



**WEST VIRGINIA**  
Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Procurement Specialist**

*An Equal Opportunity Employer*

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<b>SALARY:</b>	\$2,694.67 - \$4,985.00 Monthly \$32,336.00 - \$59,820.00 Annually
<b>DEPARTMENT:</b>	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
<b>OPENING DATE:</b>	03/27/23
<b>CLOSING DATE:</b>	04/05/23 11:59 PM
<b>LOCATION OF VACANCY:</b>	KANAWHA
<b>NATURE OF WORK:</b>	

BMS2300038

Reporting to the Director of the Office of Procurement Services, Bureau for Medical Services (BMS). Performs administrative work at an advanced level, conducts procurement activities for the Bureau. This position is responsible for the procurement of all Medicaid service contracts in adherence to regulations promulgated by the Bureau under the provisions of West Virginia State Code, as well as purchase and acquisition of all other commodities not referenced therein that are made in accordance with the Department of Health and Human Resources (DHHR) Office of Purchasing, the Department of Administration Purchasing Division and the WV Auditor's Office Purchasing Card Policies and Procedures. Responsibilities include drafting specifications, reviewing bids, and making award recommendations. Responsible for completing contract renewals with vendors and in the wvOASIS system. Serve as back-up liaison between Bureau for Medical Services (BMS) and DHHR Purchasing Division payers of assigned accounts via Purchasing Card. Conducts market research for goods and services needed by the Bureau to determine need. Includes checking internal resources, State/Agency contracts and researching the applicable market. Contact vendors and/or suppliers to discuss products and services to obtain knowledge of the market, service, or commodities needed. Process delivery orders for payment to vendors with contracts after checking invoice requisition for accuracy and completeness. Logs delivery order into wvOASIS workflow and the internal tracking spreadsheet. Contacts vendors to resolve any invoice issues and late deliveries. Monitor contracts and vendors performance for the Bureau. This includes preparing correspondence, memoranda and monitoring reports, which are part of the official Procurement file for the contracts. Contacts agency staff and vendors to work on resolutions of contract issues as they arise. Execute Purchasing Card payments to assigned vendors. Reviews receiving paperwork for accuracy. Signs off on P-Card payments made under this position's authority. Enters the P-Card reconciliation information into the wvOASIS system. Executes contract renewals with vendors and in wvOASIS system. Must exercise considerable knowledge of

procurement process with vendors in order to obtain all of the necessary paperwork to complete renewals. Drafts specifications for Requests for Quotations (RFQ) and Requests for Proposals (RFP). Review and evaluate bids received either by RFQ or RFP. This requires the position to have extensive knowledge of the State and Agency purchasing process as outlined by the Purchasing Handbook. Write award recommendations for the RFQ and RFP solicitations. Creates status reports for the Bureau and works with other Buyers to establish priority timelines. Interprets Procurement procedures and laws to Spending Unit staff. May assign and/or review work of others when acting as a lead worker or in the absence of the unit supervisor. Other job duties as assigned.

Position Number: 0511P03741

Job Location: Kanawha County

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DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:  
HTTP://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX #DHHRJOBS

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree from a regionally accredited college or university.

**OR**

**Substitution:** Full-time or equivalent part-time paid experience as described below may substitute for the required training at the rate of one (1) year of experience for 30 credit hours of education.

**AND**

**Experience:** Two (2) years of full-time or equivalent part-time paid experience in a broad range of purchasing of commodities or services in a centralized purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for direct use of the industry or governmental unit, not for retail sales.

**OR**

**Substitution:** A Master's degree from a regionally accredited college or university may substitute for the required experience at a rate of one (1) year of experience for 15 semester hours of education not to exceed two (2) years.

**Promotional Only:** One (1) year of full-time or equivalent part-time paid experience as a Procurement Associate or the equivalent.

**OTHER INFORMATION:**

PG: 13 \$32,336 - \$59,820

Market Rate: \$52,707

Email applications to [Kim.D.Huffman@wv.gov](mailto:Kim.D.Huffman@wv.gov).

Mail to Kim D. Huffman, at 350 Capitol Street, Room 251, Charleston, WV 25301.

Please include posting number BMS2300038 on application.

Please note Applications of covered state employees, mailed to DOP or completed via DOP's on-line method are not forwarded.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

Position #BMS2300038  
PROCUREMENT SPECIALIST  
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1900 Kanawha Blvd. East  
Building 3 Suite 500

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Charleston, WV 25305  
(304) 558-3950

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

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