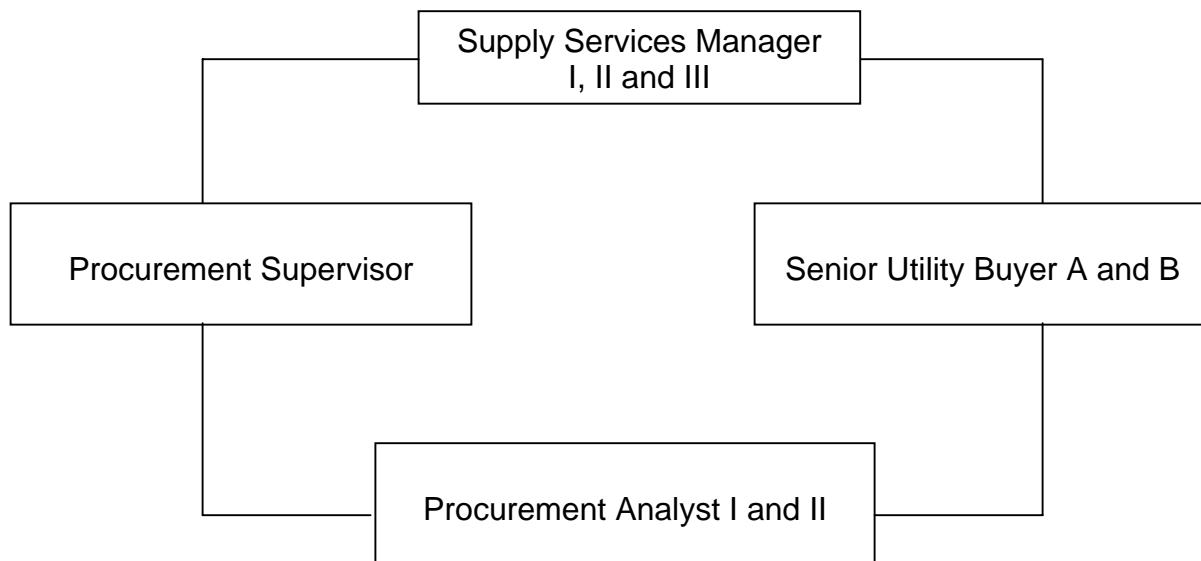


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR PROCUREMENT ANALYST

This information is being given to you to describe potential opportunities as a Procurement Analyst. The career ladders that Procurement Analysts most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/per/ or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Procurement Supervisor

Duties: Assigns, reviews and evaluates the work of subordinates related to purchasing a variety of equipment, services, supplies, and materials and the performance of related staff work; personally performs the more complex purchasing work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Requirements:

1. Two years of full-time paid experience in a class at least at the level of Procurement Analyst in commodity purchasing, preparing specifications, analyzing bids, conferring with vendors, and making recommendations for awards of contracts.
2. A valid certification for one of the following may be substituted for one year of the experience lacking:

- a. Certified Purchasing Manager (CPM) issued by the National Association of Purchasing Management.
- b. Certified Professional Contracts Manager (CPCM) issued by National Contracts Management Association.
- c. Certified Public Purchasing Officer (CPPO) or Professional Public Buyer (PPB) issued by the Universal Public Purchasing Certification Council.

Senior Utility Buyer (A and B)

Duties: Plans, organizes and directs the work of a major section for the Purchasing Division of the Department of Water and Power; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

Requirements:

1. Two years of full-time paid experience as a Utility Buyer, or in a position which is at least at that level and which provides experience purchasing commodities for use rather than resale.
2. A valid certification as one of the following may be substituted for two years of the experience lacking;
 - a. Certified Purchasing Manager (C.P.M.) issued by the National Association of Purchasing Management
 - b. Certified Professional Contracts Manager (CPCM) issued by the National Contracts Management Association; or
 - c. Certified Public Purchasing Officer (CPPO) issued by the Universal Public Purchasing Certification Council
3. A valid certification as a Certified Professional Public Buyer (CPPB) issued by the Universal Public Purchasing Certification Council may be substituted for one year of the experience lacking.

Note: The above information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.

5. Request for Notification cards may be completed in Room 100 of the Personnel Building (213) 847-9240 to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.

(Rev. 7/06)
(D-4:Career Ladders P-Z)