



Sourcing Manager and Portfolio Manager - Job Profile

Line of Business: Shared Services Function: Supply Chain Reports to (Job Title): Sourcing Portfolio Manager, Sourcing Director	Effective Date of Job Profile: 10/15/2012 Last Updated: 10/1/2012
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Job Family Summary	Drives the client experience by developing and leading effective Strategic Sourcing strategies and effective Category Management and contract execution, contract and overall contract governance. Support Portfolio(s) goals through transactional awareness to identify potential cost savings, diversity, green supply chain, spend reduction, supplier consolidation and standardization opportunities. Identifies opportunities for efficiencies within corporate and sourcing policies and processes to improve results for both Sourcing and Portfolio clients. Leads multiple spend categories within a Portfolio.	
Job Title	Manager, Sourcing Portfolio	Manager, Sourcing
Position Title	Manager, Sourcing Portfolio	Manager, Sourcing
PGE Job Level	Manager	Manager
SAP Job Code	50304672	50304671
Job Responsibilities	<ul style="list-style-type: none"> Develops strategic portfolio and category plans to generate cost savings, deliver service excellence, optimizes diversity spending and total cost of ownership for key lines of business. Ensures the overall governance of the contract approval process from contract creation through contract award. Oversees contract spend across multiple spend categories Develops short and long term strategies for all spend categories within portfolio Leads complex cross-functional teams in the execution of strategic sourcing initiatives Manages spend analysis, needs assessment, benchmarking and business case development Leads development and execution of negotiation strategies Monitors and maximizes customer satisfaction using standardized client service level agreements Manages continuous improvement-based relationships that deliver mutually beneficial results for PG&E and its suppliers Establishes service level agreements to hold suppliers accountable for performance Approves purchase orders and contracts from \$500,000 to \$10 million 	<ul style="list-style-type: none"> Drives and refines SAP SRM system enhancements that facilitate both Supply Chain and Client needs and goals. Develops and implements Sourcing policies that integrate and align with other relevant companywide processes. Provides all oversight for compliance for Sourcing Portfolio including I.A., SOX and Sourcing Policies and contract quality (CQ). Develops and refines portfolio operational reporting to Sourcing Department and to Client Leadership from a Service Level Agreement perspective. Manages the spend savings spend rules implementation for Sourcing. Facilitates continuous improvement in client experience through improved contract process requirements and contract governance Manages contract compliance for Portfolio Assists clients in After-the-Fact Purchase Orders (AFPO) policy adherence, blocked invoice resolution and overall AFPO management for Portfolio. Maintains transactional awareness to identify potential cost savings, diversity, green supply chain, spend reduction, supplier consolidation and standardization opportunities Drives continuous improvement for the tactical processing of contracts and PO's for Portfolio
Supervisory Responsibility	Directly supervises Sourcing Supervisors, Category Leaders and Sourcing Specialists.	Directly supervises a team of Sourcing Specialists and Sourcing Supervisors



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Education Minimum	Required: Bachelor's degree or equivalent experience required (one year of experience for every one year of college)	Required: Bachelor's degree or equivalent experience required (one year of experience for every one year of college)
Desired	Desired: MBA or equivalent advanced degree	<ul style="list-style-type: none"> • Desired: MBA or equivalent advanced degree
License/Certification Minimum	N/A	N/A
Desired	Six Sigma, CPSM or other related certification	Six Sigma, CPSM or other related certification
Experience Minimum	Required: 8 years of total sourcing or related industry experience; some positions may require technical/category experience	Required: 8 years of total sourcing or related industry experience; some positions may require technical/category experience
Desired	Desired: <ul style="list-style-type: none"> • Project Management experience, Utility industry experience • 2-3 years of supervisor experience 	Desired: <ul style="list-style-type: none"> • Project Management experience, Utility industry experience • 2-3 years of supervisor experience
Knowledge, Skills, Abilities Minimum	<ul style="list-style-type: none"> • Ability to lead cross-functional teams is required • Ability to identify and resolve problems and implementation barriers required • Demonstrated leadership and management skills are required • SAP/SRM proficiency desired 	<ul style="list-style-type: none"> • Ability to lead cross-functional teams is required • Ability to identify and resolve problems and implementation barriers required • Demonstrated leadership and management skills are required • SAP/SRM proficiency desired • Ability to influence Sr. Leadership decision making and strategy
Desired		

Supplemental Information



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Technical Competencies	Technical Competency Descriptions	Manager
Executive Communication	Ability to communicate and present business cases to officers and ability to manage expectations at the executive level	Advanced
Project Management	Ability to plan, execute, monitor, and report the status of a cross-functional project and team from start to finish	Advanced
Strategic Sourcing	Understanding the steps of the strategic sourcing process and be able to effectively implement strategic sourcing initiatives through face-based negotiations with suppliers to achieve the best results for PG&E	Master
Supplier Management	Ability to work with suppliers to ensure compliance to requirements, quality and delivery performance, and to develop and continuously improve capabilities and service	Master
Category Strategy Development & Mgmt	Ability to develop, execute, and manage a strategy for sourcing a commodity or group of related products or services	Master
Critical Thinking	Demonstrates skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	Advanced
Strategic Leadership	Develops strategy needed to support the company and department vision; translates strategies into plans that others can comprehend and implement	Advanced

***Proficiency Levels**

Novice: Demonstrates general understanding of knowledge, principles, and/or applications of the area; is able to complete routine assigned tasks with minimal guidance or supervision.

Proficient: Demonstrates solid understanding of knowledge, principles, and/or applications of the area; is able to complete moderately complex projects, with minimal guidance and supervision.

Advanced: Demonstrates advanced understanding of knowledge, principles, and/or applications of the area; is able to understand complex ideas and make recommendations in this area. May guide efforts of others on the team.

Master: Demonstrates mastery of knowledge, principles, and/or applications of the area; is able to lead and direct others in this area.