

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Dept of Public Instruction **Division:** Financial Services Division

Budget Code: 13510 **Center Title:** Financial & Business Services Area **Center Number:** 1300

***** Position Information *****

Proposed Classification: Departmental Purchasing Agent III **Proposed Salary Grade:** 72

Salary Range: \$34,050 - \$55,795 **Proposed Effective Date:** 10 /01 /04

Number of Positions: 1

	<u>Center Authorized Budget</u> <u>As of 8/31/04</u>	<u>Current Request</u>
Total Budget	\$ 9,747,608	\$ 66,740
Receipts	<u>3,585,293</u>	<u>66,740</u>
Appropriation	\$ 6,162,315	\$ 0

Funding Source(s): Indirect Cost Receipt Funds

Justification for Position (including description of duties and responsibilities): Currently there are two positions performing the purchasing functions within DPI. One is a Departmental Purchasing Agent I (grade 65) and the other is a Departmental Services Director (grade 74). The purchasing tasks for commodities and contracts do not allow time for training of agency staff on e-procurement and prevent effective, efficient and timely purchasing practices. With this additional position, purchasing and contract support to DPI staff will improve.

The primary purpose of this position is to specialize in the procurement of Information Technology (IT) services, including developing Requests for Proposals, posting them to P&C's Interactive Purchasing System, assisting with bid openings, evaluating proposals/recommendations, and drafting of contracts. In addition, this position will help in the procurement of computer and other IT related goods.

Statutory Reference for Request

Mr. Larry McLamb
Presentation to be made by

on filed hardcopy
Agency Head Signature

Director of Financial Services Division
Title

State Budget Officer Signature