

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV80130
Job Class Code:	670	Salary Schedule:	AREG
EEO Category:	02	Grade:	22
Workers Comp Code:	8810		

Job Code Established:	11/1/2005	Effective Date:	07/01/2006
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Purchasing and Contracting Series

JOB CODE TITLE: SENIOR PROCUREMENT SPECIALIST

HRIS TITLE: SR 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. Works under limited supervision, exercising considerable independence and discretionary judgment within policies and procedures established for the work system. Supervises or performs as lead specialist. Develops, negotiates, enters into and administers complex or high-risk contracts, agreements and leases, including intergovernmental and interagency agreements. Being highly visible, politically sensitive or having multiple funding sources that add to the complexity of the contract typically characterizes these as high-risk contracts. May work in cooperation with or on behalf of local and federal governmental agencies. Decides the appropriate contracting method and evaluates the risks associated with the contract, writes specialized requirements, negotiates contract and leasing language, does cost or price analysis and approves or rejects changes. May also write guidelines, policies, and procedures, and train staff or act as project coordinator or facilitator for significant procurements and agreements. May do program review of a wide-range of agency contract or procurement functions. Develop complex contracts or agreements for architectural and engineering services related to planning, design, engineering, or oversight of public improvement projects. May develop statutorily defined contracts and/or statewide Value in Procurement (VIP) contracts. Some positions specialize in leasing contracts, construction projects, employee benefits contracts, Information Technology (IT) and telecommunications contracts and/or maintenance, repair and operating equipment contracts.

This is the advanced professional level of the Procurement series. At this level work requires in-depth analysis such as the use of economic forecasting techniques, analysis of subcontracts in addition to the prime contractor proposal, or detailed investigations of non-compliance allegations. Decisions involve responsiveness to continuing changes in programs or technological developments. Employees assess and address program and technical needs, the interests of the contractors/parties to the agreement, and/or regulatory requirements to make decisions in the best interest of the agency and/or the State.

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

Advise managers, staff and customers on procedures for developing contracts or parts of contracts. Collaborate with technical resource staff to develop specifications, including scope of work, special terms and conditions, etc. Establish criteria for requests for proposals. Solicit and evaluate build to suit proposals. Analyze consultative or program service needs and develop solicitation documents and contract specifications. Research and analyze products and market trends. Translate program requirements into contract terms. Evaluate contracts for potential performance risk. Develop strategies to minimize potential risk. Analyze reasonableness of sole source requests. Develop sole source fixed-price contracts or cost and performance incentive provisions. Facilitates and serves on bid evaluation

teams to measure contract bidders against selection criteria, evaluate proposals and award contracts. Manage contractor selection process. Process and decide validity of bid protests, terminations and breach actions. Develop generic and template agreements for use by other staff.

2. Contract and Agreement Negotiation

Devise negotiating strategies with goals and alternatives. Negotiate contract or agreement terms to minimize performance risk. Negotiate price agreements for services. Negotiate contract or agreement renewals, amendments, and plan changes. Develop new financial agreements and accelerated delivery schedules to support program needs. Consult with Attorney General's office to facilitate their clarification of legal issues and the approval of contract language. Function as liaison between private attorneys and Attorney General's office. Negotiate agreement terms and solve conflict between local and federal government representatives and agency staff.

3. Contract and Agreement Administration

Advise management on contract administration. Evaluate contractor performance or quality of services. Approve contractor or vendor invoices for payment. Write contract or agreement amendments or extensions. Evaluate appropriateness of contract or agreement remedies in the light of a specific situation. Compile contract status reports. Develop contract tracking or reporting procedures. Evaluate contractor performance or quality of services. Conduct in-depth research and investigations of alleged contract violations and assist with their resolution. Develop and write non-compliance action plans. Act as liaison between contractor and staff. Audit and substantiate contractor's cost data. Identify cost items for proper charging to the contract. Settle claims of a variety of primary contractors. Settle contracts involving work over several years. Ensure contract records are maintained in accordance with retention schedules.

4. Technical Assistance

Explain department purchasing, contract or agreement policies to agency program staff. Explain and advise staff on State contracting laws, rules, regulations, operating policies, procedures and ethics. Explain contract process or terms to contractors. Prepare and deliver training to agency staff on procedures, requirements and related issues. Analyze data to formulate policy criteria or develop new acquisition techniques. Participate in statewide committees to establish and improve specifications, standards, procedures, and policies. Develop and implement agency policies and procedures for the effective administration of agency contracting or agreement activities. Audit contracts to identify process strengths and weaknesses and areas of non-compliance with regulations and policies. Review agency procurement contract or agreement practices for compliance for rules, statutes, policies and practices. Collaborate with management and customers to decide corrective actions. Provide advice to agency management on market rate and site evaluations.

5. Leasing Agreements

Meet with agencies to decide space requirements. Analyze owned and available space. Analyze comparative costs of alternatives. Develop strategies and action plans for obtaining needed space through purchase, lease or construction. Develop lease terms to achieve strategic capital construction plan. Search real estate market for available sites. Develop site selection process. Manage remodeling projects of leased spaces. Collaborate with architects and contractors to verify design meets agency needs. Monitor the installation of major building systems and completion of construction projects included in lease. Draft lease contract documents and negotiate specific provisions on terms such as building quality, compliance with building codes, and land use regulations, extension options, insurance provisions, property taxes, utility costs and maintenance.

Negotiate new leases for office space, extensions, or renewals of existing leases. Process documents for purchase of land and/or buildings for state agencies. Review appraisals for accuracy and completeness, recommend negotiation strategy and purchase amounts. Prepare and recommend executing documents such as deeds, re-leases and closing transactions. Coordinate space needs and geographical location requests with local governmental and federal officials. Negotiate and resolve zoning, land use or tax assessment issues.

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

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Federal and State laws and statutes governing contractual agreements; Federal and State funding rules and regulations; fundamentals of budget development and expenditure control; contemporary service programs and delivery systems in public agencies; available community resources; Federal laws governing assigned program areas; policies and procedures established for the work system; principles and practices of work leadership and management; solicitation techniques; personal computers and software applications; general office procedures; general accounting practices and business law; variety of commodities, products, goods and services, including those specific to the agency; procurement practices, processes and procedures; contractual language (terms/conditions); a wide range of standard commodities and products, sources of supply, local markets and price trends and customer service; auditing and investigation processes and procedures; forecasting processes.

Skill in / Ability to: apply principles and practices of work leadership and management; communicate verbally and in writing; interpret and apply laws, rules and regulations governing the work system; interpret, analyze and evaluate programmatic and fiscal data; negotiate contracts; establish and maintain work relationships with contracted and governmental agency representatives and citizen advocacy groups; negotiate, arbitrate and supervise effectively; maintain confidentiality of purchasing and procurement details.

SPECIAL SELECTION FACTORS: