



PROCUREMENT ANALYST

☐ Classified ☒ Unclassified

☐ New ☒ Revised

DEFINITION

Under the direction of the Department Head or designee, the employee in this position is primarily responsible for planning, organizing, and coordinating activities in the purchasing of materials, good and services for the organization. This position is the second level in this division and requires a high degree of independence and responsibility. Work is highly varied and complex requiring knowledge of many different and unrelated processes and methods. Decisions are independently made and based on a thorough analysis of alternatives, adaptation of procedures or resolution of incomplete or conflicting technical or contractor data. This position requires a confidential relationship to a policymaker and privy to highly sensitive confidential information.

Work is reviewed by a supervisor through observation of operations and based on results achieved.

DUTIES (NOT ALL INCLUSIVE)

Develops specifications, requirements, and guidelines, evaluate bids or proposals received for compliance to specifications and requirements, tabulate and recommend bid awards consistent with procurement guidelines, laws, and policy.

Assesses, plans, coordinates, and prepares purchase requests ensuring compliance with the procurement policies and funds are approved.

Evaluates contracts for potential risk along with Legal Counsel; review and negotiate contracts or agreements; bid terms and conditions; manage contractor selection process; make or recommend contract awards; negotiate contract terms to minimize risk; develop appropriate risk mitigation strategies; negotiate price agreements for services.

Monitors contract expenditures, performing spot checks for invoice certification and contracts are closed out timely when services are completed.

Solves conflicts between departments and vendors for contract or agreement development, negotiation, or administration.

Creates and reviews change orders and recommends approval of change orders and pay estimates.

Conducts pre-bid conferences and walkthroughs along with post-award orientation with bidders/proposers.

Drafts responses to protests from vendors involving the procurement process; tracks complaints and other issues with users and vendors ensuring appropriate follow-up occurs to resolution.

Monitors performance and capabilities of vendors to ensure timely delivery, quality, and price commitments.

Reviews existing contracts and provides summaries of terms and conditions.

Conducts periodic audits to ensure ongoing contract performance and compliance with contractual obligations.

Conducts and maintains annual and semiannual inventory audit of all fixed assets and office supplies; handles the disposal of surplus or obsolete inventory.

Advises and provides technical assistance to other staff regarding the resolution of procurement activities, investigating markets, quality issues, researching scope, specifications and contract development and administration.

Acts as a key resource for the implementation, development, and ongoing maintenance of purchasing systems and related processes and procedures.

Analyzes and maintains procurement data and prepares monthly and other ad-hoc reports.

Inputs and updates software systems, financial systems and other related systems tracking contract administration and financial activities.

Visits work sites and monitors project progress regularly to report project status to procurement management.

Manages various procurement projects that include the areas of purchasing, contracting, sourcing, and commodity management.

Works with Cost Price Analysis and Commodity Management Groups to formulate negotiation plans.

Defines procurement training requirements, develops training materials, and provides education and training to internal staff on procurement policies and best practices.

Identifies and develops standard processes that address Department of Labor acquisition program requirements.

Attends meetings and trainings as required.

Performs all other job-related duties as assigned.

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of purchasing processes and policies or the ability to gain said knowledge within six months.

Knowledge of applicable local and federal laws relative to licensing and the procurement of goods and services.

Knowledge of principles, methods and best practices used in the procurement of goods and services.

Knowledge on collecting data and reporting against key performance metrics.

Knowledge on the use of standard office equipment, Microsoft Office (Word, PowerPoint; Excel, Outlook); inventory and automated systems.

Skilled in negotiation and conflict resolution.

Skilled in procurement management.

Ability to demonstrate and successfully manage inventory, using inventory management systems to perform tasks including auditing, forecasting, and planning.

Ability to effectively listen and communicate both verbally and in writing.

Ability to maintain high standards of personal and professional integrity.

Ability to establish and maintain effective working relationships with staff, external parties and occasionally angry and volatile individuals or situations,

Ability to identify issues and deliver results.

Ability to effectively work under pressure, manage multiple projects and meet deadlines with a high attention to detail and follow through.

Ability to work with a high degree of confidentiality, camaraderie, and initiative.

Ability to work independently and as part of a team.

FACTOR 2 – SUPERVISORY CONTROLS

Employee operates with little to no supervision. Only administrative and policy direction provided. The employee must possess a high degree of professional ethics and integrity. The employee should demonstrate sound judgement and the ability to analyze situations and information. This is most evident in the incumbent's ability to understand, interpret, and explain policies pertaining procurement and their contracts. Employee must have the

ability to speak and write clearly and concisely.

FACTOR 3 – GUIDELINES

The employee must maintain and enforce departmental as well as Local and Federal (including OSHA) guidelines, policies, and procedures.

FACTOR 4 – COMPLEXITY

Work requires many different processes and methods applied to an established administrative field.

FACTOR 5 – SCOPE AND EFFECT

The purpose of the work is for the planning, organizing, and coordinating activities in the purchasing of materials, good and services for the organization to defend, negotiate, or resolve controversial and/or long-range procurement issues and problems.

FACTOR 6 – PERSONAL CONTACTS

Contacts include departmental staff, employees from other government agencies, managerial personnel, and other administrative officials.

FACTOR 7 – PURPOSE OF CONTACTS

External contacts are primarily to defend, negotiate, or resolve controversial and/ or long-range issues and problems, internal contacts are to provide the daily objectives of the work unit and to maintain a hospitable and safe environment.

FACTOR 8 – PHYSICAL DEMANDS

Work is sedentary in nature: No unusual physical demands are required. While performing the duties of the job, the employee is regularly required to talk and hear within normal range; and read for information and instruction of others.

FACTOR 9 – WORK ENVIRONMENT

Work is primarily in an office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in business, finance, or a related field plus five years of progressively responsible experience in governmental purchasing or 5 years' experience in the procurement of a wide variety of goods and services, including procurement contract preparation and negotiation. A combination of education and experience may be considered at discretion.

OR

High School Diploma and nine (9) years of purchasing, procurement, budget, finance or related work experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Virgin Islands Driver's License.

Date: 4/20/2022

Approved by: 
Director, Division of Personnel