



SUPERIOR COURT OF CALIFORNIA COUNTY OF LOS ANGELES

EMPLOYMENT OPPORTUNITY *Open to the Public*

This is a re-bulletin to extend the filing deadline to open continuous and supersedes the announcement for Purchasing Analyst posted on 8/15/06. Applicants who have already applied need not reapply.

PURCHASING ANALYST

EXAM NO.: R9781A

Salary: \$4,218.91 - \$5,242.00 monthly

Additional monthly compensation includes a county contribution to purchase medical benefits from the County's Megaflex Cafeteria plan. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income.

File By: Open until the needs of the Court are met.

POSITION DESCRIPTION:

Purchasing Analysts are responsible for performing a wide variety of complex and highly responsible professional duties in procuring a variety of materials, supplies, services and equipment for the Court. Incumbents are expected to provide customer-responsive, cost-effective and high-quality purchasing services for customers, consistent with applicable legal requirements.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives, reviews and processes purchase requisitions.
- Generates requisitions to the County's central purchasing department for annual blanket purchase orders either by hard copy or through the County's electronic requisition system (CAMIS).
- Researches, assesses and identifies new products and services within areas of assigned responsibility.
- Obtains specifications and product usage documents pertaining to formal bids, RFPs and quotes and attends formal bid openings.
- Compiles information regarding bids and contracts for master contract list.
- Performs a variety of administrative functions associated with purchasing activities.
- Receives, responds to, investigates and resolves customer or other Court procurement-related inquiries, concerns, complaints and problems, including invoice discrepancies, vendor relations and level of service issues, or non-compliance with procurement policies, practices and procedures.
- Assists staff in the utilization of the appropriate contractual instruments for the award of bids based on type of procurement, ensuring all legal requirements are incorporated and enforced.
- Provides technical assistance to Court staff on purchase and payment functions of the Court's procurement process.
- Establishes, develops and maintains positive vendor relationships.

MINIMUM REQUIREMENTS:

Graduation from an accredited four-year college or university with a major in business administration, public administration, finance or management** –**AND-** Three (3) years of increasingly responsible full-time experience in purchasing a variety of supplies, materials, services and equipment at the level of a Procurement Technician.*

–**AND-** Certified as one (1) of the following:

- Accredited Purchasing Practitioner (A.P.P.) by the Institute of Supply Management
- Certified Purchasing Manager (C.P.M.) by the Institute of Supply Management
- Certified Professional Public Buyer (C.P.P.B.) by the National Institute of Government Purchasing
- Certified Public Purchasing Officer (C.P.P.O.) by the National Institute of Government Purchasing
- Certified Professional Contracts Manager (C.P.C.M.) by the National Contract Management Association
- Certified Associate Contracts Manager (C.A.C.M.) by the National Contract Management Association

*Experience at the level of a Superior Court of California, County of Los Angeles Procurement Technician refers to independently perform purchasing transactions that range from routine to very complex in buying highly varied materials, supplies, services and equipment; coordinating supply deliveries, and ensuring that suppliers are paid correctly through use of the County or Court's online payment system; responsible for administering purchaser-responsive, cost effective and high quality purchasing standards and procedures that meet all applicable legal requirements.

*****REQUIREMENT INFORMATION: A legal copy of your diploma or official transcripts with the degree posted from the college or university must be attached to the application at the time of filing. Accredited institutions are those listed in the publication of regional, national or international accrediting agencies which are accepted by the Superior Court of California, County of Los Angeles. 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 the United States accredited institutions by an academic credential evaluation agency recognized by the National Association of Credential Evaluation Services.***

Verification of Experience: The Verification of Experience form is to be completed by Court employees whose assignments were re-classified as a Procurement Technician under the Non-Judicial Classification and Compensation plan and may have obtained qualifying experience while working in a classification which would normally provide the required experience. For the purpose of meeting the selection requirements, please submit a verification of experience form, verified and signed by the Senior Administrator or Administrator III and attach to the application. Please identify the related duties performed and dates the duties were performed. Experience claimed may be verified/evaluated with information in the applicant's personnel file and approved by Human Resources.

LICENSE REQUIREMENT:

A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS:

- Knowledge of principles, practices, methods and techniques of public agency purchasing, including competitive bidding procedures.
- Knowledge of principles, practices, and methods of contract administration.
- Knowledge of applicable County/State laws and regulations governing Court and County purchasing activities.
- Ability to understand, interpret, explain and apply Court, County and state law, regulations and procedure governing purchasing procedures.
- Ability to evaluate alternatives and develop sound conclusions and recommendations.
- Ability to present proposals and recommended courses of actions clearly and logically.
- Ability to set priorities and exercise sound independent judgment within areas of responsibility.

