## **DUTY STATEMENT**

Classification:	Program Technician II
Job Title:	Consumer Procurement Specialist
Name:	
Scheme and Class Codes:	CZ82/9928
Position Number:	813-340-9928-xxx
Reports To:	Supervising Program Technician II
FLSA Status:	Non-Exempt
Division:	Vocational Rehabilitation Employment Division
Location:	Inland Empire District
Primary Assignment:	Consumer Procurement Specialist

### **JOB OBJECTIVES:**

Under the general supervision of the Supervising Program Technician II and in close collaboration with Contract and Procurement staff, the Program Technician II (PT II) is part of a team of specialists responsible for all case service goods procurement functions in the District. Procures off the shelf and specialized commodities and services that are individually based on each consumer's goal, to enable their participation in the Vocational Rehabilitation (VR) program following established Departmental policies and procedures. Works with internal and external stakeholders, including but not limited to: the DOR Vocational Rehabilitation Service Delivery (VRSD) team; vendors, rehabilitation engineers, physicians, DOR Medical Consultants, consumers and family members; explains the technological requirements, rules, and procedures of the VR procurement process. Evaluates various funding sources and assesses share of cost and required consumer financial participation for procurement of appropriate and related goods and services. Develops and uses knowledge of the terminology for medical and diagnostic information and rehabilitation technology to verify the appropriateness of purchased goods and services, as identified by the Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional.

The PT II utilizes the following procurement methods: Competitive Solicitation from private vendors; Leveraged Procurement Agreements such as California Multiple Award Schedule, Statewide Contracts, Master Agreements, and State Price Schedules; and the Small Business/Disabled Veteran Business Option. The PT II must adhere to various laws, rules, policies, procedures and management memos regarding State procurement processes based on Department of General Services (DGS) guidelines, including: State Administrative Manual (SAM); Purchasing Authority Manual (PAM), and State Contracting Manual (SCM), statutes and Department of Rehabilitation (DOR) policies and procedures as specified in the Rehabilitation Administrative Manual

(RAM); have knowledge of the federal and state code of regulations relating to the VR program; have a working knowledge of Medi-Cal, Medicare, private insurance, and comparable benefits, and rehabilitation technology and engineering products in order to negotiate rates and procure consumer goods.

The Inland Empire District is responsible for service delivery of Federal Title I Vocational Rehabilitation Services Program. The services assist eligible individuals in achieving their employment goals by providing training, assistive technology, supported employment and job placement support. District staff will also assist Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professionals as needed in conveying information about eligibility determinations to applicants for services, and direct post-employment services for individuals who find jobs as a result of DOR services.

### **ESSENTIAL JOB FUNCTIONS:**

Performs the following technical duties:

30% Reviews, identifies, evaluates, and locates appropriate sources of individualized goods and services in order to procure case services commodities and related services – physical, mental, and sensory restoration devices both customized and off-the-shelf for each consumer's unique rehabilitation needs. Develops and uses knowledge of the terminology for medical and diagnostic information and rehabilitation technology, including orthopedics, orthotics, physical medicine, speech and language, ear, nose and throat and similar disciplines, to procure appropriate goods and services, as identified by the Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional.

Processes consumer goods requisitions from VRSD Team. Reviews requisition documents; product specifications; determines appropriate procurement method; prepares solicitation documents and evaluates quotations and bids. Interviews suppliers and compares and analyzes quotations. Selects suppliers utilizing fair & reasonable techniques and/or best value criteria, prepares purchase orders and sends to suppliers.

25% Contacts and consults with the VRSD Team and other internal and external stakeholders to identify and explain the off-the-shelf or specific, individualized procurement needs of each consumer.

Follows-up with suppliers and VRSD Team on purchase orders to ensure timely and quality receipt of goods.

As required, may follow-up to ensure customer satisfaction and effectiveness of commodities/services purchased.

20% Negotiates payment arrangements by interpreting comparable benefits applicable to the specific consumer procurement. Gains concurrence with internal and external stakeholders regarding consumer financial participation and payment arrangements. Uses various guidelines and codes to evaluate various funding sources: Medi-Cal/Medicare, Veterans, private insurance, and other comparable benefits and assess funding and share of cost for procurement of specialized consumer goods and related services.

10% Serves as an expert resource to VRED staff and consumers for phone and email inquiries regarding consumer procurements. Develops and retains current and applicable knowledge about state-of-the art and innovative medical and rehabilitation technology in order to make individualized and specialized procurements of consumer goods and services.

Prepares purchasing procedures for District-wide distribution. Participates in training of VRSD Teams on DGS guidelines (SAM, PAM, SCM), statutes and DOR policy.

Participates in procurement-related workgroups/taskforces as needed to improve procurement operations for the District or Department.

10% Compiles and maintains procurement audit records consistent with state and federal requirements. Prepares DOR procurement-related forms and authorizations, particularly the DR 297D, in compliance with the aforementioned guidelines and statutes. Registers all purchase orders in excess of \$5,000 in the DGS SCPRS online database. Completes Contract Award Forms (STD 16) and forward to the Department of Fair Employment & Housing. Contacts DOR Central Office Contracts and Procurement Section (C&PS), as needed, for exemptions, advice and clarification. Compiles District procurement data and identifies trends to establish and maintain Fair and Reasonable documentation for frequently purchased goods.

Works with C&PS and other procurement specialists to maintain databases of client purchases, identify fair and reasonable criteria, identify statewide purchasing trends and ensure compliance with DGS and DOR procedures and guidelines. Participates in DOR internal control and DGS Procurement Audits, collects and provides data to help Central Office Procurement respond to audit findings and report corrective actions.

At all times: Attends required procurement training sponsored by DGS and DOR. Communicates regularly with VR staff; provides excellent customer service to both internal and external customers; ensures the timely completion of assignments; interacts with consumers and coworkers in a professional manner, and with integrity and respect. Attempts to resolve individual's concern at the lowest possible level; offers other dispute resolution options; and elevates to next level, if needed.

**MARGINAL JOB FUNCTIONS:**

5% Performs other related duties.

\_\_\_\_\_  
(Employee's Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Supervisor's Name and Title)

\_\_\_\_\_  
Date

**Original: Employee's Official Personnel File**  
**Copies: Employee and Supervisor's drop file**