



CLASSIFICATION NO. 196
Established: 10/16
FLSA: Exempt
EEO: 2

PROCUREMENT AND CONTRACT ANALYST, SENIOR

CLASS CHARACTERISTICS

Under direction, to provide advanced professional expertise and technical support as a subject matter expert with in-depth knowledge of the procurement and contract areas of the County; are proven project managers for high risk, complex and formal procurements; work situations involve a high degree of complexity with incumbents acting as top advisors within assigned area of responsibility, providing policy interpretation throughout the pre-award and post-award phases; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Procurement Office within the Finance Department is responsible for the centralized procurement of goods and services, professional services, public improvement construction, construction related services, software licensing agreements, leases and other contracts on behalf of the County.

The Procurement and Contract Analyst, Senior is the most advanced level of the Procurement and Contract series. Positions at this level require sophisticated analyses/research ability such as the use of economic forecasting techniques, and analysis of product markets; agreements typically involve multiple government agencies, sophisticated vendors, and multiple or complex funding sources, such as capital construction projects and design build. Decisions involve ongoing anticipation and responsiveness to continuing changes in programs or technological developments. Procurement and Contract Analyst, Senior is frequently responsible for writing/updating far-reaching procurement guidelines, policies and procedures. Incumbents at this level train other procurement staff, assign or distribute work, or act as project coordinator or facilitator for significant procurements and agreements. Incumbents at this level also perform program review of a wide-range of agency contract or procurement functions.

Several features distinguish the Procurement and Contract Analyst, Senior from the Procurement and Contract Analyst and Procurement and Contract Assistant: a) independently drafts, negotiates and administers complex legal binding contracts or agreements within procedures and precedents; b) develops contracts or agreements that contain a variety of different and complex elements; c) responsibility for agreements or contracts that require a wide breadth of planning, coordination and problem identification due to conflicts inherent in the contract and agreement process; d) conducts complex procurements such as alternative contracting methods (Design-Build, Energy Savings Performance Contract (ESPC), Construction Manager/General Contractor (CM/GC), multi-entity cooperative contracts, and contract-specific special procurements) and e) may act on behalf of the Procurement Manager in the Manager's absence. It also differs from the Procurement Manager, which is responsible for planning, coordinating, evaluating and administering all procurement services and the disposal of surplus property.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides subject matter expertise; provides complex technical assistance to management and County departments, employees and others in the interpretation and writing/updating of procurement guidelines, program goals, policies and procedures, and procurement activity problem-solving assistance. Advise management and staff on procedures for developing contracts or parts of contracts. Develop master agreements, formats and template agreements for use by other staff. Solve conflicts and liaison between contract or agreement parties and staff.
2. Develop specifications; establishes criteria for requests for proposals. Solicit and evaluates build to suit proposals. Analyze consultative or program service needs and develop solicitation documents and contract specifications. Research and analyze products and market trends. Translate program requirements into contract terms. Evaluate contracts for potential performance risk; develop strategies to minimize potential risk. Analyze reasonableness of sole source requests; develop sole source fixed-price contracts or cost and performance incentive provisions. Write contract or agreement amendments or extensions. Measure contract bidders against selection criteria. Manage contractor selection process. Identify when legal review is needed.
3. Devise negotiating strategies with goals and alternatives; negotiate contract or agreement terms to minimize performance risk, price agreements for services, contract or agreement renewals, amendments, and plan changes. Develop new financial arrangements and accelerated delivery schedules to support program needs. Consult with County Counsel to facilitate their clarification of legal issues and the approval of contract language.
4. Evaluate contractor performance or quality of services; approve contractor or vendor invoices for payment. Evaluate appropriateness of contract or agreement remedies in light of situations. Compile contract status reports; develop contract tracking or reporting procedures. Research alleged contract violations and assist with their resolution; decide validity of protests, terminations and breach actions. Audit and substantiate contractor's cost data. Identify cost items for proper charging to the contract. Ensure contract records are maintained in accordance with retention schedules.
5. Explain department purchasing, contract, or agreement policies to County staff; explain and advise staff on state contracting laws, rules, regulations, operating policies, procedures, and ethics. Explain contract process or terms to contractors. Prepare and deliver training to staff on procedures, requirements and related issues. Analyze data to formulate policy criteria or develop new acquisition techniques. Participate on committees to establish and improve specifications, standards, procedures and policies. Develop and implement County policies and procedures for the effective administration of County contracting or agreement activities. Audit contracts to identify process strengths and weaknesses and areas of noncompliance with regulations and policies. Review County procurement, contract, or agreement practices for compliance with rules, statutes, policies and practices. Collaborate with management and customers to decide corrective action.
6. May lead the work of procurement staff; assigns and reviews work; provides input for performance evaluations; recommends disciplinary action.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Public procurement and contracting principles, theories and processes for governmental procurement and contracting including applicable requirements of Oregon Revised Statutes (ORS), Oregon Administrative rules (OAR), Oregon Bureau of Labor and Industries (BOLI) rules, IRS rules, Federal Acquisition Regulation, Oregon Public Records Laws, Oregon Public Meetings Laws, and County Code requirements; principles, theories, and processes of governmental contracting including contract administration; principles and processes in business and organizational planning, coordination and execution such as resource allocation and production methods; risk assessment and business impact analysis methodology and techniques; contract performance standards; contracting rules and principles; methods and processes of goods and trades services, cost and price analysis, and vendor relations; economic and accounting practices and the analysis and reporting of financial data; techniques used to negotiate or gain agreement with others; conduct analysis on lease options versus purchase options; assists in the tracking of private use for tax exempt bond compliance; 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; structure and content of the English language; office procedures; computer equipment and related software.

Working knowledge of: Methods of general buying operations, marketing strategies and sales control systems; methods of moving goods by air, rail, or road including their relative cost, advantages and limitations; software and technology contractual best practices; cooperative procurement options; legal/regulatory requirements and best practices for reviewing, editing, drafting and negotiating contracts, grant and lease documents.

Skill to: Use logic and analysis to identify the strengths and weaknesses of different available options; weight the relative risks, costs and benefits of a potential action; research and identify essential information; manage and prioritize time to efficiently complete tasks and manage multiple projects simultaneously; observe, receive and otherwise obtain information from all relevant sources; evaluate information against a set of standards and verify that it is correct; talk to others effectively to convey information, listen to what others say and ask pertinent questions to gather needed information; enter, record, store and maintain information in written and electronic formats; produce electronic reports of tabulated data; effectively organize, lead, and participate in meetings; evaluate and review contracts for compliance to specifications and requirements; analyze and translate program needs into contract or agreement terms; write contracting documents and specifications and develop agreement or contractual terms and conditions; analyze, interpret, and apply contracting laws, rules, regulations and procedures; identify, analyze, and develop primary and alternative sources of goods or services; synthesize information to formulate agreements or procurement contracts; develop concise and easy to follow rules or policies; establish and maintain effective working relationships with County employees, the public and vendors; accurately add, subtract, multiply, divide, compute percentages and analyze statistical data; prepare reports; resolve problems; interpret and apply laws, rules and regulations affecting County procurement; accurately operate computers.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Some positions must successfully pass a criminal history check, which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Possession of or ability to obtain within one year and maintain one of the following certifications:

- Oregon Public Basic Certification (OPBC)
- Oregon Public Advanced Certification (OPAC)
- Certified Public Procurement Officer (CPPO)
- Certified Professional Public Buyer (CPPB)
- Or similar certification from a nationally recognized procurement training program

Edited: 8/19