

Specification for Class of
COMMODITY CODE CLASSIFIER
Abolished Effective July 1, 2007

Definition: Plans for, identifies, classifies and assigns and works with commodity code numbers for all items requisitioned by State agencies on a recurring basis.

Typical Work

Establishes and maintains commodity assignment cards; writes proper item nomenclatures, researches and determines if item has previously been assigned a number; makes cards for keypunching; stores commodity assignment cards in commodity code number sequence and punch cards in alphanumeric sequence for machine runoff;

Edits all requisitions from agencies to ensure proper nomenclature identification and commodity code numbers; for requisitions with items that have no commodity code numbers assigned, enters appropriate group and class numbers and assigns requisition to buyer;

Maintains library on commodity assignment catalogs, pamphlets, circulars, directives and procedures utilizing and following the basic Federal Supply System as adapted by the State of Washington purchasing policies and directives;

Assists all State agencies on request in properly identifying items, writing correct nomenclatures for requisitioning purposes, and in determining group/class assignment;

Prepares and distributes to all State agencies alphabetical and numerical indexes to assist in agency requisitioning procedures;

Prepares and distributes commodity code catalogs; prepares and distributes periodic changes to catalogs, keeping them updated and current in content information;

Assigns commodity code numbers to all items on current contracts and new contracts as they occur;

Assists in coordination between specifications section and buyers to determine classification and assignment of items and commodity code numbers;

Performs other work as required.

Knowledge and Abilities

Knowledge of: principles and practices of commodity code development and applications; basic purchasing and commodity nomenclature; filing, catalog and code systems; purchasing standards and techniques; report writing and effective communications methods and procedures.

Ability to: analyze products; discern pertinent aspects of nomenclature; prepare workable classifications of commodities and assign appropriate codes; edit requisitions for commodity code accuracy; maintain commodity code system and related libraries of catalogs; speak and write effectively; develop a high degree of accuracy in number and name comparisons; establish and maintain good working relationships as required.

Minimum Qualifications

Two years' college involving major study in business administration or related field.

AND

Four years of experience in a stock control system employing a commodity classification code.

Additional qualifying experience may be substituted, year for year, for education.

New class: 7-13-70

Class code change (formerly 1763): 10-13-70

Class code change (formerly 1774): 7-15-83