

Summary of Duties : Reviews and prepares specifications for a wide variety of materials and equipment purchased for use by City departments; assists in directing a program of standardization; makes investigations of materials and requisitions; or supervises the review and preparation of specifications and directs a program of materials standardization, directs the activities of a unit in the administration of ancillary purchasing functions; and does related work.

Distinguishing Features : A Purchasing Specifications Analyst is responsible for reviewing, screening, checking, and preparing formal specifications which involve purchases over \$5,000. An employee of this class conducts investigations to determine quality standards and is in charge of a program of standardization and value analysis. A Purchasing Specifications Analyst is a staff member in the Department of General Services and work is reviewed in general terms by the Assistant Purchasing Agent.

Examples of Duties : Develops or writes new specifications for various items based on the general recommendation of department heads and on extensive research and investigation; supervises the work of personnel engaged in the development of specifications and standards; conducts a program of value analysis to determine what materials can do the job most effectively at the lowest cost; may administer programs related to the City ordinances and directives pertaining to vendor affirmative action, small business, anti-apartheid, minority and women-owned businesses and safe handling of hazardous materials in the work place; may look for potential obsolescence of materials and supplies; compiles reference data; may administer long-term contracts requiring specialized knowledges of specifications and requirements;

Reviews and revises specifications as required for formal competitive bidding; checks on restrictive bids; consults with appropriate personnel in various departments; studies how supplies are used and determines the quality that is needed to do the job; makes field trips and talks with vendors; confers with commercial firms; analyzes and may revise restrictive requisitions; confers with department on finalized specifications; may advise buyers and City personnel on the relative merit and availability of various materials, equipment and supplies;

Selects items for standardization based on a review of repeated purchases or separate department purchases of similar items; organizes and confers with standardization committees; develops and reviews standards on materials to be purchased; sets necessary standards for specifications; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of specifications writing and

purchasing procedures both in form and technical content; a good knowledge of the quantity, availability, and value of materials, equipment, and supplies; a good knowledge of the different types of materials, supplies, and equipment commonly used by the City and of the possibilities for standardization of materials; a good knowledge of safety principles and practices; a good knowledge of the laws and regulations related to equal employment and affirmative action; small local business, and anti-apartheid; a working knowledge of sources and supply for various commodities;

a working knowledge of laboratory methods employed in the testing of materials, equipment, and supplies; a working knowledge of supervisory principles and practices; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to prepare accurate and concise technical specifications; the ability to analyze and evaluate the relative merits of competitive commodities; the ability to determine the utility, suitability, and adaptability of items in relation to their use; the ability to conduct research on new and changing products offered by vendors; the ability to handle correspondence and prepare reference material; and the ability to deal tactfully and effectively with buyers, other City personnel and officials, and commercial representatives.

Two years of full-time paid experience in the analysis and development of technical specifications and standards for a wide variety of commodities and equipment.

License: A valid California driver's license and a good driving record are required.

Physical Requirements: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; a good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of the position in the class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

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 all of the duties and responsibilities of this position shall be.