

CalSAWS Job Description

CALSAWS POSITION: PROCUREMENT MANAGER

SALARY RANGE

Salary determined by Employer

JOB DESCRIPTION

The Procurement Manager is responsible for planning and directing procurement activities and subsequent development and implementation (D&I) activities for large, complex applications and technical services, in support of the larger statewide CalSAWS enterprise project. The Procurement Manager manages a team of analysts in procuring IT goods and services that support the delivery of services to over 15 million customers and support the business operations for all 58 counties of California.

The Procurement Manager plans and directs a full range of difficult to complex analytical assignments and makes recommendations on complex issues which directly impact project programs and administrative operations, and which may be of a confidential or sensitive nature. This role plans, organizes, assigns, and evaluates the work of Procurement Analyst(s) in the performance of the project management activities related to Procurement Management for the CalSAWS Consortium. Assignments require the use of discretion and care in the handling of confidential and sensitive information used to support management decisions, as well as professionalism and tact in dealing with individuals such as higher-level staff members, managers, and professionals from other organizations on sensitive or controversial issues of considerable consequence or importance. Recommendations have significant impact on higher-level staff and management decisions.

RESPONSIBILITIES

- Directing, planning, organizing and contributing to the design, development and/or review of work products and deliverables for this specific IT procurement including:
 - IT Procurement and RFP strategy, standards, templates;
 - IT Procurement Work Plan, resource plan and budget;
 - Requests for Proposal (RFP) 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;
 - Training and directing the proposal evaluation team;
 - 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.
- Managing and leading RFP requirements definition and confirmation tasks to ensure the business, technical and operational needs of all 58 counties are met through this procurement and that the requirements are consistent with the overall CalSAWS strategy and objectives;
- Advising the Common Services Director and Consortium legal counsel with Contract Negotiations resulting from this procurement;
- Directing the preparation and presentation of the RFP, Vendor Selection Report and Recommendation for Contract Award to the 58-county CalSAWS Executive Director and JPA Board of Directors;
- Collaborating with the Common Services Director, 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;

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- Collaborating with the Common Services Director, 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 this IT project;
- Working collaboratively with the advocate community to meet legislative requirements for including advocates in the requirements definition, design and testing phases for this public facing IT procurement and subsequent development and implementation effort;
- Driving communication and education of counties, project partners and stakeholders regarding this IT procurement and subsequent D&I effort;
- Managing the issue and risk management processes for this IT procurement and subsequent D&I effort; and
- Collaborating with the PMO Contracts and Fiscal Manager to prepare IAPDU budget and schedule updates associated with this IT procurement and subsequent D&I activities.

DESIRABLE SKILLS AND CAPABILITIES

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

- Experience in the design, development and/or review of work products and deliverables including:
 - Request for Proposal (RFP);
 - Proposal Evaluation Results;
 - Vendor Selection Recommendations;
- Strong analytical and problem-solving skills;
- Strong organizational, management and leadership abilities; and
- Demonstrated ability to lead a team through various project stages.
- Working knowledge of public assistance programs and state policy as it relates to SAWS.

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE:

Two years of bona-fide supervisory experience over a unit of analysts performing assignments within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely related administrative field - AND - two additional years of experience at the level of a journey analyst or higher within one or more of these administrative fields.

-OR-

Two years of any bona-fide supervisory experience - AND - four years of experience at the level of a journey analyst or higher within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely related administrative field.

-OR-

Two years of experience at the level of a senior analyst or higher functioning in a consultative role in departments similar to Auditor-Controller, Chief Executive Office, Human Resources, or Contracts Division, interpreting and applying County policies, rules, and regulations and providing direction, guidance, and advice to management and administrative staff in County line departments - AND - four years of experience at the level of a journey analyst or higher within one or more of the following administrative fields: human resources, budget, finance, contracts, or other closely-related administrative field.

LICENSE:

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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.