

Procurement Analyst 4 (7738U), Space Sciences
Laboratory - 81260
University of California, Berkeley

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Posted Sep. 22, 2025, set to expire Jun. 30, 2026

Job Title	Procurement Analyst 4 (7738U), Space Sciences Laboratory - 81260
Department	Space Sciences Laboratory
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 22, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services Finance/Investment Management
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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

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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.

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 Space Sciences Laboratory (SSL) is an Organized Research Unit (ORU) of the University of California, Berkeley, reporting to the Vice Chancellor for Research. SSL's primary goal is to foster research in space-related sciences and to educate the next generation of space scientists. Research at SSL, led by Berkeley faculty and SSL Senior Fellows, spans both theoretical and experimental investigations, with a strong focus on observations conducted in space.

Since its founding in 1959, SSL has participated in over 50 NASA space science missions-including the Apollo, Mars, Discovery, and Explorer programs-as well as numerous international collaborations. SSL researchers have been pioneers in developing instrumentation to study the Sun, the interplanetary medium, planetary systems, and the Earth, along with contributions to ultraviolet, x-ray, gamma-ray, and infrared astronomy, and the measurement of the cosmic microwave background.

SSL offers end-to-end capabilities for space missions, including in-house design and fabrication of scientific instruments, spacecraft integration and testing, launch support, and full mission operations. This includes commanding spacecraft, operating a dedicated ground station, and managing data acquisition, processing, and analysis.

The Space Science Lab is an organized research organization under the Vice Chancellor for Research at UC Berkeley. The lab is 90% financially supported by contracts and grant funding with the vast majority of awards originating from the National Aerospace and Space Administration (NASA). The aggregated value of awards fluctuates year-to-year between \$150 - \$350 Million. The majority of dollar

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awards are contracts that require complex contract negotiations and procurement of unusual and high value materials that must adhere to Federal Financial Procurement Regulations. The position will have delegated authority to approve purchases up-to \$500 thousand in value. The position also acts as subject expert on matters pertaining to export control compliance. This responsibility involves coordinating with the UC Berkeley, Research Administration and Compliance Office (RAC).

Position Summary

The Procurement Analyst 4 has wide-ranging significant experience with purchasing and acquisition of large value contracts and is considered a subject matter expert. Provides strategic input and advice to space mission principal investigators and project managers on optimization of contractual implementation of major procurements. Leads and oversees the laboratory purchasing effort including oversight of other buyers. Applies professional purchasing concepts with insight into project objectives and awareness of University, NASA and or other agency/funder policies and practices in defining, negotiating and awarding of complex, high-value, high-risk procurements and subcontracts. Provides guidance and insight to laboratory personnel as appropriate on all procurements. Bring awareness of and NASA in negotiating, awarding, and administering procurements and subcontracts. Determining the optimal contract type (FFP, CPFF, T&M, etc.) as well as the contractor's adherence and performance under the agreement.

Application Review Date

The First Review Date for this job is: 10/02/2025.

Responsibilities

- Drafts and executes complex purchase orders and contracts, utilizing both custom and standard terms and conditions for materials, supplies, equipment, and services.
- Drafts complex RFQs (request for quotation) and RFPs (request for proposal), including detailed specifications, terms and conditions, and evaluation criteria.
- Negotiates with suppliers for lower prices and better terms, including unique terms and conditions as required.
- Develops new supply sources to address supply base inadequacies, as needed, and resolves supplier performance issues.
- Responsible for providing analysis for highly complex purchasing projects dealing directly with major department managers.
- Performs complex analysis to determine appropriate source selection.
- Performs spend analysis for department or organization on assigned vendors or commodities.

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- First point of contact for issues related to Export Control, specifically but not restricted to ITAR compliance.
- Ensures project financial analyst is trained and able to upload financial control data.
- Assists with purchase requisition processing and acts as subject expert for SSL unit.
- Documents interpretations of processes, policies, and procedures for edification of customers and suppliers.
- Develops spreadsheets and other documentation to support analysis.
- Interprets and applies University policies and procedures for complex situations.
- Writes complex sole source justifications and bases for award documents.
- Monitors all purchasing flow for SSL and ensures the timely procurement of goods and services for SSL researchers and engineers.
- Participates in mission and/or project meetings and provides advice on procurement needs in support of the mission or project implementation plan.
- Participates actively in quality, process improvement, and re-engineering efforts as required.
- Other duties as required.

Required Qualifications

- Demonstrated knowledge of Federal Acquisition Regulations, Uniform Guidance, contract law, the Uniform Commercial Code, and the California Public Contract Code, federal and state laws and regulations and federal contracting requirements.
- Demonstrated judgement in development appropriate business decisions to include a balance between risk, timeliness, compliance, cost and other considerations.
- Full knowledge of the purchasing function.
- Ability to communicate complex information to others verbally and in writing.
- Ability to read, interpret, develop, and negotiate terms and conditions of contracts.
- Advanced level of proficiency in the use of standard spreadsheet and word processing software.
- Strong negotiating skills.
- Advanced skills in the use of ERP/financial systems (such as Oracle, PeopleSoft, SAP, etc.).
- Knowledge of and/or can quickly learn UC procurement policies, the organization's departments and operations and Federal Acquisition Regulations.
- Ability to perform cost analysis and planning for major commodities.
- Ability to work in a team environment.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of International Traffic in Arms Regulations (ITAR) and other export control

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compliance policies.

- Professional certification.

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.

- This is a full-time (40 hours/week), career position that is eligible for UC Benefits.
- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 50% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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.

SB 791 and AB 810 Misconduct Disclosure Requirement:

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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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