

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 31 August 2021

SUBJECT: Buyer 3, Finance Department

Finance Director David Schmiedicke and Principal Accountant Randy Whitehead are requesting creation of a new classification of Buyer 3, recreate position #792 in the new classification, and reallocate the incumbent Brian Pittelli to the new position. Currently, in the purchasing unit, there are two (2) levels in the Buyer series, distinguished by increased familiarity with City purchasing processes, oversight of Request for Proposals (RFPs), and independence of action. The Buyer 1 is in CG16, R15, and the Buyer 2 is in CG16, R17. The request is to create a new classification of Buyer 3 in CG16, R19 to allow for additional career development.

The Buyer 3 would be distinguished by overall independent responsibility over a major program within the purchasing area. For instance, currently the purchasing unit is overseeing the citywide implementation of the Vendor Self-Service and Bid Central modules in the City's Enterprise Resource Program, MUNIS. This includes overseeing the set-up of the modules, and then developing and implementing training for the various City agencies who will be using these modules. Additionally, the Purchasing unit is responsible for the City's purchasing card program, overseeing all users throughout the City to ensure that the cards are being used appropriately. Mr. Whitehead would like the Buyer 3 level to have independent oversight over this type of program management, whereas the Buyer 2 only has responsibility to "participate in the implementation and maintenance..." of such programs. It would not be anticipated that all Buyers would attain the level of the 3 as the work does not justify it right now. Rather, the Buyer 3 would likely be filled through a position study reclassification process at the time that the Principal Accountant determines that there are employees who have demonstrated the program management skills needed to be successful.

Pittelli started with the City in 2014 as a Buyer 2 bringing in several years of private sector purchasing experience. During his time, Pittelli developed proficiency in municipal contract processing, creating standard systems and procedures, and training other staff on these processes. Some of his programmatic areas of oversight include uniform purchase and rental contracts, citywide office supplies (Staples and Amazon) purchasing contracts, and elevator maintenance contracts for the entire City. Starting in 2016, Pittelli became the project lead for BidCentral implementation, a software module of MUNIS for vendors to apply, track and monitor purchase contracts. This is an ongoing, major project currently in the testing phase with a slated release in 2022. BidCentral will streamline vendor applications, document storage, and assist in tracking/monitoring the contracts' life cycle. Pittelli also works on the most complex purchasing requests with greatest scope and duration, and which require multi-agency coordination. An example of this is the State Street Garage and Mixed Use Development project, which requires coordination with agencies like Planning, Economic Development, Parking Utility, Engineering and the Department of Civil Rights. Additionally, he assists the other Buyers on staff in the more complex assignment they receive, effectively serving as a leadworker in the purchasing unit.

Placement of the Buyer 3 classification in CG16, R19 would continue the 2-range distinction between levels. This would also comparatively place the classification between the Accountant 2 and 3 classifications in CG18. Based on the justification in this memo, I recommend creation of the Buyer 3 classification in CG16, R19, recreation of position #792 into the new classification and reallocate the incumbent, B. Pittelli, to the new position, effective 7/2/2021. We have prepared the necessary Resolution to implement this recommendation.

Editor’s Note:

Classification	Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum (+12% longevity)
Buyer 1	16/15	\$ 59,107	\$ 66,877	\$ 74,902
Buyer 2	16/17	\$ 62,379	\$ 71,980	\$ 80,618
Buyer 3	16/19	\$ 66,877	\$ 78,028	\$ 87,392

- cc: David Schmiedicke—Finance Director
Patti McDermott—Accounting Services Manager, Finance
Randy Whitehead—Principal Accountant, Finance
Mary Richards – Procurement Supervisor, Finance
Greg Leifer—Employee and Labor Relations Manager, HR