

RESOLUTION NO. 19-160

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB
CLASSIFICATION SPECIFICATION FOR SENIOR BUYER

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a “mutual obligation” to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing classification specification of **SENIOR BUYER** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **SENIOR BUYER**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **SENIOR BUYER**, (Salary Range 148, \$5,778 - \$7,372), attached hereto as Exhibit A, assigned Carson Professionals and Supervisors Association (CPSA), is hereby adopted.

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of October 1, 2019, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 1st day of October, 2019.

MAYOR ALBERT ROBLES

ATTEST:

CITY CLERK DONESIA GAUSE

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 19-160 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 1st day of October 2019, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
City Clerk

City of Carson
Class Specification

City Council Reso. No:
Bargaining Unit: CPSA
FLSA: Non-Exempt

SENIOR BUYER

Job Summary:

Reporting directly to the Purchasing Manager, processes requisitions, purchase a variety of materials, equipment and services in a timely and cost effective manner for the City of Carson. Supervises Purchasing team (i.e. buying, requisition processing and clerical) staff and serves as a member of the emergency response team.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Expedites and follows-up on purchase orders, issues purchase orders as authorized.
2. Processes, reviews and assigns work associated with the preparation of purchase orders.
3. Analyzes and edits requisitions, writes specifications, creates procedures and policies for the purchase of a variety of commodities.
4. Assures that specifications do not limit bidding by undue restrictions.
5. Obtains bids and requests for bids by telephone, electronically and letter; prepares formal bid packages as assigned; evaluates and examines bids for conformance with specifications.
6. Determines vendor to be used for single purchases, annual contracts and purchase agreements considering such factors as quality, price, delivery time, terms and reputation of vendor; determines lowest responsible bidder.
7. Combines orders to secure price discounts; inspects supplies and equipment purchased to assure conformance with specifications; examines product samples.
8. Attends demonstrations and discusses products with sales representatives.
9. Explains purchasing procedures to vendors.
10. Arranges for the transfer of sale or surplus or unused supplies and equipment.
11. Prepares change orders, council agenda items and other documents concerning purchasing matters.
12. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

A Bachelor's degree in business or public administration, purchasing or related field or equivalent is required. Two (2) years increasingly responsible experience in public procurement.

Knowledge of:

- Modern procurement practices and techniques as related to municipal purchasing.
- Negotiating skills to arrange terms and conditions, prices and scheduling.
- Sources of supply, market conditions, price trends and priority practices.
- Applicable state and federal laws regarding public procurement.
- Basic math.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Technical specifications.
- Microsoft Office (Word, Excel, Powerpoint)

Skill and Ability to:

- Purchase a variety of materials, supplies and equipment according to City policies and applicable laws.
- Evaluate quality and price elements.
- Prepare specifications and maintain records and files.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Read, interpret and apply codes, rules, regulations, policies and procedures.
- Plan and organize work.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Operate office equipment including personal computer and related software.
- Meet schedules and time lines.
- Supervise staff

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- May be required to work at a video display terminal for prolonged periods.