



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

F&W PROCUREMENT ANALYST

Job Number: 21003778

Job Code: 92840V230916

Job Group: 9200 - PURCHASING AND STORES

Job Established: 06/16/2022

Job Revised: 09/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex procurement for the Kentucky Fish and Wildlife Resources. Prepares and issues formal invitations to bid based on requests from the agency and capital construction. Prepares and issues requests for proposals for professional services related to capital construction and to establish agency specific master agreements. Monitors purchasing functions to evaluate compliance with the Model Procurement Code (KRS 45A); performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of purchasing experience in governmental or private purchasing practices and procedures.

Substitute EDUCATION for EXPERIENCE:

A master's degree in business administration or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in governmental or private purchasing will substitute for the required education on a year-for- year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs procurement for Kentucky Fish and Wildlife Resources in a variety of commodity groups, technical and general services, and provides guidance procurement personnel on proper methods of procurement and procurement laws, regulations, policies, and practices with limited supervision. Reviews purchase requests (requisitions) to determine legality, and best method for procuring. Monitors purchasing functions performed by purchasing officers to evaluate compliance with the Model Procurement Code (KRS 45A). Reviews and analyzes complex procurements; determines appropriateness of request, researches various commodity and service markets for current specifications, market conditions and trends in pricing. Provides technical and contract language guidance to procurement personnel and evaluation committees on proper methods of procurement in accordance with the state procurement law, regulations, policies, and practices. In addition to the duties of the F&W Procurement Analyst I, leads and manages procurement processes for the Kentucky Fish and Wildlife Resources. Reviews purchasing data for commodities. Coordinates and recruits participants for procurement groups and/or selection committees as necessary. Leads procurement teams for development, evaluation and award of Kentucky Fish and Wildlife Resources Master Agreements as well as the renewal. Negotiates contract terms, and conditions. Negotiates and monitors corrective action plans for Kentucky Fish and Wildlife Resources Master Agreements and other large or key contract vendors. Manages Master Agreements throughout the contract life. Participates in or leads procurement team and/or selection committees for routine Requests for Proposals (RFPs) and sealed bids (RFBs). Uses procurement software for procurement, reporting, and analysis. Prepares and issues formal invitations to bid based on requests to establish master agreements. Prepares and issues formal invitations to bid based on requests for capital construction. Prepares and issues requests for proposals for professional services related to capital construction. Negotiates contract terms and conditions, awards contracts, and monitors vendor performance; reviews agency requests for changes to contracts and negotiates on pricing and vendor performance issues. Develops and issues requests for quotes, or formal Invitations to Bid including, but not limited to, selecting a vendor list to receive the solicitation, advertising the solicitation, and conducting pre-bid conferences where deemed appropriate. Analyzes bids for conformance to specifications, and terms and conditions. Selects best value bid, and awards a contract based upon that bid. Determines when, and documents why, bid invitation technicalities are waived, and such other actions are in the "best interest of Kentucky Fish and Wildlife Resources". Interprets, implements, and enforces state purchasing regulations. Reviews the work of purchasing staff and with vendors, and trade groups to exchange information and offer purchasing advice. Responsible for gathering, reviewing, developing, and maintaining highly sensitive and often technical information, records and reports. Defend decisions against vendor protests. Researches and compiles reports to analyze information and determine compliance, and for sharing with procurement contacts.

UNIQUE PHYSICAL REQUIREMENTS:

This position generally works in an office setting with physical demands and working conditions consistent with such a setting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.