

Specification for Class of

STATE TRAFFIC MANAGER

Abolished Effective July 1, 2007

Definition: In the Department of General Administration, administers statewide Office of Financial Management (OFM) policy on household and office relocations. Performs statewide procurement management of annual agreements and daily purchases for client agencies, colleges and universities, political subdivisions and non-profit corporations. Exercises independent signing authority up to \$500,000.

Typical Work

Administers OFM relocation policy for client agencies and contractors. Provides guidance and instruction outlining policy in audit procedures pertaining to relocation charges, performs audit procedures initiating overcharge claims or rebilling procedures on incorrect carrier billings; initiates employee chargeback/invoice to client agency to advise them of appropriate billing amounts. Maintains high level of knowledge through continuous networking and training courses on various tariffs utilizing the rates and provisions, freight consolidation and trans-shipment minimizing freight charges to provide the most economical transportation rates to relocate clients;

Resolves issues between employees and carriers and hiring agency regarding loss and damage claims and service provided to the employee. Provides assistance to employees regarding policy interpretation as it impacts their relocation. Provides carrier support documentation and testimony as required by Washington Utilities and Transportation Commission for companies who apply for common carrier transportation services authority. Provides affidavits to requesting attorneys for court decisions relating to traffic commodities and responsibilities as needed;

Processes employee chargeback/invoice to hiring agency after thorough review of policies and regulations pertaining to relocation. Works with OFM and recommends changes to relocation policies. Writes instructional material encompassing relocation policies and state statutes for guidance to client agencies, colleges and universities;

Advises State Procurement Officers regarding most economical freight rates, routes, classifications and handling methods; provides information on packing and packaging. Reviews bids and purchase terms affecting transportation, award contracts in

compliance with Purchasing Statutes, Utility and Transportation Commission Regulations, Federal Interstate Commerce Commission Regulations and Purchasing Division policy;

Performs market analysis and customer needs assessment studies to identify new contracting possibilities. Coordinates consolidation of actual or estimated statewide purchasing volumes. Develops and implements strategic direction of contract development. Exercises authority to independently make decisions with major statewide fiscal impact as well as decisions impacting specific agencies and their employees. Determines appropriate course of action/procurement methodology including but not limited to competitive bids, sole source acquisitions, request for proposals or direct negotiations. Originates and chairs multi-agency client committees and evaluates input relative to specification development and contract award;

Originates and finalizes competitive solicitations. Directs selection of interested and qualified vendors for bid distribution. Conducts pre-bid conferences to address concerns and provide direction to interested bidders. Analyzes and evaluates returned bids or proposals and determines compliance with contract requirements, including but not limited to technical specifications, life cycle costing, the Environmental Protection Agency's recycled content guidelines, instate reciprocity and price. As applicable, assists suppliers in achieving Minority and Women Business Enterprises goals. Coordinates and evaluates supplier demonstrations. Reject bids that do not meet bid requirement. Executes contract awards and all other contract actions, including contract expiration and extensions;

Performs ongoing contract and contractor evaluations to ensure that goods and services are delivered or performed in accordance with contract requirements and contract prices remain competitive with the general market. Directs corrective action as required, including negotiations to correct performance, price adjustments or contract termination. Authors correspondence and coordinates distribution to suppliers, agencies and other stakeholder representatives;

Represents the Office of State Procurement as attendee and/or presenter at trade shows and purchasing conventions;

Reviews trade publications in order to stay current with market trends;

Communicates with local, regional, national and multinational suppliers to acquaint them with the state's purchasing program and to stay current with industry developments;

Analyzes protests, legislative proposals, media and public inquiries. Drafts response for review by Assistant Director or designee and provides advice and assistance to executive management regarding departmental position and response. In protest or litigation situations, coordinates with Assistant Attorney General as necessary and develops plan to respond in the best interest of the state;

Serves on division or department level committees tasked with implementing enacted legislation or formed to explore organizational efficiencies and process improvements;

Provide consultation services to state agencies, colleges and universities and political subdivisions regarding development of acquisition plans and commodity specifications. Forecasts cost projections for customers preparing budget submittals. Advises OSP staff on transportation issues and client agencies on purchasing practices, general and specific authorities, tariff regulations and rates and state purchasing laws and regulations;

May supervise staff;

Other duties as required.

Knowledge and Abilities

Knowledge of: State Purchasing statutes and regulations ; Utility and Transportation Commission regulations; freight rates, tariffs and other regulations pertaining to freight transportation; methods and procedures of freight consolidation, transshipment, and scheduling of purchasing and shipping; sources of supply, carrier routes and terminals; packing and packaging, freight expediting; transportation claims and filing procedures.

Extensive knowledge of state procurement statutes and administrative codes, policies and procedures, government contracting and procurement techniques; research and market analysis techniques; effective methods of oral and written communications; technical writing skills; contract development and administration.

Ability to: procure transportation for state purchased commodities at lowest possible cost. Ability to apply and adapt established accounting methods to a variety of accounting transactions; analyze and interpret relocation documents.

Establish and maintain effective working relationships with suppliers, customers, fellow employees and the public; adapt rapidly to changing market conditions and/or customer needs; work effectively with automated procurement system; develop and lead user committees that aid in development of contract specifications or contract dispute resolution; prepare and interpret complex contract specifications and award criteria; analyze bids or proposals submitted by suppliers and determine award; prepare, maintain and interpret procurement and contract statistics and management reports.

Minimum Qualifications

A Bachelor's degree involving major study in traffic management, business administration, economics or allied field.

AND

Three years of experience in highway mileage tariffs and transportation tariffs of which one year or experience is as a State Procurement Officer 2 or purchasing professional with comparable scope of authority and responsibility.

Experience will substitute, year for year, for education provided you have 20 quarter credit hours or equivalent in principles of accounting, business law, economics, purchasing, traffic management or statistical analysis.

Effective: 8-23-63

Revised Definition, Minimum Qualifications, title change(formerly Traffic Manager), General revision: 7/12/96