



CLASS SPECIFICATION FOR:

## Procurement Analyst II

### General Statement of Duties:

Responsible for managing routine and moderately complex procurement processes for goods, services, technology or construction for assigned commodities; performs related administrative duties; administers contracts; does related work as required.

### Distinguishing Features of Class:

The Procurement Analyst II is the second level classification in the Procurement Analyst career series. An Analyst II performs procurement duties to ensure the procurement process is completed in accordance with the Virginia Public Procurement Act (VPPA) and all applicable County policies and procedures; proficiently performs duties assigned to Procurement Analyst I level; assists departments Countywide and Henrico County Public Schools (HCPS) with the development of specifications/scopes of work for purchase requirements for goods, services, technology or construction for assigned commodities; manages the Invitation For Bid (IFB); under direct supervision manages the Request for Proposal (RFP) processes for assigned commodities; analyzes bids for compliance with specifications, terms and conditions; coordinates the evaluation with the appropriate department staff which includes selection and award; and performs contract administration duties. Exercises independent judgement in the performance of assigned duties. Work is completed independently within well-established procurement policies and procedures and with minimal oversight from supervisor.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Manages the procurement process for assigned commodities as part of a team and performs procurement activities for goods, services, technology or construction purchases and/or contracts;
- Responsible for planning, coordinating and leading the procurement process, including solicitations and renewals in a timely manner;
- Performs procurement responsibilities such as contract administration, supplier sourcing, and makes final award decisions within authority as delegated by the Purchasing Director;
- Processes and approves valid purchase orders up to \$100,000 or as otherwise delegated by the Purchasing Director in accordance with the County's policies and procedures;
- Assists departments with interpreting and applying standard procurement and purchasing policy and procedures and with determining the appropriate method of procurement;
- Develops or assists County and HCPS staff with the research, development and documentation of specifications, scopes of work, terms and conditions, and other contract requirements;
- Develops IFB and assists with the development of RFP documents in compliance with the requirements of state and county laws, policies, and procedures for technology, goods and services, assigned commodities or construction procurements;
- May be assigned procurement responsibilities for smaller less complex construction projects;
- Develops addendums to bids and amendments to contracts as necessary;
- Provides guidance to County and HCPS staff, as well as bidders and suppliers, regarding the procurement process to ensure compliance with the VPPA and all applicable County policies and procedures;
- Conducts pre-bid and assists with pre-proposal conference to clarify the terms, conditions, and specifications;
- Conducts opening of the bids, evaluates bids to ensure bidder is responsive/responsible;
- Meets with bidders and County staff to resolve questions or challenges related to solicitations, awards, or contracts;
- Ensures the procurement process is conducted in compliance with applicable laws, policies, and procedures and answers questions regarding procurement processes and contract enforcement;
- Investigates and develops sources of supply;
- Monitors contractor/supplier's performance and recommends corrective action if required;
- Prepares and maintains complete and accurate documentation of all actions taken, including correspondence and reports, solicitations, bid tabulations, recommendations for award, and contracts to ensure the integrity of the procurement process;
- Performs quantitative and qualitative analysis of solicitation results and makes recommendations for award;
- Prepares for and assists with moderately complex contract negotiations;
- Researches the availability of existing contracts to satisfy a department's request;
- Assists in studies related to improving purchasing processes by researching new and alternative purchasing techniques and by investigating ways to enhance purchasing automation operations;
- Maintains current in-depth knowledge of public procurement laws, best practices, policies and procedures and an up-to-date knowledge of contract law;



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- Monitors, analyzes and incorporates any external market supply conditions as applicable;
- Represents the County at various events and SWAM outreach activities as required;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Considerable knowledge of principles and practices of procurement and related procurement laws (public or private) commensurate with that required for relevant certification such as CPPB, CPPO or VCO; knowledge of sources/suppliers; ability to develop and interpret moderately complex procurement documentation; consistently accurate in the interpretation and application of state and county laws, policies, and procedures relating to procurement; good logistical coordination and collaboration skills; process oriented with extreme attention to detail; ability to successfully complete moderately complex procurements and related administrative tasks in accordance with applicable requirements and deadlines; sound judgement and critical thinking skills with excellent problem solving skills; ability to cost effectively and appropriately make sound decisions to resolve a issues within a wide variety of regulatory guidelines and requirements; ability to work independently and appropriately by seeking and accepting guidance or assistance from supervisor; ability to systematically compile data and provide detailed qualitative and quantitative analysis and recommendations, which may require additional approvals; strong computer skills with ability to use a computer and typical business software (e.g. Microsoft Office products, email), proprietary software and applications for data management and reporting; physical condition that permits the activities necessary and inherent to the procurement process if any portion of the process is conducted at other locations Countywide in various office and outdoor environments; excellent oral and written communication skills with the ability to express ideas clearly and concisely, orally and in writing and communicate moderate to complex to complex requirements in an easy to understand manner; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of moderately complex data and produce easily understood reports and other materials; ability to manage processes and projects, and partner effectively; ability to establish and maintain good working relationships with County and HCPS staff and other stakeholders in the procurement processes, suppliers, the public and colleagues; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County and HCPS in all contacts with County staff, suppliers and the public. Requires ability to work a flexible schedule as needed.

### Minimum Education and Experience:

Education: Four (4) year degree in a relevant field such as business or public administration;

Experience: Two (2) years of relevant procurement experience, public or private;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.
- Prefer current relevant certification (e.g. CPPB, CPPO, VCO).