

SANTA CRUZ SUPERIOR COURT



APPLICATION MATERIALS

Applications are available on our website: <https://www.santacruz.courts.ca.gov/general-information/employment>. For additional information please email the court at hrinfo@santacruzcourt.org or call (831) 420-2275. The hearing impaired TDD# is (831) 429-5514. Application packets can be emailed to hrinfo@santacruzcourt.org or to the following address:

Superior Court of California,
County of Santa Cruz
Human Resources Department
701 Ocean Street, Room 110
Santa Cruz, CA 95060

Selection

Only those candidates who submit a completed application packet (application and resume) by **5 p.m. on June 27, 2022**, and who meet the minimum qualifications will be invited to a formal interview. The court reserves the right to use other screening methods for this recruitment as appropriate.

Job Recruitment

Procurement Specialist (Internal Recruitment)

About the Position

Under general supervision, solicits bids, prepares contracts and negotiates for the purchase of supplies, equipment and services for the court; manages court travel program; asset management; executes administrative activities in support of the purchasing function and performs related duties as required.

Requirements

COVID-19 Vaccination Requirements: Applicants must be fully vaccinated against COVID-19 as defined by the Center for Disease Control or have a valid medical or religious exemption approved by the Court's Human Resources Division.

Education and Experience

1. Education equivalent to a bachelor's degree with major course work in business administration, finance or a related field. Desirable, not required.
2. Two years of increasingly responsible experience in quantity buying for a public agency, government, or large private concern that purchased end items such as services, supplies, and equipment; or,
3. Equivalent combination of training, education and experience that would provide the required knowledge, skills, and abilities.

Distinguishing Characteristics

Procurement Specialist is the entry level classification. Incumbents learn to perform the full range of purchasing and related support duties in the Superior Court setting.

EMPLOYMENT STANDARDS

Knowledge of:

- Standard business English
- Principles and practices of purchasing, including ethics, internet research, standards, competitive bidding procedures, quality control, inventory standards and control
- Data collection techniques for establishing sources of supply, product, and vendor information
- Market research techniques
- General law of contracts
- Office procedures and office automation software (word processing, database management), Judicial Branch of government, JCC and trial court operations
- Understanding of trial court financial policies and procedures. Experience with SAP financial system is desired.
- Procurement and Contract Analyst should also have knowledge related to overall grant maintenance and compliance
- Track and support large projects and contracts



About the Court

The Superior Court of Santa Cruz County's mission is to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.

The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality public service. The court consists of 12 judges, one commissioner, and approximately 130 staff, with an annual budget of approximately 20 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

About Santa Cruz

Santa Cruz County has 270,861 residents (2020) and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within Santa Cruz County. The two largest cities in the County are Santa Cruz (population 65,011) and Watsonville (population 52,398). Santa Cruz County is the Gateway to the Monterey Bay National Marine Sanctuary, has 29 miles of beaches and includes six state parks and six state beaches. Its quaint shops and restaurants, coupled with many cultural and recreational activities (sailing, fishing, golfing, tennis, hiking, mountain biking, surfing) provide a wealth of leisure activities.



Skill in:

- Proficient with spreadsheet productivity applications, effectively communicating and developing relationships with a diverse customer base, maintaining confidentiality and objectivity.

REPRESENTATIVE DUTIES

1. Studies quality of products; determines vendor from whom purchases will be made; places orders; negotiates and renews contracts; investigates complaints and secures adjustments; follows up on deliveries.
 - Assists with or identifies appropriate vendors for the purchase of equipment and supplies
 - Communicates with vendors and suppliers on availability of products, prices, and delivery dates
 - Makes recommendations on complicated or high-profile projects
 - Acts as a liaison between the vendor and the customer to ensure timely, efficient, and responsive service
 - Reviews and updates various user agreements and accounts
 - Coordinates settlement of late or unpaid invoices based on vendor performance
2. Processes requisitions; group's purchases to secure price advantages of quantity buying; composes and edits specifications; solicits formal bids in accordance with standard procedures and solicits informal bids by telephone, FAX, or personal contact; and compares and analyzes price quotations.
 - Develops formal and informal bids and performs price/cost analysis, assessing the quality and suitability of suppliers, materials, and equipment
 - Prepares specifications for equipment, material, services, and supplies
 - Summarizes bid responses and prepares bid process documentation
 - Prepares contracts to specified Judicial Branch Contract Manual standards
 - Secures bids and negotiates contract provisions including prices and schedules
 - Prepares purchase orders and supply orders for approval
 - Verifies invoices for payment
 - Maintains files and reconciles invoices and purchasing logs
 - Utilizes the appropriate contractual instrument for the award of bids based on type of procurement, ensuring all legal requirements are incorporated and enforced; Prepares requests for quotes and proposals, checks bidder references, and coordinates contract-processing activities
3. Analyzes market conditions; keeps abreast of trends; explores sources of supply; studies new products; and researches departments' requests for all products and commodities.



4. Drafts and negotiates independent contractor agreements including but not limited to interpreters, court reporters, and psychological evaluators.
 - Reviewing and analyzing reports to determine Court's contractor needs
 - Maintains list of available contractors
5. Assists as a resource on policy, procedures, and procurement legislation by:
 - Reviewing, analyzing, and interpreting legislative data pertinent to procurement
 - Interpreting Court and departmental policies, County codes, state statutes, and regulations governing purchasing activities and the awarding of contracts
 - Reviewing procedure manuals and training materials to ensure that changes in law, policy, and procedure are properly reflected in all published materials
 - Updating policies, templates and forms involving all aspects of purchasing, contracts/agreements, and property
6. Confers with departmental representatives to determine specific needs, arranges for demonstrations, and distributes literature and samples.
 - Recommends alternate products, commodities, or methods when appropriate
 - Gathers information regarding user satisfaction with various products
7. Provides training to division and court personnel in the use of policies, procedures and public purchasing practices.
 - Design and development of training presentations and support materials
8. Creates and maintains contracts with vendors.
9. Establishes and maintains the court's asset inventory process.
10. Coordinates travel and lodging for court employees attending training and seminars.
11. Assists accounting with the input of invoices for payment and keeping physical files updated as needed.
12. Performs other administrative duties as assigned.



Essential Functions

1. Performs grant compliance oversight and administrative tasks
 - Conducts financial and performance reporting
 - Create and maintain policies and procedures related to grant compliance
 - Manages grants incentive programs
 - Supports Collaborative Courts staff (specifically Collaborative Court Manager) and acts as the point of contact for grant administration within the Court's Finance Division
2. Manages large project grants (equipment grants), including purchasing, tracking deliveries, payments, and preparing invoices for reimbursement.
3. Analyzes and responds to requests for judicial administrative records (10,500 requests).
4. Maintains a variety of reports for regular distribution to the Judicial Council and other agencies.
5. Performs other administrative or grant related duties as assigned

Working Conditions

The work environment is professional, generally clean inside buildings with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high quality work under limited time constraints. The ability to work independently as well as closely with others is required.

Compensation

The position of Procurement Specialist is classified as unrepresented salary employment and is compensated according to the following annual pay range:

Procurement Specialist: \$72,317.44 to \$91,504.92 Annually

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own PERS retirement. Please contact HR if you would like more specific benefits information.

The Superior Court of Santa Cruz County is an equal opportunity employer. Equal employment opportunity will be afforded to all qualified applicants or employees with respect to compensation and terms and conditions of employment, including hiring, training, promotion, transfer, discipline, and termination.