

**TITLE:**                    **PROCUREMENT ANALYST I-III**

**DEFINITION:**        Under direction, performs procurement activities within the Department of Financial Management and Harbor Department, including supporting user departments or divisions in purchasing a variety of materials, services, supplies, and equipment in accordance with all applicable regulations, policies, and the City's Code of Ethics.

**DISTINGUISHING CHARACTERISTICS:**

- Grade Level I - Performs duties of the classification associated with less complex assignments and/or projects, including management of small, routine solicitations that do not require significant oversight; May assist Procurement Analyst II-III with more complex assignments and/or projects.
- Grade Level II - Performs journey-level duties of the classification, including those associated with more complex assignments and/or projects that have multiple layers of development that require significant oversight; May act in a lead capacity.
- Grade Level III - Performs the advanced journey-level duties of the classification, including leading procurement planning, contract management, and user department training; Within the Department of Financial Management, may serve as Acting Purchasing Agent during their absence. May supervise.

**EXAMPLES OF DUTIES:**

- Facilitates solicitation processes;
- Receives and analyzes requisitions for accuracy and compliance;
- Uses computer and software systems in performing procurement functions and supports user departments in the proper use of associated software systems;
- Posts solicitations on online platforms and manages communications regarding solicitations with vendors;
- Analyzes and awards bids, and supports user departments or divisions to evaluate responses to solicitations;
- Performs procurement services, including procurement planning, preparing specifications, evaluating responses, making award recommendations, preparing letters to the City Council or Board of Harbor Commissioners, and contract management for purchases made through a citywide contract method;

- Supports and coaches user departments or divisions to prepare specifications and formal purchasing materials, including Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Challenge Based procurements;
- Confers with user departments or divisions to issue purchase orders, assist with procurement-related inquiries and concerns, and support and advise in procurement best practices;
- Prepares letters to the City Council or Board of Harbor Commissioners, and supports user departments in the preparation and review of Council letters relative to contract decisions;
- Conducts outreach to vendors and the general public about doing business with the City and about active or upcoming solicitations;
- Evaluates the quality and suitability of products and services, and makes or recommends purchases;
- Supports user departments or divisions in interviewing vendors and arranges for tests and demonstrations of products as needed;
- Determines the best sources of supply and the reliability of vendors by analyzing procurement and contracting data to identify opportunities to make procurement more efficient, competitive, and cost-effective;
- Conducts trainings on the purchasing process for user departments, divisions, or other applicable personnel;
- May confer with vendors and requisitioning officers concerning purchases;
- May update procurement policies, procedures, and forms, under the direction of the Purchasing Agent or Manager of Procurement, to ensure procurement processes are efficient, fair, equitable, and effective;
- May assist in the hiring and selection process, evaluation of subordinates, and conducting staff development;
- May address complex procurement issues and be assigned special projects;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college or university with a bachelor's degree in business or public administration or a closely related field.
- Two or more years of paid, full-time equivalent, professional experience equivalent to an Assistant Administrative Analyst with the City of Long Beach (or higher) offering specific and substantial preparation for the duties of the position.
- Additional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis
- A master's degree in business or public administration or a closely related field may be substituted for one year of the required experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of strategic sourcing to align procurement processes with business goals;
- Knowledge of sustainability as it relates to business environment, social values, ethics, and equality;
- Ability to communicate effectively both verbally and in writing;
- Ability to coordinate and manage multiple projects;
- Ability to operate computers including the use of the Internet, word processing, and procurement/database software;
- Ability to develop conclusions and make recommendations based on analyses of data;
- Ability to research and analyze procurement data to prepare reports and measure key performance indicators;
- Ability to work collaboratively with others and demonstrate relationship management skills.

**HISTORY:**

Established: 12/14/1950

Revised: 04/26/1965, 10/19/1970, 06/15/1988, 08/05/2025

Title Change from Buyer I-II: 08/05/2025