



City of Los Angeles

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City of Los Angeles Personnel Department

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PROCUREMENT ANALYST

Class Code: 1859

Open Date: 06-26-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$54,810 to \$80,137 and \$64,665 to \$94,502

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

NOTE:

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Procurement Analyst purchases or assists in purchasing a variety of equipment, services, supplies, and materials; performs professional staff work by analyzing bids and making awards based on the lowest ultimate cost to the City; and performs related staff work in the coordination of purchasing activities; and does related work.

REQUIREMENTS

1. Graduation from an accredited four-year college or university and one year of full-time paid professional experience in commodity purchasing; or
2. Two years of experience as a Procurement Aide with the City of Los Angeles.

NOTES:

1. Candidates who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
3. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at [http://per.lacity.org/Accredited Institutions 08-21-08.pdf](http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf).
4. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that required possession of a degree from a recognized four-year college or university in order to obtain that position. Therefore, to be considered "professional," non-City qualifying experience must be gained in positions after obtaining a four-year degree.
5. Professional certification as a Certified Purchasing Manager; a Certified Professional Contracts Manager; or Certified Public Purchasing Officer; or as a Certified Professional Public Buyer is desired, but not required.
6. Commodity Purchasing involves the review of requisitions, development of bid specifications, preparation of bid invitations, analysis and award of bids, negotiating purchases in accordance with established procedures. It also involves the review and forecasting of market trends, development and award of advantageous contracts and communication with suppliers and users concerning procurement, shipping, receiving, invoicing and pricing problems and processes.

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JULY 9, 2015.**

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the written test in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from June 26, 2015 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight: Essay **Advisory**
Interview **100%**

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis will be placed on an evaluation of the nature and adequacy of the candidate's background, experience and training as they have provided the ability to perform the duties of a Procurement Analyst, including knowledge of: relevant purchasing practices, principles, procedures and activities of public purchasing, including confidentiality, ethical conduct and necessity of competitive bidding; Federal, State and City laws related to purchasing procedures, including Uniform Commercial Code, CalOSHA, City Charter, Administrative Code and Municipal Code; commodity markets, commodity pricing methods and marketing practices, including seasonal purchasing and escalation clauses; factors used to determine the low responsive and responsible bidder, including comparison of the bid pricing in a spreadsheet, conformance to specification, compliance to all bid instruction and rejection of late bids; purchasing and trade terminology, including F.O.B. point, freight terms, C.I.F. and cash discount; and ability to obtain optimum value based on price, delivery and availability; conduct procurement through the internet and electronic commerce; coordinate and organize work, establish priorities, meet deadlines and produce accurate work; interface tactfully and effectively with other employees, City officials, other agencies' representatives, vendors or suppliers; communicate effectively both orally and in writing in order to prepare accurate and concise reports and correspondences, speak concisely and clearly on the telephone to obtain information, explain procedures, policies and methods of performing tasks, and to persuade others to accept opinions or policy; follow written and oral instructions and procedures; and other necessary skills, knowledge and abilities.

On the same day as the interview, candidates will be required to prepare some written material on a topic related to the duties and responsibilities of a Procurement Analyst. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews for this examination will begin during the period of **AUGUST 24, 2015 to SEPTEMBER 4, 2015**.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
4. A final average score of 70% is required to be placed on the eligible list.
5. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such competitive candidates ahead of the promotional candidates.
6. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22, 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.
8. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

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