



Enterprise Goods and Services provides centralized service to state government through its operational programs which include Shared Financial Services, Financial Business Systems, Procurement Services, Publishing & Distribution, and Risk Management.

Procurement Services (PS) serves as the central purchasing authority for state government. It procures goods and services on behalf of state agencies and combines state, local governments, and other state’s purchasing power to ensure the cost-effective acquisition of goods and services. It consults with and trains employee of state, local governments, and suppliers on the application of purchasing laws, rules, procedures and policies. It develops and administers a training & certification program and maintains a central eProcurement System to support statewide procurement activities.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

This position manages the formal competitive procurement process for agency specific contracts or statewide price agreements for the purchase of Supplies and Services or Construction projects from initial request through contract execution and administration. Additionally the person leads Enterprise IT procurements that require extensive Strategy Development, Critical thinking and collaboration across multiple agencies, programs and vendors.

**SECTION 3. DESCRIPTION OF DUTIES**

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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*Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit “Enter”.*

50%	N	E	<p><b>Enterprise IT Procurement Strategy</b></p> <p>The IT Procurement Strategist will provide State Agencies and the Office of the State CIO (OSCIO) with IT Procurement expertise, giving advice and making recommendations for successful execution and implementation of Enterprise IT contracts. This position requires critical thinking in order to interpret IT Procurement statutes and policy and provide sound advice and guidance to executive management, governance bodies, state agencies and stakeholders. Understanding legislative direction and implementing changes outlined in House and Senate Bills that are related to IT Procurement is required in this position. Analyzing Policy, existing and newly created, to ensure Enterprise IT Procurements address all oversight and security requirements. Developing and recommending IT procurement strategies that best accomplish Enterprise wide IT goals and objectives is a key driver for the Strategist. The Strategist is the Procurement interface OSCIO, ensuring alignment with their program responsibilities. This position works with the members of enterprise governance bodies to review, update and monitor procurement approaches, ensuring achievement of the objectives of the State of Oregon’s Enterprise Information Technology Strategy. Fostering internal and external partnerships along with the ability to work collaboratively at all levels of State Government in the pursuit of effective and efficient enterprise procurements are key drivers for the</p>
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			<p>person in this position. This position represents IT Procurement on the Improving Government Committee researching and rationalizing IT system improvements and upgrades.</p>
30%	N	E	<p><b>Procurement and Contract Development and Management</b></p> <p>Using principles of Strategic Sourcing, provide leadership in large, complex and politically charged Statewide IT Procurements. Serve as the head thought leader and Enterprise contact for the IT procurement process in accordance with applicable state and federal rules, regulations, policies and procedures. The incumbent must understand the broad issues and recommend the appropriate method of solicitation, evaluating the risk associated with the contract, often consulting with affected client state agencies in determining the procurement methodology. The position analyzes, and often conducts, Cooperative IT agreements that support Oregon’s business model. The position will make determinations on the Enterprise needs relative to negotiating software license, maintenance agreements, or other agreements as applicable. This position is a Subject Matter Expert for IT procurements, analyzing comparator or industry benchmarks, conducting spend analysis and category profiling and managing high profile vendor relationships. The position will lead cross-functional procurement teams with both the IT Business Center and agency program experts, to plan and develop contracts for multi-agency procurement. As part of solicitation development, the position will plan, coordinate and lead pre-bid and pre-proposal conferences; interpret procurement regulations and answer questions about solicitations process; assess, determine, and prepare recommendation in the validity of protests, contract terminations, and contract breach actions; serve as chair of, and/or assist, evaluation and negotiation committees to obtain consensus on selection of contractor section process; direct agency evaluation committees to effect equitable and fair proposal and bid evaluations and award recommendation. This position will proactively manage all assigned contracts to obtain the best value for customers.</p>
15%	N	E	<p><b>Vendor Negotiation and Relationship Management</b></p> <p>Using industry knowledge and procurement expertise this position will negotiate the best overall value, meeting the requirements of the customer, whether the customer is the State or a specific agency.. Incumbent will lead, participate or give guidance in complex negotiations of final contract language, including, but not limited to, negotiation of Enterprise software licenses and support agreements, and hardware maintenance agreements that minimize performance and cost escalation risk. Additionally the position will engage at an executive level, learning industry trends and thus delivering the best value for the stakeholders as well as developing executive level relationships with strategic vendors</p>

10%	N	E	<p><b>Supplier and Association Engagement</b></p> <p>This position will interface with the IT product delivery community by actively participating in strategy sessions, seminars, user groups and supplier conferences in order to remain on the cutting edge of IT market dynamics. The incumbent must possess a thorough understanding of, and commitment to, the mission and vision of the Enterprise IT Strategy. The position will work with IT Professional organizations and multi-state IT procurement teams to stay abreast of trends and best practices in IT procurement.</p>
100 %			

**SECTION 4. WORKING CONDITIONS**

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Duties are performed in a cubicle office design resulting in on-going audible distractions. Requires extended time working at a computer terminal with frequent use of common office technology, including phones, computers, printers, copy machines, fax machines, etc. Work may include long periods of sitting and/or standing. Requires extended work schedule at various times to meet project due dates.