EXAMINATION PROCESS:

Part I: Written examination, weighted 50%, covering budgeting, statistics, computer usage, logic and reasoning, arithmetic, interpersonal skills and attention to details.

Part II: Oral interview, weighted 50%, covering education, experience and general ability to perform the duties of the classification.

***File a completed Superior Court of California, County of Los Angeles
Employment and Supplemental Questionnaire***

Application materials may be obtained at public counters at the following Courts:

Airport.....11701 S. La Cienega Blvd., Rm 250	El Monte.....11234 Valley Blvd., Rm 100	Pasadena.....300 E. Walnut St., Rm 102
Alhambra.....150 W. Commonwealth Ave.	Glendale.....600 E. Broadway, Rm 273	Pomona.....400 Civic Center Plaza, Rm 101
Antelope Valley.....42011 4 th Street W, Lancaster	Huntington Park.....6548 Miles Ave., Rm 101	San Fernando.....900 Third St., Rm 1135
Beverly Hills.....9355 Burton Way, Rm 300	Long Beach.....415 W. Ocean Blvd., Rm 209	Santa Monica.....1725 Main St., Rm 101
Burbank.....300 E. Olive St., Rm 201	Los Angeles.....111 N. Hill St., Rm 203	Torrance.....825 Maple Ave., Rm 100
Chatsworth.....9425 Penfield Ave.	Los Cerritos.....10025 E. Flower St., Bellflower	Van Nuys.....6230 Sylmar Ave., Rm 107
Compton.....200 W. Compton Blvd., Rm 902	Malibu.....23525 Civic Center Way	West Covina.....1427 W. Covina Pkwy
Downey.....7500 E. Imperial Hwy	Newhall.....23747 W. Valencia Blvd.	Whittier.....7339 S. Painter Ave.
East Los Angeles.....214 S. Fetterly Ave.	Norwalk.....12720 Norwalk Blvd., Rm 101	

Web Address:

Applications may also be obtained at www.lasuperiorcourt.org but must be filed in person or by mail at the following location:

**Stanley Mosk Courthouse
Human Resources Administration
111 North Hill Street, Room 203
Los Angeles, CA 90012**

Job Line: (213) 974-5444

Hearing impaired applicants with telephone-Teletype equipment may leave typewritten messages by contacting us directly at (213) 613-4797.

APPLICATION: Applicants are required to complete the Superior Court of California Employment Application and Supplemental Questionnaire, which must be received in the Human Resources Office no later than 5:00 p.m. on the final filing date. Applications must be completed in sufficient detail and clarity to permit comprehensive review and evaluation. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** FACSIMILE COPIES OF APPLICATIONS AND POSTMARKS WILL NOT BE ACCEPTED. All selection requirements must be met at the time of filing.

ELIGIBILITY LIST: Persons who successfully pass the required examination(s) will have their names entered on an eligibility list in descending score order. The highest ranking candidates will be given first consideration for hiring. Placement on the eligibility list does not guarantee an offer of employment -- only that your candidacy will be considered as long as the list is valid. Eligibility lists are normally valid for a year but may be extended or deactivated sooner to best meet the needs of the Court.

SALARIES: Appointments are generally made at first step of the salary range with advancement within the range upon satisfactory completion of the probationary period. Subsequent increases up to the top step of the salary range will occur annually upon receipt of satisfactory performance ratings or as otherwise dictated by established pay provisions. All salaries are subject to payroll deductions.

BENEFITS: Regular employees are eligible to receive a variety of benefits including health insurance, holiday and vacation leave, deferred compensation, mileage reimbursement, bilingual pay, evening and night shift salary differential and more. Additional insurance and benefits are available for management positions.

RETIREMENT: A retirement plan is provided to full-time employees. Court employees do not participate in Social Security. Employee contributions to the retirement system may be withdrawn upon separation from employment.

OATH OF ALLEGIANCE: All employees are required to take an oath of allegiance.

MEDICAL REQUIREMENTS: All applicants selected for employment must pass a pre-employment medical examination conducted by County examining physicians.

FINGERPRINTING AND SECURITY CLEARANCE: Employees are fingerprinted and must pass a criminal background check. Information obtained will be evaluated for compatibility with Court employment. Any false statement or omission of material fact may cause forfeiture to employment rights. Information presented on employment applications, resumes, and during the examination process is subject to verification.

REASONABLE ACCOMMODATION: The Superior Court of California does not discriminate against the disabled. Please advise the Human Resources Office if you will require special accommodation to participate in the examination.

EMPLOYMENT ELIGIBILITY INFORMATION: In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States. C6117ED

EMPLOYMENT PROTECTION: As of January 1, 2001, the Trial Court Employment Protection and Governance Act provides employment protection for almost all Court employees. Employees who have civil service hearing rights with the County of Los Angeles and who promote or transfer into a non-civil service position with the Court will lose their civil service hearing rights.

