Procurement Specialist

Contracts & Procurement

Job # 21-74

Open Until Filled

First Review Date: Wednesday, November 24, 2021

(Job #21-74) Procurement Specialist (Buyer II), $3,656 – 6,617. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, non-exempt, 12-month pay plan permanent position with a one-year probationary period in Contracts & Procurement. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary:
Under the general supervision of the Director of Contracts, Procurement and Accounts Payable, this position will have full contracting and purchasing responsibility for a variety of diverse activities. Typical activities include the procurement of higher dollar commodities, services and software which include those of a technical and specialized nature, and/or developing ordinary contracts, service agreements, or leases, and contracting activities associated with public works. Consult with departments in developing specifications as well as issuing informal or formal solicitations, evaluate bids and award contracts. Research market trends and benchmark potential procurements, conduct cost comparisons and achieve benefit in the form of cost savings, cost avoidance, revenue generation, etc. Items or services purchased may range from those acquired directly from the vendor with little or no modification to unique, scarce or custom-made items requiring creating development or original specifications, with minimal supervision or assistance. Resolution of conflicts between providers and end-users is an integral part of this position. Apply current specifications on all contracts and purchasing documents regardless of complexity or technical content, and providing training to campus and vendors.
Duties:

Procurement of Commodities and Services

- Document production in drafting & executing POs, leases, agreements, MOUs, etc.
- Assist in development and review of Sole Source/Brand Justifications.
- Document, interpret, and communicate policies and procedures for edification of customers and suppliers.
- Process orders for goods and services using the current systems, including those of technical and specialized nature.
- Develop spreadsheets and other documents to support analysis.
- Relationship management - both with suppliers, and customers/end users, facilitate trainings, etc.
- Analyze, evaluate and process departmental requisitions (obtain 204 if necessary, check for appropriate delegation of authority, verify vendor is licensed on public works > $500, establish DIR project ID on public works $1,000 - $4,999, collect appropriate insurance documents including endorsement when necessary, ensure appropriate comments are on the PO, electronically file PO/quote/GPs).
- Resolve conflict between providers and end-users.
- Identify opportunities to negotiate and competitively procure cost saving alternatives
- Apply current specifications on all contracts and purchasing documents regardless of complexity or technical content, specifications when none exist.
- Work with requesters in developing specifications which are cost effective and not unduly restrictive.
- Follow established procedures, policies and guidelines.
- Draft, prepare, issue and project manage request for formal or informal quotes, invitations for bids, and requests for proposals for goods and services, including public works projects. Should be thorough, clear, concise, and stick to department timelines.
- Follow up on orders to expedite orders overdue for delivery or completion of service.
- Prepare agreements for professional services and equipment maintenance.
- Prepare contract documents and negotiate CSU terms and conditions.
- Review Procurement Card purchases for appropriateness.
- Facilitate public works contract administration.
- Attend staff meetings, works in collaboration with other units to ensure proper implementation of pertinent policies, procedures, and programs.
- Benchmark purchases nationwide.
- Achieve benefit (cost savings, cost avoidance, revenue generation, etc.) and record in benefit tracker.
- Assist in the development and implementation of the department policies and procedures.
- Assist in maintenance of appropriate website resources and maintenance.
- Load all contracts into contract management tool.
- Collect Section 508 accessibility standards information and forms for Electronic Technology purchases.

Consultation and Reporting

- Meet State goals established for small businesses, disabled veteran business and recycled products. (3% DVBE & 25% Small Business).
- Interact with campus department personnel and suppliers to problem solve procurement issues to include payment disputes, delivery or completion of services.
Advise and give recommendations to campus personnel on the procurement of commodities/services, business process and other areas more technical in nature.

Assist with CSU Buy-Recycled annual reporting.

Assist with the procurement section of the Sustainability Tracking, Assessment & Rating System (STARS) reporting, every three years, a framework for colleges and universities to measure their sustainability performance.

Assist with the Accessible Technology Initiative (ATI) annual reporting, a report which demonstrates the accessibility of campus technology and initiatives.

Administrator for CSUBUY (Shopping portal, Contract Management module, Sourcing module, Spend Analytics module).

Minimum Qualifications:
Equivalent to two years purchasing experience at a level equivalent to Buyer I with background in areas such as formal competitive bidding processes, development of contracts, service agreements, leases, or other written legal agreements. Equivalent to an undergraduate degree in purchasing, marketing, accounting, business, or other appropriate field. Additional experience which has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

Ability to use of standard office equipment (copiers, scanners, multi-faceted phone systems, etc.), technology and computer applications such as Microsoft Office Suite (Word, Excel, Powerpoint, Explorer, etc.). Ability to learn and develop a sound foundation related to use of specialized software systems (Peoplesoft, OBI, Nolij, Adobe Acrobat, etc.). Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.

Required Knowledge, Skills, and Abilities:
Thorough knowledge of: principles of purchasing and procurement policies, methods and procedures, including the administration of formal competitive bid cycles according to the California State Statutes and Codes; general knowledge of contract development procedures and practices; thorough knowledge of, or demonstrated ability to learn quickly, a variety of CSU policies, practices, and formats for common contracts, service agreements and leases, as demonstrated by:

Ability to: develop, interpret, and apply accurate, multiple, and precise procurement specifications; analyze bids and administer the bidding process; keep financial records; demonstrate creativity in developing cost-saving buying practices; maintain currency regarding business trends and market changes; establish and maintain cooperative working relationships with vendors and with faculty, students, administrators, and members of the general public; read and write clearly in English, comprehend and apply California State Statutes and Codes as well as contract language; perform product research; make comparisons of cost data.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population and with those from various cultural backgrounds. Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.
Preferred Qualifications:
Experience with PeopleSoft Financial System. Detailed knowledge of the CSU and State regulatory and administrative requirements. Strong knowledge of the California code of regulations, public contract code, and CSU policies. Demonstrated skills in an institutional backslash educational environment utilizing a customer oriented and service-centered attitude. Experience in the requirements as pertains to section 508 of the Americas with Disability Act. Strong background in IT contracting requirements and contract language. Strong background in government contracting requirements both State and Federal.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: https://forms.humboldt.edu/employment-history-form; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/96095

Application Deadline: This position is Open Until Filled. First review will take place on Wednesday, November 24, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—activities only part of which are qualifying—will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.” In reference to the full disclosure letter, please refer to HR 2010-08.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Humboldt State University’s Flickr page.