



**Title: Procurement Analyst II**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to provide complex procurement analysis and support for the District. This is accomplished by developing solicitation packages for procuring materials/supplies, professional, architectural and engineering services, public works, construction and commodities, analyzing proposals and determining contract strategies, soliciting and scheduling funding and authorizations, evaluating bid and proposals for technical compliance, developing and monitoring project management timelines and spreadsheets, coordinating contract specifications such as complying with insurance requirements, determining prevailing wage for the projects, and approving payroll documents. Other duties include reviewing assignments of clerical staff, and coordinating interdepartmental projects.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b>	<b>(L) Light</b>	<b>(M) Medium</b>	<b>(H) Heavy</b>	<b>(V) Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Solicits bids by performing analyst duties, developing packages for construction, procurement and professional services in accordance with District and FTA policies and procedures, writing project scopes, technical specifications and project schedules, coordinating contract execution and timelines with managers, and conducting pre-proposal and pre-bid meetings to answer questions from bidders and proposers; procures materials/supplies as needed.	40%
2	L	Provides project management and contract administration by coordinating multiple projects in various stages, facilitating award of contracts, ensuring vendor compliance with contract insurance, verifying contractor’s licenses, resolving back wage issues, evaluating and approving prevailing wages and certified payroll documents, coordinating with District staff to determine DBE goals for the project and preparing a project agenda, evaluating pre-qualification packages, participating in contract negotiations, verifying funding and tracking payments, and preparing and submitting completion notices for official records.	15%
3	L	Prepares documents and correspondence by creating various forms, formal notices and supporting documentation, coordinating mail out of solicitation packages, preparing and sending document	15%



		requests to prospects, preparing and updating bid documents, and developing status reports for senior staff, RT departments and public agencies.	
4	S	Evaluates bids by performing analyst duties, coordinating receipt of bids and proposals, determining low bidders ensuring technical compliance, maintain project spreadsheets, reviewing procurement history data, preparing summaries for recommending awards, coordinating and scheduling contract negotiations and meetings, and conducting consultant selection process.	10%
5	S	Completes program, policy and procedure analysis by preparing cost analyses, complying with public contract code and District procurement ordinances, updating databases, explaining federal, state, local, and District programs, policies and procedures to staff and outside agencies, researching funding opportunities for projects and determining appropriate avenues, determining prevailing wage requirements, and verifying the information on the certified payroll is complying with federal and state wages.	10%
6	S	Performs information tracking and reporting by conducting contract administration, developing and maintaining project management spreadsheets, creating, updating, and maintaining purchase orders, vendor data, and related databases, preparing reports, reviewing and ensuring compliance guidelines for funding, copying, filing, and archiving, tracking and coordinating document retrievals with departments, and assessing and monitoring project DBE requirement activities and compliance, participates in public outreach events, as needed, to enhance participation of Small Business/DBE suppliers.	10%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business or a closely related field.</p> <p>Additional directly related experience may substitute for the required education based on the ratio of one and a half (1 ½) years of experience for each (1) year of required education.</p>
Experience	A minimum of three (3) years of experience performing procurement related activities.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of



	sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Methods and techniques of preparing and evaluating bid documents.</li> <li>• Basic principles and practices of contract administration/procurement.</li> <li>• Procurement rules and regulations.</li> <li>• Intermediate statistical knowledge.</li> <li>• Methods and techniques of tracking, recording, and presenting statistical data.</li> <li>• English grammar, punctuation, spelling and usage.</li> <li>• General methods of tactful public communication.</li> <li>• Laws, rules, and regulations controlling public agency procurement, fiscal, and contract procedures.</li> <li>• Sources for procuring goods and services.</li> </ul>



<b>SKILLS</b>
<ul style="list-style-type: none"><li>• Advanced word processing, spreadsheet, presentation and database software.</li><li>• Specialized software related to functional area.</li></ul>

<b>ABILITIES</b>
<ul style="list-style-type: none"><li>• Learn to prepare District specific bids and technical specifications.</li><li>• Prioritize and deal with conflicting workload requirements.</li><li>• Handle all internal and external contacts with courtesy, diplomacy, and tact.</li><li>• Read, analyze, and interpret District publications and government regulations.</li><li>• Write reports, business correspondence, and procedure manuals.</li><li>• Effectively present information and respond to questions.</li><li>• Learn District and departmental policies, procedures, systems, and methods.</li><li>• Organize information clearly and precisely.</li><li>• Represent the District in a positive way while working with the public.</li><li>• Learn system processes related to department and job.</li><li>• Administer District contracts.</li><li>• Learn transit agency operations and processes.</li><li>• Learn local, state, and federal wage laws.</li><li>• Extract information from reports and transfer to other documents.</li><li>• Learn the District's Procurement Standard Operating Procedures and Procurement Ordinance.</li><li>• Interpret funding sources to determine contract requirements.</li><li>• Learn location of work to determine contract requirements.</li><li>• Learn FTA Circular and FTA Best Practices Procurement Manual.</li><li>• Maintain proper inventory levels.</li><li>• Review and approve requests for approved equals.</li></ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
<b>X</b>				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C	F	O	R	N
<b>Continuously</b> 2/3 or more of the time.	<b>Frequently</b> From 1/3 to 2/3 of the time.	<b>Occasionally</b> Up to 1/3 of the time.	<b>Rarely</b> Less than 1 hour per week.	<b>Never</b> Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; communicating with co-workers
Sitting	F	Desk work; meetings
Walking	F	To other departments/offices/office equipment
Lifting	F	Files; supplies
Carrying	F	Files; supplies
Pushing/Pulling	F	File drawers; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; calculator
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	F	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	F	From computer to telephone
Climbing	F	Stairs
Balancing	R	On step stool
Vision	C	Computer keyboard; reading
Hearing	C	Communicating with co-workers and public and on telephone
Talking	F	Communicating with co-workers and public and on telephone
Foot Controls	N	
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, scanner, vehicle, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	R
Extreme Temperatures	N
Noise and Vibration	R
Wetness/Humidity	N
Physical Hazards	R

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) Office Environment and Warehouse

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.