



Code: 1511

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Purchasing and Supply

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

- Eight (8) years of work experience in procurement planning or research, **OR**
- Graduation from an accredited college with an Associate's degree, plus six (6) years of work experience in procurement planning or research, **OR**
- 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**

- Graduation from an accredited college or university with a Master's degree or higher, plus three (3) years of work experience in procurement planning or research

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

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- 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

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.

City of Chicago
Department of Human Resources
December, 2022; May, 2025