



JOB DESCRIPTION

POSITION CODE: 468
Classified Group: CSEA
Salary Range: 41
Work Calendar: 001
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POSITION TITLE: Procurement Analyst (Facilities and Construction)

DEFINITION: Under general direction, responsible for the procurement of goods and services as related to construction/bond program contracts to meet the needs of the district in accordance with applicable laws, regulations, and district policies; facilitates competitive pricing and/or bid processes; maintains vendor relationships.

DIRECTLY RESPONSIBLE TO: Coordinator, Facilities Accounting and Compliance

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Adheres to and ensures compliance with policies and procedures set forth by the California Uniform Construction Cost Accounting Act (Public Contract Code Section 22000).
2. May prioritize, delegate, inspect, and/or assist with the work of other procurement staff within the department.
3. Serves as a technical advisor to departmental staff and provides training and guidance for assigned areas of responsibility.
4. Adheres to compliance with applicable state and federal laws, codes, rules and regulations and district policies and procedures pertaining to assigned purchasing activities.
5. Researches proposed legislation and current federal and state laws, codes, rules, regulations that may impact facilities purchasing activities.
6. Collaborates with department personnel to analyze and review contracts, Capital Improvement Projects (CIPs), and other documentation for accuracy and completeness.
7. Compiles and audits requested documentation for public records requests/audits and submits for review and completion in collaboration with management and legal services.
8. Assists in the development and implementation of department purchasing procedures and policies and may make recommendations.
9. Negotiates and analyzes vendor pricing and other terms to ensure cost reasonableness for supplies and services via telephone, letter, quotation, bid, and/or request for proposal (RFP) process.
10. Assists in the development of bid specifications and prepares bid documentation, advertisements, and reviews and analyzes data within all bids received, arranges for publication as required by law, and attends bid walks.
11. Prepares reports recommending selection and awarding of RFPs and bids and maintains all necessary legal documentation.
12. Receives, opens and tabulates vendor bid data for evaluation.
13. Interviews vendors and evaluates products and capabilities as suppliers based upon various criteria (i.e. price, quality, selection, service, reliability, reputation, etc.).
14. Establishes and maintains relationships with existing and potential vendors and internal customers.
15. Reviews catalogs, internet sites, industry periodicals, etc. and consults with district management to make recommendations of alternative goods or services available
16. Develops and oversees the catalog and inventory program for district wide furniture.

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17. Actively communicates and corresponds with internal and external customers regarding order confirmation, problems, issues, and notices.
18. Develops and maintains a standardized listing of district approved vendors and corresponding products, supplies, or services and Construction CUPCCAA list.
19. Analyzes inventory trends to maintain adequate inventory levels for assigned areas of responsibility.
20. Works closely with Facilities and Business Services departments to research and resolve issues.
21. Tracks records, licenses, inspections, warranties and service agreements for areas of responsibility.
22. Updates and maintains records of auction/surplus furniture and equipment for projects
23. Generates and completes contract documents for design bid, RFP, and RFQ projects.
24. Monitors and oversees the scoring and interview process for lease back and design build process.
25. Maintains accurate records and data within applicable third-party software programs/applications and may assist with updating procedural manuals.
26. Reviews periodic Board of Education reports for completeness and accuracy prior approval for submission.
27. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and experience which demonstrates the ability to perform the duties of the position; must have current or previous experience in a procurement/purchasing environment.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license
- Must comply with Conflict of Interest Financial Disclosure laws annually

Knowledge, Skills, and Abilities:

- Knowledge of district organization, operations, policies and objectives
- Knowledge of purchasing and invoicing principles, procedures and terminology
- Knowledge of the California Uniform Construction Cost Accounting Act (CUPCCAA)
- Knowledge of contracts related to facilities construction and other applicable areas
- Knowledge of local vendors and sources of supply
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of modern office practices and procedures, including filing systems
- Ability to analyze and interpret data, program costs, and prepare concise reports
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with all levels of district staff, employee representatives, the community, insurance carriers, and attorneys
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, the community, and external agencies

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- Ability to compile and prepare accurate reports
- Ability to establish priorities and meet deadlines
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, regular and punctual attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including sitting or remaining in a stationary position for long periods of time
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Ability to travel locally

Board Approved: 3/9/2022