



SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

The **SBWIB, Inc.** is an equal opportunity employer.

Program Analyst – Procurement

Job Announcement

Summary

We are looking for a responsible Program Analyst to join our Procurement Unit. The Procurement Unit interacts with a multi-level of managers and support personnel within the organization, overseeing various functions including WIOA compliance, special projects, and program and fund development. Our ideal candidate has previous administration and workforce development experience in managing contracts, is familiar with legal regulations and terms of use, and is able to demonstrate strong attention to detail along with the ability to analyze contracts with an eye toward reducing errors and ensuring compliance. Ultimately, the Program Analyst will be responsible for supporting the Procurement Unit activities, ensuring that assignments relating to contracts, programs and evaluation are up-to-date and conform to federal, state or local rules and regulations while meeting company goals.

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Salary & Benefits

This is a full-time position (40 hours/week) with a starting hourly wage of \$27.97. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 65% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All **full-time** employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration or other relevant field; at least two (2) years of experience working in a similar capacity; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the below duties. Education may be substituted by experience on a year-for-year basis. Must have great analytical and organizational skills; must be able to interpret law and policy; must have good communication, writing, and reading skills; should also have good working knowledge of administrative procedures, as well as proficiency in various computer applications and programs (e.g. Microsoft Word and Excel). Must also be able to work collaboratively and positively with all levels of management and staff, have the ability to manage multiple tasks and projects in a timely manner, observe deadlines or due dates, adhere to reporting schedules, and work well under pressure. Familiar with WIOA regulations is a plus! Must have reliable transportation, proof of vehicle insurance, and must be able to satisfactorily pass background and reference checks.

Essential Duties and Responsibilities: Under the direction of the Procurement Manager, the duties of the Program Analyst include, but are not limited to, the following:

- Assist in maintaining the tracking and progress of contracts/projects to ensure that performance objectives or delivery of services are met as contracted and that all deadlines and conditions described on contracts are met (e.g. payments and performance goals).
- Maintain comprehensive project documentation, create and or develop plans, formats, narratives and reports to present to grantors, boards, adhoc committees, and/or management as necessary and upon request; and creating and maintaining local tracking and database systems.
- Perform administrative tasks and assist with contracting and procurement processes, including request for proposals, bid packages for distribution and bid selections.
- Ensure responsive purchasing bids are solicited, price quotes are acquired and compared, issue purchases order and monitor vendor performance.
- Assist with the preparation of project proposals, scope of work, timeframes, schedules and budgets.
- Assist with program related research for development of grant proposals including labor market information, best practices, evidence based practices, etc.
- Assist in preparing strategies and/or execute corrective action plans for nonconformance in a timely manner.
- Review and update ongoing and existing contracts logs and insurance certificates.
- Stay abreast of applicable laws, rules and regulation changes and ensure that all contracts, renewals, amendments and special requests or activities conform to guidelines as enforced by the Company and/or State and Federal governments.
- Assist in the preparation and coordination of meetings, trainings, and minutes;
- Provide other related support/duties as required.

Working Conditions

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members and visit numerous locations. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures as enforced by the Company or by City, County, State and Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. *Note: Measures may change based on level of safety concerns.* Employee may also be required to spend the majority of the day walking, standing, sitting at a desk and traveling to other office locations, with some lifting and bending. Must have excellent time management skills, be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must.

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.