



County of Los Angeles
INTERNAL SERVICES DEPARTMENT
OPEN COMPETITIVE OPPORTUNITY



Bulletin No. 3335BR

Posting Date: March 15, 2012

JOB TITLE

PURCHASING AND CONTRACTS ANALYST I

EXAM NUMBER

W2260F

FILING DATES

March 19, 2012 – Until needs of the Department are met and is subject to close at any time without notice.

SALARY

\$4,116.55 – \$5,399.09 **MONTHLY**

**BENEFITS
INFORMATION**

- Cafeteria Benefit Plan
- Defined Contribution Retirement Plan
- Deferred Compensation & Thrift Plan
- 11 Paid Holidays
- Generous Vacation and Sick Leave Benefits
- Flexible Work Schedules

**POSITION
INFORMATION**

Provides routine purchasing and contracting related services to Los Angeles County departments. Positions in this class are found in the Internal Services Department, Purchasing and Contract Services, and work under the direction and guidance of a more senior level purchasing and contracts analyst. The Purchasing and Contracts Analyst I performs routine acquisitions of specified equipment supplies or services and participates to increasing degrees in more complex acquisitions and longer term contracts and agreements for multiple purchases. The Purchasing and Contracts Analyst I reviews requisitions, determines the appropriate informal or formal bid process, identifies sources, prepares solicitation and contract documents using standard terms and conditions and makes awards based on simple bid price comparison. The incumbent practices generally accepted purchasing and contracting principles in the context of County policies, procedures and legal requirements. The incumbent develops analytical and technical skills in preparation for more responsible purchasing and contracts assignments and administers contracts under direction from more senior level purchasing and contracts analysts. Under direction, incumbents work with user departments to clarify specifications and procedural steps, and with vendors to administer the bid or contract procedure and answer questions of fact.

COMPLEXITY STANDARD: Routine acquisitions and contracts are defined as those involving: a single item or type of item where specifications and volume have been established, common items available from a variety of established sources in the marketplace, items available only from a monopoly source (e.g., stamps), and direct purchases (not leased).

**ESSENTIAL JOB
FUNCTIONS**

- Gathers, evaluates, and maintains vendor qualifications and information and establishes bidders file.
- Prepares routine solicitation and contract documents, including Requests for Bids (RFBs) Request for Quotations (RFQs), and specifications.
- Assists senior level purchasing and contracts analysts in preparing Requests for Proposals (RFPs); works with user departments to define and establish contract specifications and statements of work.
- Reviews and evaluates vendor bid responses and issues purchase orders and/or contracts; incorporates applicable standard terms and conditions for purchase agreements and contract awards to ensure protection of County interests, best price, and compliance with agreement requirements.
- Recommends County procurement standards, delegated purchasing authority requirements and emergency purchase procedures.
- Assists senior analysts with highly complex acquisitions and developing master agreements and contracts, including formulating schedules, designing forms or exhibits, preparing flowcharts, or other tasks, as assigned.
- Monitors, administers and/or audits routine agreements and contracts for the County, *ensuring compliance* with terms and conditions and pricing, and ensuring accuracy and timely performance of contracted work and cost compliance.

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- Compiles data, generates and analyzes reports and makes strategic purchasing recommendations.
- Identifies opportunities to improve the quality, efficiency, and effectiveness of Section services or acquisition process.
- Resolves contractual issues or problems with vendors on behalf of user departments and project teams.
- Clarifies and resolves interpretation differences of routine contract performance issues or terms and conditions with vendors.
- Assists customer departments in understanding and interpreting existing agreements.

PHYSICAL CLASS

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

LICENSE(S) REQUIRED

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.

SELECTION REQUIREMENTS

A Bachelor's degree or higher from an accredited* college or university with a major in Finance, Accounting, Contract Management, Contract Law, Business Law, Business Management, or Financial Management.

SPECIAL REQUIREMENT INFORMATION

*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

CANDIDATES MUST PROVIDE A COPY OF THE OFFICIAL DEGREE OR COPY OF OFFICIAL TRANSCRIPTS AT THE TIME OF FILING. Applications submitted without required degree or transcripts will be rejected as incomplete.

Appointees may be required to work any shift, including evenings, weekends, holidays, and overtime.

DESIRABLE QUALIFICATIONS

- Demonstrated experience utilizing MS Word, Excel, Power Point, and Outlook.
- Strong problem solving and analytical skills.
- Strong organizational and adaptability skills.
- Effective oral and written communication skills.
- Excellent customer service and interpersonal skills.

