



Procurement and Contracts Analyst

Class Code:5019

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: April 15, 2020, rev 3.28.2025

SALARY RANGE

\$52.35 - \$63.52 Hourly
\$4,188.00 - \$5,081.60 Biweekly
\$9,074.00 - \$11,010.13 Monthly
\$108,888.00 - \$132,121.60 Annually

JOB DESCRIPTION:

JOB DEFINITION

Under general direction, manages and plans the specialized work related to all aspects of procurement of materials, services, equipment and supplies, and the payment process; develops procurement strategies and plans; to execute, to prepare and to administer contracts; to develop and to implement applicable policies and procedures; to oversee administrative work assignments and to supervise assigned personnel; and performs other related duties as assigned.

DISTINGUISHING FEATURES

The Procurement and Contracts Analyst is a journey-level class that may report to the Division Director, Finance Manager, or a Principal Analyst and works under minimal supervision and instruction, exercises independent judgement and initiative while supervising staff involved in the entire purchasing process, including reviewing and evaluating work procedures, and recommending and implementing improvements; whereas, the Finance Director prescribes, controls and audits the various accounting and financial systems of the Court and administers the fiscal and financial functions of the department and monitoring of the annual Court budget.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification may not necessarily perform all listed duties.

1. Plans, organizes, assigns, coordinates, reviews, trains and evaluates the work of subordinate staff; assures that standards are maintained, and that work is completed within established deadlines.
2. Participates in the hiring process of new employees, supervises and directs subordinate staff, trains and mentors employees in work procedures; evaluates employees' work performance; approves leave requests and timesheets; prioritizes and schedules work.
3. Develops, implements and enforces policies, procedures, and guidelines to mitigate risk; ensures Court policies and procedures are in compliance with all pertinent laws, rules and regulations; and streamlines administrative processing to ensure proper documentation of all procurement and purchasing transactions and activities.

4. Oversees development and maintains revisions of the Local Contracting Manual.
5. Collaborates with key stakeholders in order to understand their requirements, compile specifications, facilitate vendor selection and negotiates agreements; supports divisions to have a clear understanding of procurement services, policies and approval process.
6. Understands the different requirements between competitive solicitation types, including Request for Proposal (RFP), Request for Quote (RFQ), Request for Information (RFI) and Non-Competitive Bid (NCB) alternatives as required by the Judicial Branch Contract Manual (JBCM); facilitates the evaluation of bids and proposals received in response to a competitive solicitations; and prepares letters of justification for acceptance of a bid or proposal.
7. Reviews and ensures contract requirements are in conformance with the Judicial Branch Contract Manual, Trial Court Financial Policies and Procedures, Local Contracting Manual and State and Federal Laws, ordinances, rules and regulations.
8. Advises stakeholders on the terms and risks on contracted documents; reviews terms and conditions of all new awards, modifications and sub agreements; and ensures contractors carry proper bonding and insurance requirements; and tracks proof of applicable coverage.
9. Provides support in area of contract review, negotiations, monitoring, evaluation, close-out; reviews and analyzes justification for new and amended contracts; drafts, modifies and/or terminates contracts; researches and interprets contract provisions, remedies, penalties and compliance terms to stakeholders and end users; collaborates with stakeholders to proactively identify opportunities for implementation of cost savings, quality enhancements and improved service levels.
10. Coordinates and may serve as project manager for court-wide service contracts such as water, shredding and copiers.
11. Reviews open encumbrances and standing purchasing orders for renewal or liquidation; and maintains an inventory record of materials, surplus, obsolete or unused materials, supplies and equipment.
12. Serves as lead staff for procurement and payment related audits; coordinates and prepares written responses to audit reports; implements recommended improvements or enhancements based on audit findings.
13. Uses audit reports and testing to ensure internal controls are effective.
14. Reviews cash accounting control systems and procedures to ensure adequate controls and safeguards.
15. Computes, collects and verifies supporting documentation and approvals for payables and expense reimbursements.
16. Prepares for the year-end by collaborating and coordinating with the Judicial Council of California (JCC) staff and internal stakeholders; prepares accrual journal entries; provides information and prepares open encumbrance reports.
17. Posts payment transactions, reconciles accounts, and processes and maintains accounting records.

18. Prepares a variety of financial and statistical reports, including year-end reporting, budgetary reports, monthly financial statements; assists in the preparation of financial reports, graphs and schedules as needed.
19. Leads improvements in processing, reporting, auditing, automating and general unit management.
20. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college or university in Business or Public Administration, Public Policy, Law, or a related field is preferred.

And

Experience:

The equivalent of two (2) years full-time increasingly responsible procurement experience in acquisitions and contract administration, including purchasing a variety of materials, supplies, services and equipment; utilizing competitive bidding or developing contracts, and writing of specifications and justifications in support of contracts and bids.

Substitution:

Possession of a valid Certified Purchasing Manager certification issued by the National Association of Purchasing Management *or* a Master's degree from an accredited college or university in Business or Public Administration, Public Policy, or closely related field *or* a Juris Doctorate from an accredited college or university can substitute for one (1) year of the required experience.

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2080 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

Desirable Qualifications:

Possession of a Juris doctorate from an accredited college or university
Experience in a California Trial Court or government agency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, organization, budget, management analysis, supervision, personnel management, employee relations, modern information systems applications, and organization development.
- Principles and practices of management necessary to plan, organize, direct, manage and evaluate the staff and functions of public purchasing and contracting.
- Principles, practices, rules, regulations and procedures of public purchasing and contracting.
- Laws of public contracting and purchasing; methods of purchasing by specification and competitive bidding; characteristics and types of materials, supplies, and equipment, and services suitable to meet the needs of a large government jurisdiction.
- Procedures and requirements for developing professional, personal, construction, and service contracts.
- Public liability, property damage, and professional liability insurance.
- Contract negotiation techniques and public records maintenance.

Ability to:

- Interpret rules and regulations;
- Solve problems and make effective decisions.
- Coordinate purchasing activities of the Court.
- Prepare fundamental purchasing specifications for products or services; purchase materials at the best price in accordance with specifications, quality and delivery requirements; compile and analyze data for purposes of bidding and awarding contracts.
- Negotiate, administer, monitor and terminate contracts.
- Interpret, apply and explain contracting policies and procedures.
- Communicate effectively, both orally and in writing; prepare and write reports and a variety of correspondence.
- Establish and maintain collaborative working relationships with all those encountered in the course of work.
- Work with minimal direction, under strict time constraints and with competing priorities.
- Use initiative and sound judgment in analysis of bids and specifications.
- Manage multiple bid projects at one time.
- Competently use communication systems, computers, display systems, software programs, and other software utilized in the Procurement unit.
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
- Schedule, assign and review the work of assigned personnel.
- Evaluate assigned personnel and complete probationary and annual performance evaluations.
- Effectively manage, train, develop and motivate staff.
- Keep informed of new technology, trends and techniques in the areas of public purchasing and contracting to assist in automation and digital transformation projects.

Physical Demands:

Physical demands include walking, standing, sitting and climbing up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal; hearing, listening and speaking to communicate with the public and court staff; dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; moving from place to place within an office or other court location; and reaching for items above and below desk level.

Working Conditions:

Video display terminal is used on a daily basis. Attend meetings, respond to emails and phone calls, and engage in work as needed outside of normal business hours. Work occasional evening and weekend hours. Travel may be required.

FLSA Status: Exempt

CLASSIFICATION HISTORY:

Date established: 04/15/2020; rev 11.18.20; rev 3.28.25