



## VALUE ANALYST 2

Job Code: 327ABE  
Bargaining Unit: 06  
Effective Date: 2/25/2010

### Description of Work

#### General Statement of Duties

Performs responsible professional work in the purchase of, and values analysis of, materials, supplies, equipment and services; performs and coordinates value analysis; provides reports and recommendations on commodity specifications, performance standards, evaluation requirements, contract provisions and appropriate use of technology; 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 the 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.

Organizes and conducts analysis of the quality of products, supplies, equipment and services.

Utilizes research studies and staff committees in determining the degree to which commodities can be standardized.

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

Determines degree of commodity standardization using research studies and staff committees.

Conducts life cycle and cost benefit studies for equipment purchases.

Organizes and oversees process for determining, appraising and monitoring commodity substitutions.

Develops project management and performance standards, including verifications, for all bid specifications.

Organizes the collections of data necessary for the ongoing evaluation of purchases.

Identifies pertinent industry and business trends and organizes the monitoring of such trends.

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#### **Typical Duties Performed (continued)**

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 commodity areas.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

#### **Knowledge, Skills and Abilities**

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

Knowledge of operations management and quantitative analysis techniques.

Knowledge of the operation of government service programs.

Knowledge of electronic information systems.

Skill in analyzing and solving problems.

Skill in facilitating group analysis and group problem solving.

Ability to communicate clearly and effectively, both orally and in writing.

#### **Minimum Qualifications**

Bachelor's degree in business administration, public administration, statistics, engineering or a related field and three years of experience performing duties equivalent to those of a Value Analyst 1 in the District. Must obtain National Institute of Government Purchasing certificate as a Certified Professional Public Buyer within two years of appointment. (No substitution for education.)