



## STATE PROCUREMENT ANALYST

0770

### GENERAL DESCRIPTION OF CLASS

The STATE PROCUREMENT ANALYST manages and oversees the competitive procurement process on behalf of state agencies, municipal governments and political subdivisions. Employees give consultative advice on contract methods for procuring goods, public improvement and works, trade and professional or personal services. Employees manage the complete contracting process from identification of need, through solicitation and forming the contract or price agreement. They negotiate contract terms, evaluate contract risk and plan mitigating actions, develop state policies and guidelines, train state agency staff and review state procurements for compliance with statutes, administrative rules and policies.

### DISTINGUISHING FEATURES

This is a single professional-level classification, and not part of a class series.

The class is distinguished from the similar class series of Procurement and Contract Specialist 1 – 3 by the responsibility for oversight of the procurement process for state and other public contracting agencies; the size, complexity and risk of the procurement contracts; and higher signatory authority.

### DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive, but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties as well as other related duties.

#### 1. Contracts and Price Agreement Development

Advise procurement staff of state agencies, counties, cities and political subdivisions on procedures for developing contracts or price agreements. Oversee and guide the solicitation requirements. Analyze comparator or industry benchmarks; develop solicitation methods, specifications and evaluation criteria. Research market information and lead work committees to plan and implement state procurement initiatives. Evaluate contracts for potential performance and monetary risk. Suggest methods and contract terms to mitigate potential risk. Analyze reasonableness of and approve sole source requests. Advise on methods of selecting vendors. Oversee and direct committees that establish procurement strategies and standards. Assist state agencies in methods of forming or directing vendor, product and contractor evaluation committees. Lead cross-function procurement teams to plan and develop contracts for complex multi-agency procurements.

Guide agency representatives on developing the statement of work, contract deliverables, payment terms and conditions and contract administration processes. Write contract documents and develop provisions that achieve purchasing agencies' needs. Publish procurement requests through the state's vendor program to solicit bids. Develop contract and solicitation processes to support policy initiatives such as sustainable products and services or e-commerce. Draft contract provisions or evaluate state agency proposals for compliance with current legal guidelines and interpretations. Develop generic and template agreements for use by state agencies and other jurisdictions.

#### 2. Contract Negotiation

On behalf of state agencies and other government groups, devise negotiating strategies with goals and alternatives. Negotiate contract terms to minimize performance and monetary risk. Negotiate

price agreements for services and goods between vendors and local government groups. Negotiate contract renewals, amendments, and plan changes. Develop new financial arrangements and accelerated delivery schedules to support state and local government needs. Consult with Attorney General's office to facilitate clarification of legal issues and the approval of contract language. Provide liaison between state agencies and Attorney General's office.

### **3. Contract Administration**

Administer contracts awarded under the authority of State Procurement Office. Advise agency management on contract administration methods for contracts awarded under agency-delegated authority. Evaluate contractor performance or quality of services. Write contract amendments or extensions. Develop contract tracking or reporting procedures. Research alleged contract violations and facilitate their resolution. Act as liaison between contractor and agency representatives. Evaluate if contract terms are met at end of contract period. Audit and substantiate contractor's cost data. Identify cost items for proper charging to the contract. Settle claims of a variety of primary contractors. Verify maintenance and retention of contract records by applying administrative rules and schedules. Represent agencies in vendor disputes. Analyze agency reported contract data and compile written biennial reports for legislative review. Train state agency staff and public purchasing staff on contract administration methods. Work with publications staff to publish pamphlets and web pages that explain the contract administration process.

