



CLASS SPECIFICATION

12-11-08

PROCUREMENT ANALYST, 1859

Summary of Duties: Purchases a variety of supplies, equipment, services, and materials; performs professional staff work by analyzing bids and making awards based on the lowest ultimate cost to the City; performs related staff work in the coordination of procurement activities; and does related work.

Distinguishing Features: Procurement Analyst is a journey-level professional class that prepares bids and establishes contracts for supplies, equipment, services, and materials for use by City departments. Initial assignments in this class normally involve less complex commodity assignments under close supervision. Some incumbents may advance to positions involving more complex commodity assignments, which may involve acting as a lead worker. Assignments normally are given in writing and results are evaluated by the outcomes achieved.

Examples of Duties: A Procurement Analyst:

- Reviews requisitions submitted by end-users for supplies, equipment, services, and materials and recommends modifications as needed;
- Reviews specifications or scope of work to ensure that they are clear, concise, and accurately descriptive with all pertinent information;
- Advertises, competitively bids, and publicly opens and declares certain contracts valued over \$25,000;
- Analyzes and evaluates written bids for conformance to specifications and to determine the lowest responsive bidder by analyzing pertinent factors including: products offered, terms, discounts and conditions, delivery dates and conditions, future purchase options, vendor ability to perform, allowance for qualified, small local business, and other related factors;
- Ensures that bid packages contain all appropriate forms and that they have been completed in accordance with the City's contractual requirements;
- Prepares a price comparison spread sheet of bid responses;
- Recommends award to the lowest and best responsible bidder meeting specifications and resulting in the lowest ultimate cost to the City;
- Reviews list of bidders and/or researches and establishes additional vendor sources;
- Conducts market research, and observes, researches and analyzes commodity trends;
- Consults with the City Attorney's Office as necessary regarding contract form, legality and provisions, administering contracts for commodity-based supply

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agreements, processing change orders and renewals, monitoring supplier performance, and resolving problems that arise from the supplier and/or from the end-users;

- Confers with end-users to determine procurement needs;
- Determines best methods for procuring commodities, including analyzing contract consolidation opportunities to obtain best market value for purchase of goods and materials for the City;
- Prepares and presents oral and written reports to management and others regarding procurement activities such as resolving contract disputes;
- Utilizes electronic procurement program(s);
- Approves contracts in accordance with established thresholds;
- Determines insurance requirements and ensures compliance;
- Resolves discrepancies with accounting staff, vendors, and end-users;
- Coordinates and participates in pre-bid conferences with potential vendors to clarify the process, to review the specifications and the technical aspects and standards, and to solicit expertise and bidder interest;
- Visits vendor sites and attends vendor outreach fairs;
- Assists in training or trains newly hired Procurement Analysts;
- May initially perform the less complex professional commodities work while learning and assisting in a variety of routine duties;
- May negotiate the terms and conditions with sole source vendors;
- May work independently and be responsible for one or more large supply agreements;
- May function as a lead worker for, or supervise administrative and clerical support personnel;
- May participate in Quality and Process Management Task Forces; and
- May act for supervisor.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledge and abilities:

Knowledge of:

- Laws, regulations, practices, and procedures related to City procurement activities;
- Fundamental purchasing procedures and principles, including the competitive bid process;
- Commodity markets, marketing practices, pricing methods, contracts and sales as applied to purchasing transactions;
- Factors used to determine acceptance of bids;
- Sources of supply for a wide variety of commodities;
- Data processing methods that apply to purchasing activities;

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- Principles and requirements of specification editing, writing, and revising;
- Purchasing terminology; and
- Proper grammar.

Ability to:

- Understand, interpret, and apply a variety of rules, regulations, ordinances, and procedures related to procurement;
- Communicate tactfully, effectively, and concisely with a wide variety of employees, vendors' representatives, officials, the public, and City management;
- Negotiate contracts and service-level agreements with suppliers providing the best overall value;
- Analyze and evaluate bids and make sound recommendations on awards;
- Prepare effective written communications;
- Access electronic databases, the Internet, other telecommunications networks, material management information systems, and electronic and voice mail;
- Use a variety of computer business software applications;
- Coordinate and organize work for the purpose of establishing deadlines and prioritizing work;
- Keep accurate records of purchasing activities;
- Make effective oral presentations to individuals and groups; and
- Perform arithmetical calculations, such as percentages, multiplication, division, addition and subtraction, with accuracy and speed.

Requirements:

1. Graduation from a recognized four-year college or university and one year of full-time paid experience in commodity purchasing, or
2. Two years of full-time paid experience as a Procurement Aide with the City of Los Angeles.

License: A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements of the job, the limitations related to the disability, and the ability of the hiring department to reasonable accommodation the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.