



**Code: 1511**

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Purchasing and Supply

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## **CLASS TITLE: PROCUREMENT RESEARCH ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class is assigned to the Department of Procurement Services (DPS) responsible for functioning as a technical specialist working as the liaison with City departments to provide research activities related to the procurement of goods and services, and performs related duties as required

### **ESSENTIAL DUTIES**

- Meets with department subject-matter-experts to conduct needs assessment for goods and services
- Develops a strong understanding of the strategic business direction, objectives, requirements and priorities as it pertains to the procurement projects requested by City departments
- Compiles, translates, and synthesizes business and user product/service requirements and external market conditions
- Conducts forecast exercises based upon procurement objects and goals to provide the best value consistent with quality and service requirements
- Researches products/services to determine which best meet the needs of Citywide operations and documents the benefits and characteristics of products and services
- Identifies features that bring the best value and efficiency for department operations across multiple factors
- Works closely with Procurement Specification Writers and user departments to assist in the preparation of RFPs, RFQs, specification documents and scopes of work
- Develops, analyzes and maintains effective vendor and supplier communications; identifies strengths, weaknesses opportunities and threats.
- Prepares detailed supply cost and summary reports displaying results of needs analysis surveys
- Keeps abreast of price trends, manufacturing processes, supply chain, and vendor and supplier-related activities in the industry
- Recommends changes and improvements based on findings

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree, plus four (4) years of work experience in procurement planning or research, or an equivalent combination of education, training and experience,

#### **Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*research techniques, objectives and methods
- \*contract administration methods, processes and procedures
- \*business requirements methods and techniques
- \*customer service techniques
- \*applicable computer software packages and applications (e.g., Excel, Microsoft Suite)

Moderate knowledge of:

- applicable departmental programs and services

Knowledge of applicable City and departmental policies, procedures, rules, and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COORDINATION WITH OTHERS- Adjust actions in relation to others' actions
- JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE- Communicate information and ideas in writing so others will understand

- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
  - ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
  - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
December, 2022