

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

10/2/98

PRIMA PROGRAM MANAGER, 1854

Summary of Duties: Responsible for planning, coordinating, evaluating, directing and implementing the activities and operations of the Supply Services Bureau of the Department of General Services, and the PRIMA 2000 Procurement Re-engineering Project; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: Under the direction of an Assistant General Manager General Services, the PRIMA Program Manager is responsible for managing the day-to-day activities of the Supply Services Bureau of the Department of General Services, and to oversee a comprehensive effort to redesign and improve the City's procurement, warehousing and accounts payable systems (PRIMA 2000).

The PRIMA Program Manager is responsible for the performance of the full range of management and supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

Example of Duties: The PRIMA Program Manager:

- Directs and evaluates through subordinate supervisors the staff of the Program Management and Leadership Group, Order/Receiving/Payment Processing Group, Contract/Supplier Consolidation Group, Warehouse Consolidation & Commodity District Group, and Systems Implementation Group;
- Evaluates on-going cost/benefit analysis of the operations in the Supply Services Bureau;
- Supervises the development and implementation of the workforce and organization transition plans;
- Develops, modifies and coordinates PRIMA Project work plans;
- Develops project status reporting procedures;
- Supervises the development of training programs for new and existing employees, and for the development and implementation of the City-wide PRIMA 2000 Training Programs;
- Communicates project status, quality and process management improvements to the City Council, Mayor's Office, Steering Committee, Joint Labor/Management Committee, and departmental management;
- Administers contracts for project consultants performing warehouse and contract

consolidation, system implementation, materials coding restructuring, independent verification and validation and software;

- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: It is desirable that the PRIMA Program Manager have the following knowledges and abilities:

Knowledges of:

- Project management approaches and techniques including project planning, work definition and staffing, cost estimating, accounting and budgeting, project control and change orders, project evaluation and reporting;
- Contract administration procedures and practices;
- Purchasing, warehousing, and payment processes;
- Material nomenclature/coding systems and methodologies;
- Procurement and logistic strategies, methods and processes;
- City ordinances and City Charter provisions related to purchasing, inventory and payments;
- Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- Techniques of training, evaluating, counseling, disciplining and motivating subordinate personnel;
- Effective safety principles and practices;
- City personnel rules, policies and procedures.

Ability to:

- Coordinate large scale projects between multiple City departments and outside vendors;
- Prepare and direct the preparation of clear, concise and comprehensive reports, studies and correspondences;
- Tactfully and effectively present reports and information to the Mayor, City Council, department management, and advisory committees;
- Establish and maintain a work environment to enhance both employee morale and productivity.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

Minimum Requirements:

Graduation from a recognized four-year college or university, and two years of full-time paid management/supervisory experience over a large multi-faceted project requiring the re-engineering and/or redesign of processes related to procurement, inventory, logistics and payment processes activities and the computer systems that support such activities.

Appointment to a position in this class is subject to a one year probationary period as provided by Section 109 of the Los Angeles City Charter.

License: A valid California drivers license may be required for appointment to this position.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.