



VALUE ANALYST 1

Job Code: 326ABE
Bargaining Unit: 06
Effective Date: 7/8/1993

Description of Work

General Statement of Duties

Performs professional work in the purchase and value analysis of materials, supplies, equipment and services; participates in value analysis; provides reports and recommendations on commodity specifications, performance standards, evaluation requirements, contract provisions and appropriate use of technology; prepares and approves provisions and appropriate use of technology; prepares and approves specifications for purchases; obtains bids and places orders in accordance with existing statutes, ordinances, resolutions and executive orders; and performs related duties as required.

Supervision Received

Works under the general supervision of a division manager or a higher-level Value Analyst.

Supervision Exercised

May lead the work of lower level staff as assigned.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Participates in analysis of the performance and quality of products, supplies, equipment and services.

Participates in job site utilization reviews of purchased equipment and supplies.

Evaluates the performance capabilities of vendors.

Conducts studies regarding commodity standardization.

Participates in studies regarding the use of new service delivery options in operating departments.

Participates in life cycle and cost benefit studies of equipment purchases.

Reviews requisitions and develops specifications to permit competitive bidding.

Initiates purchasing actions including: quotes, bids requests for proposals and purchase orders for requested purchases in assigned commodity areas.

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Typical Duties Performed (continued)

Assists in the process of determining, approving and monitoring commodity substitutions.

Participates in collection of the data necessary to evaluate purchases.

Identifies pertinent industry and business trends.

Initiates compliance verification, purchase and administrative orders, requests for contracts and award letters.

Prepares reports, correspondence and presentations.

Meets with vendors for mutual discussion of products and services.

Knowledge, Skills and Abilities

Knowledge and understanding of current purchasing statutes, regulations, policies, procedures and programs.

Knowledge of the procurement process.

Knowledge of the operation of government service programs.

Knowledge of operations management and quantitative analysis techniques.

Knowledge of electronic information systems.

Skill in the analysis and solving of problems.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

College graduation in business or public administration, statistics, engineering or a related field and two years of experience in the purchase of supplies, equipment and materials using bid procedures and negotiated procurement methods; or high school graduation and eight years of the aforementioned experience. Must obtain a National Institute of Government Purchasing certification as a Professional Public Buyer within two years of appointment.