

**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**



**Procurement Analyst II/Senior  
Procurement Analyst**

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<b>SALARY:</b>	\$67,980.00 - \$116,184.00 Annually
<b>DEPARTMENT:</b>	Procurement
<b>OPENING DATE:</b>	11/19/20
<b>CLOSING DATE:</b>	Continuous
<b>RECRUITMENT TYPE:</b>	Internal/External
<b>DESCRIPTION:</b>	

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.**

**Disclaimer: SacRT will fill one vacancy at the Procurement Analyst II level AND one vacancy at the Senior Procurement Analyst level.**

**Procurement Analyst II - \$67,980.00 - \$95,124.00 Annually**

The purpose of this position is to provide complex procurement analysis and support for the District. This is accomplished by developing solicitation packages for procuring materials/supplies, professional, architectural and engineering services, public works, construction and commodities, analyzing proposals and determining contract strategies, soliciting and scheduling funding and authorizations, evaluating bid and proposals for technical compliance, developing and monitoring project management timelines and spreadsheets, coordinating contract specifications such as complying with insurance requirements, determining prevailing wage for the projects, and approving payroll documents. Other duties include reviewing assignments of clerical staff, and coordinating interdepartmental projects.

**Senior Procurement Analyst - \$82,992.00 - \$116,184.00 Annually**

The purpose of this position is to provide complex procurement analysis and support for the District. This is accomplished by developing solicitation packages for procuring materials/supplies, professional, architectural and engineering services, public works, construction and commodities, analyzing proposals and determining contract strategies, soliciting and scheduling funding and authorizations, evaluating bid and proposals for technical compliance, developing and monitoring project management timelines and spreadsheets, coordinating contract specifications such as complying with insurance requirements, determining prevailing wage for the projects, and approving payroll documents. This position may procure materials/supplies, as needed, and is responsible for handling the most complex procurements, problem solving and mediating of highly conflicting or unexpected problems involving multiple groups. Other duties may include supervising subordinate staff, and coordinating interdepartmental projects.

## **EXAMPLES OF DUTIES:**

### **Procurement Analyst II**

Solicits bids by performing analyst duties, developing packages for construction, procurement and professional services in accordance with District and FTA policies and procedures, writing project scopes, technical specifications and project schedules, coordinating contract execution and timelines with managers, and conducting pre-proposal and pre-bid meetings to answer questions from bidders and proposers; procures materials/supplies as needed.

Provides project management and contract administration by coordinating multiple projects in various stages, facilitating award of contracts, ensuring vendor compliance with contract insurance, verifying contractor's licenses, resolving back wage issues, evaluating and approving prevailing wages and certified payroll documents, coordinating with District staff to determine DBE goals for the project and preparing a project agenda, evaluating pre-qualification packages, participating in contract negotiations, verifying funding and tracking payments, and preparing and submitting completion notices for official records.

Prepares documents and correspondence by creating various forms, formal notices and supporting documentation, coordinating mail out of solicitation packages, preparing and sending document requests to prospects, preparing and updating bid documents, and developing status reports for senior staff, RT departments and public agencies.

Evaluates bids by performing analyst duties, coordinating receipt of bids and proposals, determining low bidders ensuring technical compliance, maintain project spreadsheets, reviewing procurement history data, preparing summaries for recommending awards, coordinating and scheduling contract negotiations and meetings, and conducting consultant selection process.

Completes program, policy and procedure analysis by preparing cost analyses, complying with public contract code and District procurement ordinances, updating databases, explaining federal, state, local, and District programs, policies and procedures to staff and outside agencies, researching funding opportunities for projects and determining appropriate avenues, determining prevailing wage requirements, and verifying the information on the certified payroll is complying with federal and state wages.

Performs information tracking and reporting by conducting contract administration, developing and maintaining project management spreadsheets, creating, updating, and maintaining purchase orders, vendor data, and related databases, preparing reports, reviewing and ensuring compliance guidelines for funding, copying, filing, and archiving, tracking and coordinating document retrievals with departments, and assessing and monitoring project DBE requirement activities and compliance, participates in public outreach events, as needed, to enhance participation of Small Business/DBE suppliers.

### **Senior Procurement Analyst**

Provides project management and contract administration by coordinating multiple projects in various stages, facilitating award of contracts, ensuring vendor compliance with contract insurance, verifying contractor's licenses, resolving back wage issues, evaluating and approving prevailing wages and certified payroll documents, coordinating with District staff to determine DBE goals for the project and preparing a project agenda, evaluating pre-qualification packages, participating in contract negotiations, verifying funding and tracking payments, and preparing and submitting completion notices for official records.

Solicits procurements by evaluating bids, preparing documents, determining procurement strategy for projects including proposals and professional services, conducting solicitations, managing solicitation process, determining sufficient project scope, conducting pre-proposal meetings, public bid openings, and pre construction conferences, conducting contract negotiations and oral presentations, preparing correspondence, and administering bid protests, processes materials/supplies as needed.

Plans, organizes and administers various projects or programs. Prepares complex reports, white papers and internal memos related to project tasks. Makes presentations to senior management/Executive Management as it relates to project work. Develops scope of work for RFP's, participates in the evaluation and selection of vendors and contractors and monitor contract budget. Recommends or develops and assists in implementing improved administrative methods and procedures. Provides staff support to committees or other departments as assigned. Provides recommendations for budget projections and assists with budget preparation and administration. Assists in determining financial methods, procedures and costs pertaining to a departmental service or program; conducts cost benefit analyses and reviews and prepares financial and statistical reports. Coordinates contract arrangements with other organizations and private parties.

Tracks and reports information by maintaining various hard file and electronic documents, training end users on applications and troubleshooting questions and problems, assisting with database modifications, developing and recommending alternative solutions for improvement and efficiency.

## **MINIMUM QUALIFICATIONS:**

### **Procurement Analyst II**

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Education:** Bachelor's degree or equivalent in Business Administration, Public Administration, English or a related field.

**Experience:** A minimum of three (3) years of experience performing procurement related activities.

### **Senior Procurement Analyst**

*A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.*

**Education:** Bachelor's degree or equivalent in Business Administration, Public Administration, English or a related field.

**Experience:** A minimum of four (4) years of experience performing procurement related activities.

**Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.**

## **FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application and proof of education, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and**

**interviews will be scheduled for most qualified candidates as applications are reviewed. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.**

**SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.**

**This position falls under the Operating Engineer Local Union no. 3 Group (OE3).**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sacrt.com/Career/>

Position #2021-00326  
PROCUREMENT ANALYST II/SENIOR PROCUREMENT  
ANALYST  
CW

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

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### **Procurement Analyst II/Senior Procurement Analyst Supplemental Questionnaire**

- \* 1. Please indicate which position you are applying for:
    - Procurement Analyst II
    - Senior Procurement Analyst
    - Both
  - \* 2. Please describe, in detail, your experience with public-sector purchasing and public contracting compliance.
  - \* 3. Please describe, in detail, your experience providing complex procurement analysis, specifically detailing your experience with RFPs, IFBs, and other formal solicitation tools. In your response, include the employer and number of years/months you performed the function.
  - \* 4. Please describe, in detail, your experience working independently as well as being in a leadership role. In your response, include the employer and number of years/months you performed the function.
  - \* 5. Name a time where you had to address a contractor regarding poor performance. Provide detail on the performance concerns and the outcome after your involvement.
- \* Required Question