

PCSB: 6191
 Pay Grade: D13

FLSA: Non-Exempt

PURCHASING ANALYST
REPORTS TO: Manager, Purchasing
SUPERVISES: Not Applicable
QUALIFICATIONS: Associate's degree from an accredited college or university with completion of business courses, plus three (3) years' experience in large scale governmental purchasing or related field or an equivalent combination of education, training and experience. PREFERRED: Certification through the National Institute of Governmental Purchasing (NIGP) or the Universal Public Procurement Certification Council (UPPCC).
MAJOR FUNCTION
Performs advanced, specialized duties involving purchasing activities necessary for the procurement of material, supplies, equipment and/or services within an assigned area. Employees in this class are responsible for research and analysis of all commodity classifications and various other comparative purchasing analyses. Tasks are of considerable difficulty and include development of forecasting and analytical methods, design and preparation of reports, use of specialized software programs, recommendation of improved methods and preparing/developing procedures.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Reviews and analyzes total procurement activity within and across commodity classifications; designs analytical reports for the use of management and lower-level procurement personnel; develops analytical techniques. • Reviews specifications used as a basis for bids and edits, summarizes and rewords where necessary. • Consults with responsible procurement personnel regarding contractual coverage, market conditions, market forecasting, competition and development within commodity classifications. • Prepares and distributes bid invitations on items over \$50,000. Attends, and may preside over, bid openings; tabulates bids, assists user departments and schools in the evaluation and prepares formal tabulation sheets for presentation to the board. • Reviews and processes requisitions within assigned area. Secures prices from vendors and obtains written quotations when required. • Selects or recommends supplier based on price or, in emergency situations, source availability. Places orders for needed items, based upon available funds; determines acceptable substitutes when necessary. • Confers with vendors on products; inspects or reviews samples, specifications or illustrations on new materials; attends product demonstrations. Maintains vendor lists, catalogs and price sheets. • Follows up on bid and routine purchases, expedites delivery; resolves invoice and delivery discrepancies. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 2/21/22 LM; BOARD APPROVED: 4/26/22

PURCHASING ANALYST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Purchasing Analyst - PEPSA