

CalSAWS Job Description

CALSAWS POSITION: PROCUREMENT ANALYST

SALARY RANGE

Salary determined by Employer

JOB DESCRIPTION

This position reports to the Procurement Manager. The Procurement Analyst works in support of the competitive and non-competitive procurements for materials, products and services. This role performs the administrative services related to need identification, pre-solicitation, solicitation preparation, evaluation and award. This entails a wide-ranging level of planning and managing IT procurements. This position will work across multiple simultaneous IT procurement efforts, each in different phases of the procurement process, and spanning 12-28 months depending on scope and complexity. The Procurement Analyst must demonstrate a high degree of flexibility and adaptability in changing and uncertain conditions as these procurement efforts evolve. The Procurement Analyst must also demonstrate the ability to prioritize and manage full range of complex tasks across multiple competing procurement projects. May supervise the work of others.

RESPONSIBILITIES

- Preparing and contributing to the design, development and/or review of work products and deliverables, in whole or in part, for multiple IT procurements including:
 - IT Procurement and RFP strategies, standards, templates;
 - IT Procurement Work Plans, resource plans and budgets;
 - Requests for Proposals (RFPs) for in support of the statewide CalSAWS effort including development of requirements, scope of work, deliverables, evaluation methodology and criteria, proposal structure and price schedules;
 - Business and Cost Proposal Evaluation Guides, tools and workbooks;
 - Business and Cost Proposal Training materials development and delivery;
 - Proposal Evaluation Results; and
 - Vendor Selection Reports and Recommendations.
- Evaluating and assisting with RFP requirements definition and confirmation tasks to ensure the business, technical and operational needs of all 58 counties are met through these multiple procurements and that the requirements are consistent with the overall CalSAWS strategy and objectives;
- Executing procurement tasks including establishing and administering SharePoint sites for CalSAWS procurements, answering vendor questions, posting vendor Q&A and RFP amendments, preparing for and supporting Vendor Conferences, and preparing for and supporting Evaluation Team Meetings;
- Monitoring the preparation of presentations of the RFP, Vendor Selection Report and Recommendation for Contract Award to the 58-county CalSAWS Executive Director and JPA Board of Directors;
- Assisting the Procurement Managers, PMO Manager, Application Development Manager and Implementation Manager to review and assess vendor Deliverable Expectation Documents (DEDs) and deliverables for adherence to requirements, specifications and standards;
- Assisting the Procurement Managers, PMO Manager, Application Development Manager and Implementation Manager to review and assess vendor progress on tasks as documented in the approved baseline work plan for the multiple resulting IT projects;
- Assisting the Procurement Manager in working collaboratively with the advocate community to meet legislative requirements for including advocates in the requirements definition and testing phases for these public facing IT procurements and subsequent D&I and M&O efforts;

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- Assisting the Procurement Manager with communication and education of counties, project partners and stakeholders regarding these IT procurements and subsequent D&I and M&O efforts;
- Assisting the Procurement Manager in documenting and administering the issue and risk management processes for these multiple IT procurements and subsequent D&I and M&O efforts; and
- Assisting the Procurement Manager in working with the PMO Contracts and Fiscal Manager to prepare IAPDU budget and schedule updates associated with these multiple IT procurements and subsequent D&I and M&O activities.

DESIRABLE SKILLS AND CAPABILITIES

Candidates of this position should have applicable experience, skills, and capabilities to perform the following functions and activities:

- Working knowledge of public assistance programs and understanding state policy as relates to SAWS;
- Strong analytical and problem-solving skills; and
- Strong organizational and leadership abilities.

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE:

A Bachelor's degree from an accredited college or university -AND- Three years of experience performing analytical assignments, two years of which must have been at the level of a journey-level analyst or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

-OR-

Five years of experience performing analytical assignments, two years of which must have been at the level of a journey-level analyst or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or another closely-related administrative field.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light. Positions within this class require light physical effort that may include occasional light lifting to a 10-pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.