

PROMOTIONAL PATHS

PROCUREMENT DIVISION (FUNCTIONS: POLICY – TRAINING – CUSTOMER SERVICE – INTERNAL FUNCTIONS)

Function Descriptions:

► Statewide Policy, Procedures & Regulations

- > Acquisition/Disposal (IT goods & services)
- > Purchasing Authority/Delegation Manual
- > Legislation review & analysis

EDP Acquisition Manager
Class 1388
\$7,117-\$8,329

Senior EDP Acquisition Specialist
(Supervisor)
Class 1389
\$5,849-\$7,464

Senior EDP Acquisition Specialist
(Technical)
Class 1368
\$5,571-\$7,109

Staff EDP Acquisition Specialist
Class 1361
\$5,065-\$6,466

Associate Information Systems
Analyst (Specialist)*
Class 1470
\$4,619-\$5,897

*Classification considered for Training & Development Assignment (above series)

► Bidding & Contracting Processes

- > Protest/Dispute Resolution
 - ⇒ State Agencies
 - ⇒ Vendor Community
- > Preference & Goals
 - ⇒ Target Are Contract Preference Act
 - ⇒ Local Agency Military Base Recover Area Act
 - ⇒ Enterprise Zone Act
- > Purchasing Authority Management
 - ⇒ Non IT Goods & Services
 - ⇒ Delegated Purchasing (State agencies)
 - ⇒ Non-Contract Bid/Contract Advertising Exemptions

► e-Procurement

- > An on-line requisition & solicitation tool

► Customer Service

- > California Procurement & Contracting Academy
- > Records Request
- > Client Training

Research Program Specialist I *
Class 5742
\$4,833-\$5,874

* The Research Program Specialist I is used only in Program Support.

Staff Operations Specialist 1/
Class 5335
\$4,833-\$5,874

Associate Operations Specialist 1/
Class 5334
\$4,400-\$5,348

1/ Proposed series (August 2009 or later)

► Internal Functions

- > Accounting
- > Budgets
- > Business Services
- > Contracts
- > Data Entry Support
- > Personnel
- > Program Administration
- > Training
- > Travel

Staff Services Manager II
(Supervisory)
Class 4801
\$5,576-\$6,727

Staff Services Manager I
Class 4800
\$5,079-\$6,127

Associate Materials Analyst
Class 4901
\$4,400-\$5,348

Associate Governmental
Program Analyst
Class 5393
\$4,400-\$5,348

Staff Services Analyst
Class 5157
\$2,817-\$4,446

Office Technician (Typing)
Class 1139
\$2,638-\$3,264

Office Assistant (Typing)
Class 1379
\$2,143-\$2,770



Promotional paths are for informational purposes only and may vary depending on the level of education, experience and/or relevant eligibility criteria.