

**CLASS TITLE: SUPERVISING INSPECTOR  
(DIVISION OF PURCHASES)**

**Class Code: 02673500  
Pay Grade: 24A  
EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Division of Purchases, to be responsible for the overall operation of the Inspection Unit within the Standards and Inspection Section; to administer and supervise a statewide formal inspection and testing program to provide the quality assurance necessary to insure that all materials, supplies and equipment purchased by the state conform to applicable Division specifications and relevant state laws; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude in the exercise of initiative and independent judgement; work is reviewed upon completion through scheduled conferences and submitted reports for conformance to established standards of inspection, divisional policies, rules and regulations, and compliance with established specifications.

**SUPERVISION EXERCISED:** Supervises, reviews and coordinates the work of a staff of inspectors and assigned clerical positions.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Division of Purchases, to be responsible for the overall operation of the Inspection Unit within the Standards and Inspection Section.

To administer and supervise a statewide formal inspection and testing program to provide the quality assurance necessary to insure that all materials, supplies and equipment purchased by the state conform to applicable Division specifications and relevant state laws.

To maintain a formal inspection reporting system of complaints and deficiencies noted during the statewide inspection process and to prepare and maintain records and reports of corrective follow-up actions taken by the Division in cooperation with the various participating state vendors.

To assist State departments and agencies in establishing and maintaining an internal inspectional system and to monitor such a system to insure that established policies and procedures are being adhered to in conformance with the Division's established inspectional system and to provide guidance and direction, as needed, to such departments and agencies.

To supervise subordinate staff members of the Inspection Unit engaged in the evaluation and testing of samples of products and materials submitted by bidding vendors to determine acceptability and conformance to applicable Division specification requirements prior to bid awards.

To be responsible for organizing and conducting in-service inspection training programs for staff members of the Division as well as staff of the various state departments and agencies involved in the purchasing and inspectional process for the purpose of improving the quality of the inspectional processes.

To be responsible for reviewing the State's Inspection Manual involving the rules, regulations and procedures for the inspection of items purchased by the state for departmental and agency use and to recommend to its superior additions and/or revisions as well as the establishment of special inspection procedures not covered by the Manual.

To establish and maintain an un-biased relationship with all vendors doing business with the state.

To maintain Unit records and files; and prepare monthly and special reports involving the activities of the Unit.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles, practices and techniques of a formal inspectional program or system and the ability to apply such knowledge in determining that the materials, supplies and equipment purchased by the state are in compliance with established specifications and relevant state laws; a working knowledge of the State's Inspection Manual involving the rules, regulations and procedures relative to the inspection process of all items purchased by the state; the ability to supervise the overall operation of an inspection unit and to review and coordinate the work of an assigned staff; the ability to organize and conduct an in-service training program for staff members as well as departmental and agency personnel involved in the purchasing and inspection process for the purpose of improving the quality of inspection; the ability to understand and use standard specifications; the ability to establish and maintain an effective working relationship with divisional staff, vendors, and departmental and agency personnel; the ability to maintain records and files; the ability to prepare monthly and special reports; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by courses in the field of purchasing emphasizing the fundamentals and use of inspectional processes; and

Experience: Such as may have been gained through: employment as a Senior Inspector (Division of Purchases); or, employment in a responsible position in a public or private agency, or in private industry, with some supervisory responsibility, involving the receipt and inspection of purchased items for compliance with established standard specification.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 19, 1984

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