



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Process Analyst—, Procurement & Warehousing Services  
JOB CODE: W-037  
CLASSIFICATION: Exempt  
PAY GRADE: 25  
BARGAINING UNIT: BTU-TSP  
REPORTS TO: ~~Director, Procurement & Warehousing Services~~ Assistant Director, Procurement Compliance or Designee  
CONTRACT YEAR: Twelve Months

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**POSITION GOAL:** Ensure processes and systems are aligned by serving as the liaison between functional users, management, and the technology division Information & Technology and/or other division(s); assist with the design of designing processes, and configuring the system configuration to accommodate designed processes new designs. Provide continuing analytical services support to identify recommend changes in work practices, requirements for technology applications, and implementation of associated system changes.

#### ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Process Analyst—, Procurement & Warehousing Services shall carry out the performance responsibilities listed below.

- ~~The position supervises staff as assigned by the Director, Procurement & Warehousing Services or designee.~~ Supervise staff as assigned in the performance of job duties.
- Analyze current work processes and provide support in the appropriate area of responsibility to assess compatibility and improve interaction with the system of systems and processes.
- ~~Update/add~~ Ensure records of material groups, purchasing groups and storage locations ~~as required to maintain up-to-date records are accurate and up-to-date.~~
- Document ~~system user's end user technology~~ needs and ~~problems issues~~, research and evaluate ~~possible~~ software solutions, and recommend potential options for the design and implement implementation of appropriate corrective action.
- ~~Create and run~~ Generate custom reports for management or and end users, as requested (~~analysis, usage, etc.~~).
- Provide support to ~~appropriate work assigned functional area(s) in~~ to gain understanding of work processes and their interaction with the system information technology needs.
- ~~Assist on with the design of~~ Design innovative solutions necessary to develop, ~~add new create~~, or optimize current work processes or functions within the system or work environment.
- Evaluate, trouble-shoot and recommend security ~~accesses~~ access for users.
- Articulate functional user needs to the development team and ~~take ownership~~ perform quality assurance testing of development work performed.
- ~~Participate in the~~ Lead and coordinate the planning, analyzing, testing and implementation of new releases, patches and maintenance for applicable modules or situations.
- Assist in the design of training material, assessment of training needs and ~~coordinate the coordination of training to~~ for end users and staff, based upon work process changes and enhancements to existing systems.
- Assist Help Desk with problem ~~resolutions~~ resolution and meet with departments to assist ~~them~~ with incorporating SAP into their processes.
- Prepare, review and/or ~~approve~~ verify Access Request Forms for management approval.
- Attend weekly meetings to discuss SAP issues, changes to SAP; ~~resolve problems and troubleshoot inventory issues (interfaces, receipts, transfers, etc.)~~.
- Perform fiscal year close out of outstanding requisitions issued by user departments.
- Prepare PowerPoint slides for End of Year and Back to School presentations.
- Perform and promote all activities in compliance the equal employment and non-discrimination policies of The School Board of Broward County, Florida.

- Participate in the training programs offered to ~~increase~~ enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- ~~Assist in ensuring that the District remains in compliance with external requirements and internal policies by following federal and state laws, as well as School Board policies.~~
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- A minimum of ~~five (5)~~ three (3) years, within the last ~~ten (10)~~ five (5) years, of increasingly responsible experience ~~and/or training~~ in creating, configuring, testing, improving and maintaining procurement, contract management and/or warehousing system modules, in an enterprise resource planning environment or similar system.
- Knowledge of standard practices, processes, principles, State and Federal regulations in the applicable functional area.
- Excellent written and oral communication skills.
- Computer skills as required for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Experience ~~in~~ with SAP system configuration.
- Experience ~~in~~ analyzing and resolving issues resulting from configuration changes, ~~updates/upgrades~~ system upgrades, and inconsistent master data, ~~analyzing and resolving and~~ complex reporting issues.
- Ability to develop accurate, comprehensive reports for end users.
- Bilingual skills ~~are preferred.~~

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Frequently works with functional users at all levels and applicable staff to obtain input and understanding of their work processes and needs; periodically works with senior management on specific design issues.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

~~The job is exempt from the overtime provisions of the Fair Labor Standards Act.~~

**EVALUATION:**

Performance will be evaluated in accordance with Board policy.

Board Approved: 8/18/2015

Board Adopted: 9/16/2015