

Job Template: Procurement Analyst 1

Occupational Group	Administrative Services						
Job Family	Procurement						
Job Path	Procurement						
Job Title	Procurement Analyst 1						
Job Code	B50000	FLSA Status	E	Job Category	P	Job Level	2

P2: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- May recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under general supervision.
- Periodic checks on accuracy, quality, and timeliness of outcomes.

→ *Context of Decisions*

- Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

→ *Job Controls*

- Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
- Guided by general procedures and professional norms.

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COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Problems tend to be modestly technical or operational.

→ *Course of Resolution*

- Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output.
- Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities.

→ *Measure of Creativity*

- Once problems are identified, solutions generally can be resolved using conventional or standard procedures.
- Most of the obstacles, issues, or concerns can be handled with established practice and policy.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

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Job Template

GENERAL SUMMARY

Performs a full range of routine procurement duties involving the purchase of assigned commodities requiring specialized technical expertise in limited areas.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under general supervision of a supervisor or manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Reviews Limited Value Purchase Orders and purchase requisitions for assigned commodities. Determines correct method for procuring goods and services in accordance with state statutes, rules and regulations, policies, and procedures.
- Solicits competitive bids from vendors within specified dollar limits. Assists in developing specifications to clearly define precise product requirements. Develops special terms and conditions to protect the University's interests relative to contractual obligations.
- Evaluates sources that can provide essential goods and services to support the University's needs. Analyzes and interprets price trends and market conditions and makes recommendations to supervisor.
- Monitors vendor and product performances to ensure compliance with contractual obligations. Develops and maintains vendor database.
- Provides training for clients relative to state and university purchasing policies and procedures.
- Serves as a liaison between the University, the State Bureau of Purchases, and the Department of Public Works.
- Negotiates settlements as necessary to resolve disputes arising from the purchase of assigned commodities.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- One to two years of related experience.

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COMPETENCIES

Knowledge of:

- State procurement laws relative to assigned commodities
- Topics specific to assigned commodities
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Learn new skills and be flexible
- Analyze complex proposals
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Procurement Analyst 2

Occupational Group	Administrative Services						
Job Family	Procurement						
Job Path	Procurement						
Job Title	Procurement Analyst 2						
Job Code	B50001	FLSA Status	E	Job Category	P	Job Level	4

P4: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

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Occupational Group	Administrative Services						
Job Family	Procurement						
Job Path	Procurement						
Job Title	Procurement Analyst 2						
Job Code	B50001	FLSA Status	E	Job Category	P	Job Level	4

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.
- Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is "owned" by a different work unit.

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Job Template

GENERAL SUMMARY

Responsible for the functional administration and oversight of the University's Pcard Program and Procurement Services Systems, creating a central customer service model, reporting, and training.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under limited supervision of a supervisor or manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Supports the acquisition of goods and services by University stakeholders in support of University missions. Conducts market research, analysis, and strategic advisement.
- Receives requisitions for goods and services from departments. Determines most appropriate method of procurement in accordance with federal and state statutes as well as University policies and procedures.
- Solicits competitive bids from qualified vendors for purchases of unlimited dollar value. Acts as consultant, advisor, and editor in developing and writing specifications.
- Evaluates sources that can provide essential goods and services to support the University's needs. Analyzes and interprets price trends and market conditions and makes recommendations to supervisor.
- Monitors vendor and product performances to ensure compliance with contractual obligations. Develops and maintains vendor database.
- Conducts training seminars for faculty and staff pertaining to purchasing policies and procedures and assigned commodities. Provides training for clients relative to state and university purchasing policies and procedures.
- Serves as a primary resource regarding procedures, time requirements, availability of products and services, and administrative requirements for procurement of goods and services within assigned commodity groups.
- Serves as a liaison between the University, the State Bureau of Purchases, and the Department of Public Works.

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- Negotiates settlements as necessary to resolve disputes arising from the purchase of assigned commodities.
- Lead student employees and staff as assigned.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Four to five years of related experience.

COMPETENCIES

Knowledge of:

- State procurement laws relative to assigned commodities
- Topics specific to assigned commodities
- Contract law, accounting, finance, and marketing as they relate to purchasing, federal, and state statutes
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Assess University needs, communicate needs to the vendor community, evaluate products to determine technical compliance, and resolve discrepancies
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Learn new skills and be flexible
- Analyze complex proposals and business trends
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Procurement Specialist

Occupational Group	Administrative Services						
Job Family	Procurement						
Job Path	Procurement						
Job Title	Procurement Specialist						
Job Code	B50002	FLSA Status	E	Job Category	P	Job Level	5

P5: Level Standards

GENERAL ROLE

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of specialization.
- Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

INDEPENDENCE AND DECISION-MAKING

→ Supervision Received

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ Context of Decisions

- Decisions are driven by office/departmental policy and procedures.

→ Job Controls

- Free to plan and carry out all phases of work assignments.
- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ Range of issues

- Issues tend to be operational in nature.

→ Course of Resolution

- Identifies issues and gathers facts.
- Must understand the smallest details of an assigned area.

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Job Code	B50002	FLSA Status	E	Job Category	P	Job Level	5

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect a department or a project outcome with department/office impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

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Job Template

GENERAL SUMMARY

Oversees procurement processes for the University main campus, regional campuses, and capital projects program.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under direction of a manager. Serves as a lead over the day-to-day operations of a group of employees.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Prepares, develops, and establishes complex procurement strategies or complex contracts through vendor negotiations and consultation with University officials, project managers, and departmental end-users.
- Authorizes documents, contracts bid results, and/or purchase orders within financial management systems according to limits established by departmental procedures.
- Serves as a resource to departments regarding vendor disputes. Advises departments on contractual rights and dispute resolution strategies.
- Assists in the development of department-wide policies, procedures, and practices. Evaluates quality of services and makes recommendations for improvements.
- Analyzes technical data, including project manuals, proposals, customer satisfaction, vendor performance, and compliance to prepare contracts and vendor agreements.
- Establishes and maintains contractual templates/language libraries.
- Serves as a primary liaison with the Office of the Attorney General, Office of General Counsel, outside legal counsel, vendors, and contractors.
- Provides comprehensive contracting training to departments across campus.
- Represents the Procurement Services Department, Associate Director, and/or Director to all levels of University officials, outside agencies, and vendors.
- May oversee the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Performs related work as required.

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MINIMUM QUALIFICATIONS

- Bachelor’s degree in related field.
- Six to seven years of related experience.

COMPETENCIES

Knowledge of:

- Contract law and applicable federal and state procurement statutes and policies
- Principles and practices of employee supervision
- Accepted procurement practices
- Microsoft Office and related software applications

Skill in:

- Project management
- Planning and organization
- Negotiation
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Negotiate, administer, and supervise complex procurement, design, and contracting documents
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Identify and resolve complex contractual issues
- Assess University needs, communicate needs to the vendor community, evaluate products to determine technical compliance, and resolve discrepancies
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management