

Procurement Analyst (7740U) Job 79266 - Engineering
Research Support Organization (ERSO)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259189>

Downloaded On: Jul. 16, 2025 3:11am

Posted Jul. 15, 2025, set to expire Oct. 31, 2025

Job Title	Procurement Analyst (7740U) Job 79266 - Engineering Research Support Organization (ERSO)
Department	Engineering Research Support Organization
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Engineering Research Support Organization (ERSO) is a service region of the Berkeley Regional Services(BRS) that supports schools and colleges, organized research units, centers and institutes. The mission of ERSO is to provide fully integrated and effective administrative services to support the mission of the University. The ERSO Procurement & Reimbursement Team supports the ERSO Region with purchasing and reimbursements utilizing BearBuy, blucards, and Reimbursement System assisting our community in navigating the campus' processes and policies to lessen the administrative burden and facilitate procuring supplies, equipment, and services to meeting the mission of the University.

The Procurement Analyst uses professional purchasing skills and concepts to complete purchasing assignments of moderate complexity requiring the analysis and review of multiple procurement options. The incumbent has authority to make purchases up to \$35,000 and exercises judgment within defined limits and practices to determine the most effective methodology to acquire common goods and services. The individual works on problems of moderate scope where analysis of situations or data requires a review of a variety of factors.

Application Review Date

The First Review Date for this job is: 7/9/25 - Open until filled

Responsibilities

Document Production/Review - 50%

- Reviews requisitions to determine procurement strategy, processing timeline and what additional

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information is needed to complete the procurement process.

- Executes complete purchase orders and contracts; utilizing both custom and standard terms and conditions for materials, supplies, equipment, and services; ensures compliance with UCB procurement policies.
- Drafts and executes purchase orders, utilizing standard terms and conditions for materials, supplies, equipment, and services. Drafts Request for Quotations (RFQs) including specifications and terms and conditions.
- All RFPs and RFQs are listed and managed in the UC's public bid site, CalUsource.
- Review supplier created documents, agreements, and contracts to determine if language is in conflict with required University terms and conditions. Negotiates vendor terms, as needed. Incumbent works directly with legal & risk on complex agreements.
- Delegated buying authority up to \$35,000.

Procurement Administration - 25%

- Fulfill procurement requests based on Department authorization, as requisition creator, within the Department established timeframe and procedures.
- Manages blanket POs and other recurring payment accounts to ensure timely payments and that proper documentation is maintained.
- Establish new vendors in campus database by coordinating with vendor and central campus department responsible for establishing vendors.
- Conducts all procurement activities by using the proprietary ERSO Intranet and campus BearBuy system. The incumbent will process, monitor, update and review all transactions through these systems, per established department process (e.g. naming conventions, ship to addresses, large package protocol).
- Ensures compliance with relevant policies, procedures and regulations, accuracy and completeness of orders and special terms of purchase.
- Ensures all Blucard transactions are matched and reconciled per campus policy and Department process, by established deadlines.

Relationship Management - 15% Supplier:

- Communicates with suppliers to receive quotes, place orders, and expedite delivery.
- Resolves problems related to procurement, delivery, payment methods, installation and incomplete invoices submitted through BearBuy.
- Resolves supplier issues.
- Negotiates with suppliers on basic terms, focuses on reduced pricing and for lower pricing and improved delivery terms, etc.

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- Negotiates with supplier on all terms and conditions in agreements; focuses on reduced pricing and for lower pricing and improved delivery terms.
- Resolves supplier performance issues Customer:
- Regularly communicates with campus and customers, primarily by phone and email.
- Coordinate with customers and vendors to resolve problematic orders, prepare Return Merchandise Authorizations (RMA), request credit memos, and resolve invoice or shipment errors.
- Makes recommendations regarding new supply sources and champions use of a diverse supply base (as appropriate).
- Proactively follow-up with customers throughout the resolution process.
- Addresses customer queries sent to email alias & BearBuy comments in timely and accurate manner.
- Communicates purchasing policies and procedures to customers in order to reduce risk to the University by ensuring departmental compliance with procurement policy.
- Provides outreach to Department customers to target users and educate them on the University policies and process for high value procurement.

Analytical Practices - 10%

- Learn to make awards based on the lowest cost that meets specifications. Performs simple costs analysis. Provides analytical support for simple to moderate purchasing projects.
- Evaluates and performs analysis to determine appropriate source selection justification and price reasonableness.
- Comprehensive understanding of the entire Procure to Pay process; in order to identify issues and troubleshoot to ensure payments to vendors are received timely and close/change POs effectively to avoid BFS export issues.
- Performs ad hoc BearBuy reporting to identify payment issues, delayed deliveries, unapproved requisitions, etc. Proactively resolves identified issues and determines root cause.
- Interprets and applies University policies and procedures.
- Determines the most effective payment method to procure requested goods and services (i.e. wire transfer, PO, Blucard, etc.) and executes the request.

Required Qualifications

- Analytical skills necessary to evaluate the cost effectiveness of purchasing options.
- Ability to communicate effectively in writing and verbally.

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- Ability to read and interpret terms and conditions of basic contracts.
- Working level of proficiency in the use of standard spreadsheet and word processing software.
- Demonstrated knowledge of University procurement policies, contract law, the Uniform Commercial Code, the California Public Contract Code and federal contracting requirements.
- Understands ERP / financial systems (such as Oracle, PeopleSoft, SAP, Banner, etc.).

Preferred Qualifications

Preferred experience with UCB Supply Chain Management procedures, specific to policies and requirements for high value procurement.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$33.00 - \$46.00.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Misconduct Disclosure

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As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

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Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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