Default Question Block

Which State is your agency located in?

Which County is your agency located in?

Which kind of organization do you work for?

- Federal Government
- State Government
- County/Regional Government
- City/Town Government
- School system
- College/University
- Health-Related
- Utility
- Special Authority
- Other

How many levels of hierarchy are there between your central purchasing head and the chief executive officer (example: City/County Manager, Cabinet Secretary) of your organization?

Approximate annual procurement volume (under purchasing): $
Do you handle capital projects?

Yes
No

Number of staff in the purchasing unit:


Number of employees in the entire agency/jurisdiction:


Please click on any of the following positions in your agency that have professional certification requirements (either national or state recognized certifications) at time of application.

Heads of Central Purchasing Office Senior Buyers
Supervisors Other

What certification for Heads of Central Purchasing Office?


What certification for Supervisors?


What certification for Senior Buyers?
What certification for Others?

Please click on any of the following positions in your agency that have professional certification requirements (either national or state recognized certifications) within a certain period of employment.

- Heads of Central Purchasing Office
- Senior Buyers
- Supervisors
- Other

What certification for Heads of Central Purchasing Office?

What certification for Supervisors?

What certification for Senior Buyers?

What certification for Others?
How centralized is the purchasing authority in your organization? (select one)

- Purchasing is fully centralized (No delegation of authority)
- Purchasing is centralized but some purchasing authority is delegated based on dollar amounts
- Purchasing is centralized except where departments/divisions have been granted authority to purchase
- Purchasing function is decentralized but authorization occurs at a centralized level
- Purchasing function is fully decentralized and the central purchasing office’s authority is to make sure that service departments/agencies comply with purchasing regulations.
- Other

To what extent do you agree with the following statement: Executive leaders in our jurisdiction prioritize Sustainable Procurement Practices

Strongly Disagree
Somewhat Disagree
Neither agree nor disagree
Somewhat agree
Strongly agree

To what extent do you agree with the following statement: Our Organization is engaged in sustainable procurement practices

Not at all
In some contracts
In most contracts
In all contracts
What are the most important Green procurement considerations that impact your organization’s procurement decisions? (Check all that apply)

Energy conservation
Recyclability
Water Pollution
Air Quality
Greenhouse Gas Emissions
Reduced Packaging
Volatile Organic Compounds (VOC)
Biodiversity
Other Green Procurement Practices (Please Specify)

What are the most important Health and Social procurement considerations that impact your organization’s procurement decisions? (Check all that apply)

Vendor’s Worker health insurance coverage
Vendor’s Working conditions of workers
Ethically sourced items
Other Health practices (please specify)
Click to write the question

What are the most important Economic procurement considerations that impact your organization’s procurement decisions? (Check all that apply)

Living Wage requirements
Local workers
Use of women-owned vendors/sub-vendors
Use of minority-owned vendors/sub-vendors
Use of Veteran-Owned vendors/sub-vendors
Other Economic practices (please specify)

For each of the following position classifications, please identify the position title from your organization that best fits the job description. There are three questions for each position. The first asks about the position title, the number of people in the position, openings in the last two years, the average (mean) salary, the highest salary and the lowest salary for this year (January 2016). The second asks about the number of people in the position and the average (mean) salary for last year (January 2015). The third asks why people left their positions.
Directors, Managers and Supervisors

Director, Materials Management - January 2016
Responsible for directing all activities of the purchasing department as well as warehousing, stores, or logistics activities and facilities to include direct and indirect supervision of all employees within these various functions.

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Director, Materials Management - January 2015
Responsible for directing all activities of the purchasing department as well as warehousing, stores, or logistics activities and facilities to include direct and indirect supervision of all employees within these various functions.

No. People in Position 1/15
Average Salary 1/15

In the last two years, how many people in this position left your organization...

for another job

to retire

for personal reasons

because they were terminated
**Director, Purchasing And (XX) - January 2016**

Responsible for directing all activities of the purchasing department to include direct and indirect supervision of all employees within the purchasing department as well as other related department or function of the entity other than warehousing or stores. Examples include Print Shop, Mail Room, Insurance/Risk Management.

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**Director, Purchasing And (XX) - January 2015**

Responsible for directing all activities of the purchasing department to include direct and indirect supervision of all employees within the purchasing department as well as other related department or function of the entity other than warehousing or stores. Examples include Print Shop, Mail Room, Insurance/Risk Management.

No. People in Position 1/15

Average Salary 1/15

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In the last two years, how many people in this position left your organization…

- for another job
- to retire
- for personal reasons
- because they were terminated
Manager, Purchasing (Interchangeable with Supervisor or Administrator) - January 2016

Responsible for managing a specific function or division within the purchasing department to include the supervision of employees within that function or division. (Note: use the “Director, Purchasing class” if this title manages all activities of the purchasing department rather than a specific section or division of purchasing)

Position Title
Number of position openings in the last two years
No. People in Position 1/16
Average Salary 1/16
Lowest Salary 1/16
Highest Salary 1/16

Manager, Purchasing (Interchangeable with Supervisor or Administrator) - January 2015

Responsible for managing a specific function or division within the purchasing department to include the supervision of employees within that function or division. (Note: use the “Director, Purchasing class” if this title manages all activities of the purchasing department rather than a specific section or division of purchasing)

No. People in Position 1/15
Average Salary 1/15
In the last two years, how many people in this position left your organization…

for another job

to retire

for personal reasons

because they were terminated

**Manager, Contracts (interchangeable with Supervisor or Administrator) - January 2016**

Responsible for managing or administering contracts to include monitoring performance, negotiating or modifying terms, and determining contract compliance and defaults.

