



Job Code: 6529
Grade: 21
HCWR: N

Job Title
Senior Procurement Specialist

Department
Supply Chain Management

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under the supervision of the Manager of Procurement, prepares, interprets, and manages purchases for a broad variety of Cook County Health (CCH) requirements including clinical items, medical/surgical products, laboratory products, radiology products and non-medical goods and purchases. Evaluates potential sources of merchandise/services, conducts price analyses, places orders according to best options available within procedural guidelines and institutional time frames, and resolves problems between external customers (vendors) and internal customers. Responsible for identifying appropriate methodologies for contracts including Group Purchasing Organization (GPO's), Requests for Proposals (RFPs), Requests for Quote (RFQ's), Requests for Information (RFI's), and any other best practice procurement methodology for supply purchases. Prepares price/cost analyses for supply contracts, tracks and monitors contract changes, deliverables, and performance of vendors. Negotiates supply contract terms and conditions and identifies potential liabilities or unfavorable terms and recommends resolutions. Ensures that all contracts are in adherence with applicable federal, state, and local mandates and that all analyses and reporting follow established Procurement Business Processes and Best Practice Methodology.

Typical Duties

- Interacts with vendors to procure products, negotiates contract terms and conditions for supply purchases which include an expert understanding of GPO contracts, while ensuring language is specific to CCH, Joint Commission requirements, Cook County Ordinances, and applicable federal guidelines (i.e., Sarbanes Oxley and Safe Harbors Act).
- Assesses customers' needs, create, recommend, and utilize agreements/contracts best suited for Customers Procurement Needs.
- Provides skilled assistance in the acquisition of goods, or services to assigned customer departments.
- Demonstrates clinical and technical procurement knowledge of all commodities/services pertinent to assigned service lines.
- Ensures that cost-effective and timely acquisitions, contracts, or other necessary processes are utilized.
- Serves as the subject matter expert for assigned service areas.
- Ensures that team delivers excellent customer service for all Procurement Services' customers, while ensuring needed service/goods are procured timely at the best value.
- Establishes and/or maintain a procurement specialist/vendor relationship with all sales representatives.
- Participates as requested on Value Analysis Team and/or sub teams.
- Effectively utilizes the capabilities of the Supply Chain Management System to implement and control items purchased.



Typical Duties

- Researches GPO's contracts and applicability within the Enterprise Resource Planning (ERP) item master for contractible items.
- Reviews all mail, catalogues, price lists, and similar information in order to keep abreast of changing prices and developing trends.
- Accountable for generating targeted cost reductions and certifications by accounting.
- Acts as a central point of contact for related issues and follow-up and document all issues referred.
- Accountable for generating targeted cost reductions.
- Reviews, modifies, and approves specifications and determine key performance indicators (KPIs) with customer input.
- Ensures volume rebates are met by the vendor, compliance with contract terms, and initiates actions to terminate the contract if conditions or vendor performance are not met.
- Ensures that the standards set by The Joint Commission of Contracted Services, section LD.4.03.09, and LD.3.50 are consistently met when contracting for goods or services.
- Conducts market analysis to identify opportunities for improved pricing throughout CCH and where applicable, present those opportunities to the Director of Procurement and/or Senior Leaders within CCH
- Performs other duties as required

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Three (3) years prior experience in procurement, contract & proposal negotiation, and development
- Prior experience in healthcare negotiating a wide range of contracts for services, goods, medical equipment etc.
- Prior experience in cost reduction and standardization of products while identifying potential contract liability and renegotiating unfavorable terms

Preferred Qualifications

- Master's degree in business or related concentration from an accredited college or university
- Five (5) years prior experience in procurement, contract & proposal negotiation. and development
- Knowledge of Enterprise Resource Planning (ERP) systems such as Lawson, PeopleSoft, McKesson/HBOC, or similar ERP systems

Knowledge, Skills, Abilities and Other Characteristics

- Good knowledge of the principles of modern procurement principles and practices.
- Strong knowledge (intermediate) of Microsoft Office products.
- Strong written and verbal communication skills to be able to communicate with peers, customers and senior management while facilitating RFP and Contract Process.
- Good interpersonal and negotiating skills.
- Analytical skills, problem solving skills and critical thinking skills to be able to comprehend and interpret complex contract conditions and identify potential liabilities and areas for



Knowledge, Skills, Abilities and Other Characteristics

improvement.

- Strong project management skills.
- Ability to maintain flexibility to perform whatever task is required.
- Ability to generate innovative ideas, approaches, and solutions by providing open, accurate and consistent information, while demonstrating support and commitment to others.
- Ability to establish and maintain excellent interdepartmental and intradepartmental relationships while offering assistance and keeping the lines of communication open.
- Ability to deliver excellent customer service for all Procurement Services' customers, while ensuring needed service/goods are procured timely at the best value.
- Ability to anticipate customer needs and take action by providing regular and appropriate feedback.
- Ability to establish standards and assist in the monitoring of the accomplishments of the prescribed goals and targets.
- Ability to develop consistent structured work plans including meeting agendas and expected outcomes.
- Ability to document and distribute all significant discussions and decisions.
- Ability to analyze data, simulate alternatives, recommend action, and deliver quality products and services.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.