

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NE	Job Code:	ACV80129
Job Class Code:	670	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	8810		

Job Code Established:	11/01/2005	Effective Date:	07/01/06
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Purchasing and Contracting Series

JOB CODE TITLE: PROCUREMENT SPECIALIST

HRIS TITLE: PCMT SPCT

CHARACTERISTICS OF THE JOB CODE: Positions in this classification are located in a centralized departmental procurement office which has Department of Administration delegated procurement authority. Under general supervision, the Procurement Specialist develops, negotiates and administers contracts, agreements, and leases with governmental agencies and the public to obtain or provide goods, trades or professional services, architectural and engineering services; or construct public improvement projects, administer grants or lease property for state agencies, approving or denying reimbursements. Employees interpret technical data, policy and regulatory information to plan and coordinate procurement and contract activities. Work is highly varied requiring many different and unrelated processes and methods.

This is the journey professional level. Decisions at this level are based on analysis of alternatives, adaptation of procedures or resolution of incomplete or conflicting technical, program or contractor data, writing and/or reviewing programmatic and fiscal contract components; reviewing proposals; monitoring and evaluating contract compliance; making on-site visits; advising assigned agencies, or divisions within a large agency, in all areas of contract requirements; developing applicable forms, policies and procedures relating to contract management. Agreements and contracts include development and monitoring for compliance with requirements. The Procurement Specialist is distinguished from the lower level Procurement Technician II classification by the responsibility to independently develop agreements, contracts and complex or extensive bids and proposals. It is distinguished from the higher level procurement classifications by the lack of in-depth analysis, and contracting that involves extensive subcontracting or a number of different elements. It is further distinguished from the higher levels by the lack of in-depth planning, problem identification stemming from the variety of functions; or from the unknowns, changes or conflicts inherent in the issues.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties.

1. Contract and Agreement Planning and Development

Use a variety of methods such as Requests for Proposals, Requests for Information, Invitation for Bid, or contracts or agreements for the procurement of goods, services or construction of public improvement projects. Advise managers and staff on procedures for developing contracts or parts of contracts. Collaborate with technical resource staff to develop specifications, requirements and guidelines. Translate program requirements into contract terms. Evaluate contracts for potential performance risks, bid terms and conditions. Lead pre-bid conferences; clarify contract issues with

bidders or potential contractors. Evaluate contract bidders against selection criteria. Manage contractor selection process. Make or recommend contract award. Answer questions and complaints on bid protests. Negotiate contract terms to minimize performance risk. Negotiate price agreements for services. Collaborate with other state and public agencies to develop cooperative procurement contracts and agreements.

Prepare Agreements for federal, State or local funded local government funded public improvement projects. Review and revise agreements and amendments. Incorporate program requirements into agreement terms and conditions. Coordinate and obtain review and approval of agreements. Interpret funding guidelines, regulations and policies and apply them to the development of agreements. Identify qualified contractors based on funding and agreement provisions. Recommend changes to project work scope and budgets based on agreement and funding requirements. Recommend agreement provisions to mitigate risks.

2. Contract Administration

Evaluate contractor performance or quality of services. Consult with Attorney General's office to facilitate clarification of legal issues and the approval of contract or agreement language. Approve contractor or vendor invoices for payment. Prepare contract amendments or extensions. Compile contract status reports. Develop contract or agreement tracking or reporting procedures. Research alleged contract violations and assist with their resolution. Act as liaison between contractor and staff. Evaluate whether contract terms were met at end of contract period. Ensure contract records are maintained in accordance with retention schedules. Review invoices for compliance with agreements and approve payments. Track and monitor project timelines and milestones against agreement terms and conditions.

3. Technical Assistance

Solve conflicts between contract and/or agreement parties. Recommend changes in contract procedures and practices. Explain department purchasing, agreement or contract policies to agency program staff. Explain and advise staff on state contract and procurement laws, rules, regulations, operating policies, procedures, and ethics. Explain contract process or terms to contractors. Prepare and deliver training to agency staff on contract procedures, requirements and related issues. Give guidance to agency staff, other government agencies and public on contract or agreement policies and procedures. Advise agency staff on best contract or agreement methods. Identify proper agreement formats.

WORK CONDITIONS: Long hours of concentration on detail; may require statewide travel and occasional overnight stays away from home base.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State procurement laws and statutes; Federal and State funding rules and regulations, contract language, contract management; agency program/project policies and procedures. Principles, theories and processes of governmental contracting. Principles and processes in business and organizational planning, coordination and execution such as resource allocation and production methods. Accounting practices and the analysis and reporting of financial data. Techniques used to negotiate or gain agreement with others. Methods and principles of numbers, their operations and interrelationships including basic arithmetic, algebra, statistics and business mathematics. Methods of computer operation including software applications used to process, store and tabulate information or data.

Skills/Ability to: Communicate verbally and in writing; evaluate and analyze programmatic and fiscal data; negotiate contracts; maintain complex recordkeeping systems; learn, interpret and apply Federal and State laws governing assigned program areas; design research instruments and forms; establish and maintain working relationships with contracted and governmental agency representatives and special interest groups; conflict resolution; prepare and analyze technical specifications and bids.