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| Average Salary 1/15 |  |
In the last two years, how many people in this position left your organization...

- for another job
- to retire
- for personal reasons
- because they were terminated

Manager, Warehouse or Stores or Logistics (interchangeable with Supervisor or Administrator) - January 2016

Responsible for managing a specific function or division within a warehouse, stores or logistics function to include the supervision of employees within a warehouse, stores or logistics function.

Position Title
Number of position openings in the last two years
No. People in Position 1/16
Average Salary 1/16
Lowest Salary 1/16
Highest Salary 1/16
No. People in Position 1/15
Average Salary 1/15

Manager, Warehouse or Stores or Logistics (interchangeable with Supervisor or Administrator) - January 2015

Responsible for managing a specific function or division within a warehouse, stores or logistics function to include the supervision of employees within a warehouse, stores or logistics function.

No. People in Position 1/15
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In the last two years, how many people in this position left your organization…

- for another job
- to retire
- for personal reasons
- because they were terminated

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**Buying and Contracting Classifications**

**Senior Buyer - January 2016**

Responsible for determining how customer requests for non-standard or complex purchases should be processed; develops, issues, evaluates and recommends award of complex and non-standard procurements on behalf of the entity; may supervise or lead buyers within a specific function, section or division

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to retire

for personal reasons

because they were terminated

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**Buyer - January 2016**

Responsible for determining how customer requests for standard purchases of goods and services should be processed; develops issues, evaluates and recommends award of competitive bids and proposals on behalf of the entity.

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- for another job
- to retire
- for personal reasons
- because they were terminated

*Specifications Specialist (interchangeable with Specifications Analyst, Technician or Writer) - January 2016*

Responsible for developing detailed, technical specifications for specific groups of procurements.

**Position Title**

**Number of position openings in the last two years**

**No. People in Position 1/16**

**Average Salary 1/16**

**Lowest Salary 1/16**

**Highest Salary 1/16**

**No. People in Position 1/15**

**Average Salary 1/15**

*Specifications Specialist (interchangeable with Specifications Analyst, Technician or Writer) - January 2015*

Responsible for developing detailed, technical specifications for specific groups of procurements.

**No. People in Position 1/15**

**Average Salary 1/15**
In the last two years, how many people in this position left your organization...

for another job

to retire

for personal reasons

because they were terminated

**Contract Specialist - January 2016**

Responsible for some facets of managing or administering contracts to include monitoring performance, negotiating or modifying terms, and determining contract compliance and defaults.

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In the last two years, how many people in this position left your organization...

for another job
for personal reasons
because they were terminated

to retire

Assistant Buyer (interchangeable with Purchasing Clerk) - January 2016
Responsible for assisting a buyer(s) or senior buyer(s) in developing, issuing, and evaluating purchases on behalf of the entity; has limited or no authority to issue purchase orders or contracts.

Position Title
Number of position openings in the last two years
No. People in Position 1/16
Average Salary 1/16
Lowest Salary 1/16
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Assistant Buyer (interchangeable with Purchasing Clerk) - January 2015
Responsible for assisting a buyer(s) or senior buyer(s) in developing, issuing, and evaluating purchases on behalf of the entity; has limited or no authority to issue purchase orders or contracts.

No. People in Position 1/15
Average Salary 1/15
In the last two years, how many people in this position left your organization...

for another job

to retire

for personal reasons

because they were terminated

**Warehousing Classifications**

**Stores Technician- January 2016**

Responsible for monitoring stock levels of items maintained in stores and warehouses; may process orders to replenish stock; may issue stock based on customer requests

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No. People in Position 1/15

Average Salary 1/15
In the last two years, how many people in this position left your organization…

for another job

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*Receiving Technician - January 2016*
Responsible for receiving, inspecting, testing, and accepting shipments of goods and equipment on behalf of an entity; may issue claims or damages or losses

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| Average Salary 1/16 |          |
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*Receiving Technician - January 2015*
Responsible for receiving, inspecting, testing, and accepting shipments of goods and equipment on behalf of an entity; may issue claims or damages or losses

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| Average Salary 1/15       |          |
In the last two years, how many people in this position left your organization…

- for another job
- to retire
- for personal reasons
- because they were terminated

**Delivery Technician - January 2016**

Responsible for delivering shipments from a centralized location (warehouse or stores) to locations throughout the entity; may be responsible for preparing shipments to include orders for stock items.

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for personal reasons

because they were terminated

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**Fixed Assets Technician - January 2016**

Responsible for identifying, tracking, storing, and disposing of fixed assets and equipment of the entity as determined by regulations

Position Title

Number of position openings in the last two years

No. People in Position

Average Salary

Lowest Salary

Highest Salary

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**Fixed Assets Technician - January 2015**

Responsible for identifying, tracking, storing, and disposing of fixed assets and equipment of the entity as determined by regulations

No. People in Position

Average Salary
In the last two years, how many people in this position left your organization…

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because they were terminated

**Support Classifications**

**Expediter - January 2016**

Responsible for expediting the delivery of goods in accordance with an order or contract; follows-up on delinquent orders; may coordinate changes to orders and/or damages/losses on behalf of a buyer or senior buyer.

**Position Title**

**Number of position openings in the last two years**

**No. People in Position 1/16**

**Average Salary 1/16**

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**No. People in Position 1/15**

**Average Salary 1/15**
In the last two years, how many people in this position left your organization...

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**Administrative Assistant (interchangeable with Secretary, Receptionist, or Program Assistant) - January 2016**
Responsible for the administrative and clerical functions of the purchasing entity to include scheduling of meetings and conferences, coordinating communications efforts, etc.

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