SPECIAL INFORMATION

A thorough background investigation (including fingerprint search and reference verification) will be required of candidates. Candidates who are found to be unsuitable for employment as a Purchasing and Contracts Analyst I will be removed from the certification list pursuant to Civil Service Rule 6.04.

DISQUALIFYING FACTORS INCLUDE, BUT ARE NOT LIMITED TO:

- Felony convictions
- Certain job-related misdemeanor convictions
- Certain serious traffic convictions or patterns of traffic violations (e.g. 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents and driving under the influence).
- Illegal use of certain controlled substances.
- Poor employment history.

VACANCY INFORMATION

The resulting eligible register for this examination will be used to fill vacancies in the Internal Service Department, Purchasing and Contracts Divisions, located at 1100 N. Eastern Avenue, Los Angeles, CA 90063. This facility operates on a 4/40 work schedule (ten hours per day, four days per week).

EXAMINATION CONTENT

This examination will consist of an interview weighted at 100%. The interview will cover training, knowledge and experience and general ability to perform the duties of the position. **Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.**

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. **PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE REGISTER DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

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No person may compete for this examination more than once every twelve (12) months.

**APPLICATION
INFORMATION**

All applicants for the **Purchasing and Contracts Analyst I** examination are required to submit a standard Los Angeles County Employment Application. **ALTHOUGH A RESUME MAY BE ATTACHED, IT WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR THE LOS ANGELES COUNTY EMPLOYMENT APPLICATION.** County Employment Applications are available in person at the address at the top of this bulletin or may be downloaded from the Internal Services Department Home Page located at <http://isdjobs.co.la.ca.us/joblistings/examApplicationInstructions.cfm?id=w2260f> or the Department of Human Resources website located at <http://dhr.lacounty.info/>.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

ALL INFORMATION IS SUBJECT TO VERIFICATION

We may not accept your application at any time during selection process.

File using ONE of the methods below:

FILING ONLINE

We encourage you to apply online by going to the following link and selecting **Apply to Job** so you can track the status of your application and get notified of your progress by email:

<http://dhrm.dhr.co.la.ca.us/jobs/applicationscreen.htm>

We must receive your application and supplemental questionnaire (if any) by 5:00 p.m. Pacific Standard Time, on the last day of filing.

NOTE: NO ATTACHMENTS MAY BE APPENDED TO YOUR ON-LINE APPLICATION ONCE YOU PRESS "SUBMIT." To avoid having your application rejected as incomplete, have **ALL** required documents (i.e., degrees, transcripts, etc.) uploaded as attachments **BEFORE** submitting your on-line application.

If you are unable to upload your attachments, please click on the help link for technical assistance, or go to: <http://dhrdcap.co.la.ca.us/eHR/HelpSubmit.aspx>

FILING BY U.S. MAIL OR IN PERSON

We must receive your completed application at the address below by 5:00 p.m., Pacific Standard Time, on the last day of filing. Applications received after the close of filing date will not be accepted.

The acceptance of your standard Los Angeles County Employment Application depends on whether you have clearly shown that you meet all of the Selection Requirements. **Completely and correctly fill out every portion of your LA County Application to receive credit for all relevant experience, education or training according to the Selection Requirements and Desirable Qualifications.** Fully address any desirable qualifications that you meet, if applicable. If additional space is needed to list job experience, attach additional sheets to your application. These sheets must be in the same format as shown on the job application, in the "Work Experience" section include job payroll title, salary, employer information, employment dates, etc.). **INCOMPLETE OR INACCURATE APPLICATIONS, OR THOSE LACKING REQUIRED DOCUMENTATION, MAY BE REJECTED AT ANY STAGE OF THE SELECTION PROCESS.**

Submit completed application and attachments in person or by U.S. Mail to the following address:

INTERNAL SERVICES DEPARTMENT
Human Resources Division
1100 N. Eastern Avenue, Trailer Annex
Los Angeles, CA 90063

**DISABILITY
ACCOMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below. The County will attempt to meet reasonable accommodation requests whenever possible.

ADA Coordinator Phone (323) 267-2432
Alternate Teletype Phone (800) 899-4099

Teletype Phone (800) 897-0077
California Relay Services Phone (800) 735-2922

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security

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number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERANS CREDIT

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

RECORD OF CONVICTIONS

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

SOCIAL SECURITY ACT OF 2004

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.



DOCUMENTATION REQUIREMENT - RECAP

Documentation required with your Los Angeles County job application **at the time of filing** for this examination:

- Los Angeles County Employment Application
- Copy of Bachelor's Degree or Copy of Official Transcripts