### **4. Procurement Consultative Assistance**

Advise agency staff on methods of obtaining delegated purchasing authority; process requests for exemption from competitive solicitation requirements. Interpret and explain procurement statutes to state agencies, other government agencies and the public. Give advice on processes and procedures; monitor procurements for compliance with administrative rules. Explain and advise staff on state contracting laws, regulations, operating policies, procedures and ethics. Explain contract process or terms to contractors. Prepare and deliver training to state agency staff on contract procedures, requirements and related issues. Lead statewide committees to establish and improve specifications, standards, procedures and policies. Develop and implement state policies and procedures for the effective administration of agency contracting activities. Audit contracts to identify process strengths and weaknesses and areas of noncompliance with regulations and policies. Review agency procurement or contract practices for compliance with rules, statutes, policies and practices. Collaborate with management and customers to decide corrective action. Give advice to state agency management on market rates and site evaluations. Explain procurement statutes, administrative rules and best practices for specialized programs and model contracting rules.

## **RELATIONSHIPS WITH OTHERS**

The State Procurement Analyst has daily in-person, telephone, or written contact with other state agency staff and government organizations to give advice and guidance on contracting methods, processes and regulations. Employees regularly coordinate procurement and contracting activities with public agency senior management staff and the department of justice. Employees regularly communicate with unhappy or angry individuals. They have occasional contact with state agency staff to provide training. They have frequent telephone or written contact with contractors to explain contract processes or terms. They have frequent telephone or written contact with the Attorney General's office to seek advice or for law interpretation.

## **SUPERVISION RECEIVED**

The State Procurement Analyst works under general supervision of a manager to clarify expected results, report progress toward completing assignments, confirm interpretation of regulations and policies or seek guidance in complicated or unclearly defined areas. Work is reviewed through evaluation of work

products and periodic progress reports. Employees follow broad agency and program related statutes, regulations and other guidelines and interpretations.

**KNOWLEDGE AND SKILLS (KS)****Extensive knowledge of:**

Goods, public improvement or works, trade services, personal and professional service contracting methods, techniques, laws, rules, and procedures.
Principles, theories and processes of governmental contracting, cost and price analysis, vendor relations, and contract administration.
Principles and processes in business and organizational planning, coordination and execution such as resource allocation and production methods.
Methods of general buying operations, marketing strategies and sales control systems.
Contract performance standards.
Contracting rules, policies and principles typical to a public jurisdiction.
Techniques used to negotiate or gain agreement with others.
Methods of moving goods by air, rail, or road including their relative cost, advantages and limitations.

**General knowledge of:**

Economic and accounting practices and the analysis and reporting of financial data.
Communications and dissemination techniques including alternative ways to inform others via written, oral and visual media.
Methods and principles of numbers, their operations and interrelationships including arithmetic, algebra, statistics and business mathematics typical to a complex organization.
Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
Methods of computer operation including software applications used to process, store and tabulate information or data.

**Skill to:**

Use logic and analysis to identify the strengths and weaknesses of different available options.
Weigh the relative risks, costs and benefits of a potential action.
Manage and prioritize one's time to efficiently complete tasks and manage multiple projects simultaneously.
Enter, record, store and maintain information in written and electronic formats.
Produce electronic reports of tabulated data.
Develop constructive and cooperative working relationships with others.
Communicate information and ideas in writing so others can understand.
Accurately add, subtract, multiply, divide, compute percentages and analyze statistical data.
Tell when something is wrong or is likely to go wrong.
Effectively organize, lead and participate in meetings.
Evaluate and review contracts for compliance to specifications and requirements.
Analyze and translate program needs into contract terms.
Write contracting documents and specifications and develop contractual terms and conditions.
Write legal documents and policies typical to the assignment.
Analyze, interpret, and apply contracting laws, rules, regulations and policies.
Identify, analyze, and develop primary and alternate sources of goods or services.
Synthesize information to formulate contract and procurement agreements.
Communicate orally and in writing with a variety of people to elicit and provide information, answer questions, gain agreement, persuade others to action, explain regulations, program operations and requirements.
Develop concise and easy to follow rules or policies.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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STATE OF OREGON  
Dept. of Administrative Services  
Human Resource Services Division