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 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 also permits the CSSD to request additional employment and identification information under specified circumstances. Applicants will not be disqualified from employment based on this information.

ZERO TOLERANCE OF WORKPLACE THREATS OR VIOLENCE: Superior Court Judicial Officers and Managers are committed to providing a safe work environment and prohibiting any workplace threats, intimidation or harassment against, or by, any Court employees. Any reported threats will initiate necessary security measures and an investigation. The Superior Court also complies with the provisions of the Los Angeles County Employee Domestic Violence Assistance Program.

EQUAL OPPORTUNITY EMPLOYER: All positions are open to qualified men and women. Pursuant to Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, disabled persons who believe they need reasonable accommodation or help in order to apply for or perform the necessary duties of a position may contact the Recruitment & Selection Unit at (213) 974-5224. Deaf applicants may contact California Relay at 1-800-735-2922 to reach us at the above number or those with telephone-teletype equipment may leave type written messages by contacting us directly at (213) 613-4794.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used and weights assigned to various parts of the examination at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process or listing on the certification list guarantees appointment to Court vacancies.

Superior Court of California, County of Los Angeles
Supplemental Questionnaire
Purchasing Analyst, R9781A

Applicant Name: _____ **SSN:** _____

INSTRUCTIONS: **This supplemental application/questionnaire must be completed as part of your official Los Angeles Superior Court of California, County of Los Angeles Purchasing Analyst application and examination process.** Each applicant is required to respond to each question, sign and submit it along with the application by 5:00pm on the last day of filing. **The information submitted on this supplemental questionnaire will be used by the Selection Committee in evaluating your qualifications.** Responses must be typewritten or legibly printed and should not exceed one (1) typewritten page per question using a 12-point font or larger. **Incomplete or illegible answers may disqualify you from further consideration for this recruitment. If you have not had experience in one or more areas, indicate "Not Applicable."**

QUESTIONS:

1. Do you possess a Bachelors Degree? ☐ Yes ☐ No Major? _____
If yes, a copy of your diploma or official transcripts with the degree posted from the college or university must be attached to the application at the time of filing

2. Are you certified as one of the following? ☐ Yes ☐ No
If yes, check off the certification that you posses and attach a copy of the official certification.

- _____ Accredited Purchasing Practitioner (A.P.P.) by the Institute of Supply Management
- _____ Certified Purchasing Manager (C.P.M.) by the Institute of Supply Management
- _____ Certified Professional Public Buyer (C.P.P.B.) by the National Institute of Government Purchasing
- _____ Certified Public Purchasing Officer (C.P.P.O.) by the National Institute of Government Purchasing
- _____ Certified Professional Contracts Manager (C.P.C.M.) by the National Contract Management Association
- _____ Certified Associate Contracts Manager (C.A.C.M.) by the National Contract Management Association

3. Do you possess three (3) years of increasingly responsible full-time experience in purchasing a variety of supplies, materials, services and equipment at the level of a Procurement Technician? ☐ Yes ☐ No If yes, complete the following section:

Employer: _____ Unit/Location: _____

Position Held: _____ From: _____ To: _____
(Mo/Day/Yr) (Mo/Day/Yr)

Name of Supervisor: _____

Duties performed: _____

Attach your responses to this page, then read and sign the statement which follows:

I, the undersigned, hereby certify that all statements made in this supplemental questionnaire are true and correct to the best of my knowledge. I understand and agree that any misstatement or omission of material fact may cause forfeiture on my part of all rights to employment with the Superior Court of California, County of Los Angeles.

Signature: _____ Date: _____

VERIFICATION OF EXPERIENCE

Purchasing Analyst
Exam Number: R9781A

Verification of experience is required for Superior Court applicants whose assignments were re-classed as a Procurement Technician under the Non-Judicial Classification and Compensation plan and who do not meet the stated selection requirements.

Employee Name: _____

Employee No: _____

Current Payroll Title: _____

Note – If additional space is needed, attach additional pages following the same format.

Court Location	Actual Payroll Title	Classification Title for Qualifying Experience	Describe your Duties and Responsibilities	Length of time performing these duties, specify the dates (To & From inc. month, day, year for each)

I hereby certify that all statements made in this Verification of Experience are true and correct to the best of my knowledge. I understand and agree that any misstatement or omission of material fact may cause forfeiture on my part of all rights to employment with the Superior Court of California, County of Los Angeles.

Employee Signature: _____ Date: _____

Verified by (Administrator III or Senior Administrator):

Signature: _____ Date: _____

Print Name: _____ Telephone Number: _____