**SECTION 5. GUIDELINES**

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

- DAS Policies and Processes
- Statewide Policies and Procedures
- Oregon Revised Statutes
- Oregon Administrative Rules
- Attorney General’s Model Public Contracting Rules
- State Purchasing and Accounting Policy
- Section Operating Procedures, and Policies
- Delegation of Authority
- BOLI Requirement

**b. How are these guidelines used?**

These guidelines clearly define the operating parameters of statewide procurement activities and the latitude, which may be exercised by the incumbent in fulfilling his/her duties.

**SECTION 6. WORK CONTACTS**

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
Agency staff, executives and other designated personnel, State Data Center	In person, by telephone, by written media	Inter-agency coordination and communication	As needed

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

CIO council, Improving Government and outside agency IT-related staff	In person, by telephone, by written media	Enterprise Procurement planning; consulting; enterprise project / initiative development, implementation, and oversight; IT governance body support and presentations	Weekly
Industry associations; NASCIO, NASPO	In person, by telephone, by written media	Outreach; industry/government trends, initiatives and “best practices”	Monthly
Vendors	In person, by telephone, by written media	Contract management; Solicit product information; clarify bid requirements; answer vendor questions regarding plans, policy, and state government-wide procurements	As needed
Procurement Services Personnel	In person, by telephone, by written media	Daily contract development and management; coaching and mentoring	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

This position makes decisions for agencies, PS IT Business Center team mates and the CIO office in the development of IT Procurement strategies for Enterprise wide and complex agency initiatives. Each recommendation requires decision-making based on an in-depth understanding of a host of interrelated criteria including, but not limited to: procurement law and other legislative direction, rule, policy, industry core practices, and Enterprise IT strategy. This position requires the depth of experience and knowledge to allow complex, high-value decisions to be made quickly and concisely.

Decisions made by the incumbent will have a substantive effect on the degree of efficiency, effectiveness and economy in procuring new Information Technology resources. Decisions are expected to facilitate the Entrepreneurial Management model, representing the state as one unit. High-quality decision-making can produce great efficiency and cost savings. The inverse is also true. Failure to make appropriate decisions or failure to have decisions subsequently affirmed and implemented by appropriate senior management can result in legal liabilities and/or financial consequences.

The position must frequently work with diverse groups of stakeholders with competing interests. The incumbent must provide leadership for agency and enterprise IT procurement efforts by establishing solid relationships with key agency personnel and by building consensus to arrive at and support important collaborative decisions. This position must be able to lead teams and bring about consensus through collaboration with groups that often have diverse interests

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
PEM E	#0400813	In person, written	Weekly	To review work is completed as assigned.
		In person, written	Annually	Performance evaluation

## SECTION 9. OVERSIGHT FUNCTIONS

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? N/A  
 How many employees are supervised through a subordinate supervisor? \_\_\_\_\_
- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department’s Diversity strategies and goals.

**Additional skills, abilities and requirements:**

- Employee is required to possess and maintain a valid driver’s license issued by the state where the employee resides or provide an acceptable alternate mode of transportation.
- Have extensive knowledge of procurement principles, ethics, laws, policies and guidelines used in the state of Oregon procurements, and must be able to analyze, interpret and apply them as appropriate.
- Have in-depth knowledge of Information Technology contracting.
- Have the ability to review, analyze and interpret technical information, including specifications and technical drawings related to a variety of products and services.
- Have considerable knowledge of bid/quotation criteria and processes. Must be able to analyze and negotiate contracts to meet requirements of statutes and rules in consistent manner. Must be able to prepare contracts that are contractually sound.
- This position must establish, maintain, manage and monitor complex contracts and vendor relationships.
- Ability to research and synthesize information, and to summarize into concise, easily understood documents.
- Have strong written and verbal communication skills, with the ability conduct meetings with a wide range of stakeholders.
- Be able to prioritize, organize and coordinate a variety of purchasing programs or projects simultaneously.
- Participate in reviewing, analyzing, and solving purchasing-related problems that may arise.
- Be able to effectively communicate orally and in writing.
- State and national procurement certification is preferred.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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**Note:** If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

N/A		
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## SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee's name, and position number.

## SECTION 12. SIGNATURES

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date