



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TRANSPORTATION PROCUREMENT SPECIALIST

Job Number: 21005575

Job Code: 92850V251216

Job Group: 9200 - PURCHASING AND STORES

Job Established: 12/16/2025

Job Revised:

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex procurement for the Kentucky Transportation Cabinet. Prepares and issues formal invitations to bid based on requests from the agency. Creates complex Master Agreement (MA) contracts and one time award (CT) contracts under Kentucky Transportation Cabinet (KYTC) delegated purchase authority. Serves as lead to create and issue memorandum of agreements and complex personal service contracts for professional services. Provides technical and contract language guidance to KYTC procurement personnel and KTYC evaluation committees in compliance with the Model Procurement Code (KRS Chapter 45A); performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have four years of purchasing experience, two of which must be in government purchasing.

Substitute EDUCATION for EXPERIENCE:

A master's degree in business administration or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in purchasing will substitute for the required college on a year-for-year basis. Certification with the Universal Public Procurement Certification Council (UPPCC) as a Certified Professional Public Buyer (CPPB) will substitute for one year of the college requirement OR certification with the Universal Public Procurement Certification Council (UPPCC) as a Certified Public Purchasing Officer (CPPO) will substitute for two years of the college requirement OR certification as a National Institute of

Governmental Purchasing (NIGP) Certified Procurement Professional (CPP) will substitute for two years of the college requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must earn both Kentucky Procurement Institute (KPI) – Kentucky Certified Procurement Specialist (KCPS) & Kentucky Certified Procurement Analyst (KCPA) certifications within 12 months of employment. Must earn either the UPPCC's Certified Professional Public Buyer (CPPB) or NIGP's Certified Procurement Professional (CPP) certification within three years of employment. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and approves the work of Kentucky Transportation Cabinet (KYTC) district and divisional procurement staff and KYTC Division of Purchases staff. Performs and oversees KYTC most complex level requisitions (RQS) to purchase goods and non-professional services, such services as Bridge Repair, Snow & Ice removal, salt, and emergency purchases that are within KYTC delegated purchasing authority. Conducts analysis of most complex level requisition specifications and contract terms & conditions. Works closely with various districts and divisions within KYTC on contract requests and review of specifications. Issues Request for Bids (RFB) and posts to the Commonwealth's eProcurement website. Obtains bids from potential vendors and evaluates responses received. Evaluate and score bids received using the Evaluation document (EV) to award contracts based on best value criteria specified in solicitation documents for goods and non-professional services. Create contract award documents such as one time contract (CT) and Master Agreement (MA) in eMARS. Serves as lead to create and issue most complex personal service contracts for professional services to include the request for proposal (RFP), evaluations, negotiations, strategic planning, and award processes. Create various non-competitive contract awards such as Memorandum of Agreement (MOA). Assists KYTC districts and division users drafting terms and conditions for Memorandum of Agreements (MOA), grants, and competitive exemption Personal Service Contracts (PSC). Monitor KYTC contract renewals and negotiate price adjustments. During this process Performance Evaluations (PE) documents and Renewal Documents (RN) are created in eMARS. Modify contracts as necessary to add like items, add funds, or make other changes. Provides professional support to procurement staff within the KYTC purchasing office and KYTC districts and divisions. Use eMARS reporting or Enterprise Business Intelligence (EBI) to run vendor performance reports. Assist KYTC divisions and districts with vendors performance issues and request corrective action. Monitors KYTC contract usage of assigned items by running reports in Business Object 4.3 (TED). Interprets and enforces purchasing regulations and policies within the agency. Provides training for the KYTC Division of Purchases staff and KYTC district and divisional staff. Participates in the review of current and new legislation, policies, and procedures in the area of procurement and makes appropriate recommendations. Responsible for procuring cost- efficient goods and services meeting specifications and for monitoring the efficient use thereof. Has regular contact with KYTC districts and divisions to explain procedures or to obtain information with potential vendors to obtain prices and lists of goods available.

UNIQUE PHYSICAL REQUIREMENTS:

This position generally works in an office setting with physical demands and working conditions consistent with such a setting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.