



Sourcing Category Lead - Job Profile Matrix

Line of Business: Shared Services Function: Supply Chain Reports to (Job Title): Manager, Sourcing Portfolio	Effective Date of Job Profile: 10/12/2012 Last Updated: October 9, 2012
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Job Family Summary	Develops and manages one or more sourcing spend categories typically between \$___ up to \$250 M, and responsible for effective contract management of all Tier 1 contracts associated with the category(ies). Develops strategic category plans to optimize cost savings, service excellence, diversity spend and total cost of ownership for the categories. Effectively influences LOBs, including senior leadership, to achieve understanding, acceptance, and commitment of sourcing strategies. Work with Line of Business (LOB) to develop, source and negotiate major contracts. Key role in Supplier Relationship Management / Scorecard process.		
Job Title	Category Leader, Senior	Category Leader, Expert	Category Leader, Principal
Position Title	Category Lead	Category Lead, Expert	Category Lead, Principal
PGE Job Level	Senior	Expert	Principal
SAP Job Code	50071871	50304668	50304669
Job Responsibilities	<ul style="list-style-type: none"> • Leads the development of category strategies of low to medium complexity • Manages top tier suppliers • Leads cross-functional team through strategic sourcing process and development/execution of negotiation strategies for low to medium complexity spend categories • Maintains awareness of industry and market trends through ongoing research • Conducts and documents market research and supplier risk analysis to verify the financial health of existing and potential suppliers • Creates and maintains category plans • Develops and sustains mutually beneficial strategic relationships with tier 1 and 2 suppliers. • Develops and review performance data with suppliers. Works with suppliers to drive ongoing value discovery. 	<ul style="list-style-type: none"> • Leads the development of category strategies of medium complexity • Leads cross-functional team through strategic sourcing process and development/execution of negotiation strategies for mid-complexity spend categories • Develops and sustains mutually beneficial strategic relationships with tier 1 and 2 suppliers. • Develops and review performance data with suppliers. Works with suppliers to drive ongoing value discovery. • Maintains awareness of industry and market trends through ongoing research • Subject matter expert for particular commodities or services • Creates and maintains category plans. • Conducts and documents market research and supplier risk analysis to verify the financial health of existing and potential suppliers 	<ul style="list-style-type: none"> • Leads the development of category strategies of high complexity • Leads cross-functional team through strategic sourcing process and development/execution of negotiation strategies for high complexity spend categories • Develops and sustains mutually beneficial strategic relationships with tier 1 and cross-portfolio suppliers. • Develops and review performance data with suppliers. Works with suppliers to drive ongoing value discovery. • Maintains awareness of industry and market trends through ongoing research • Subject matter expert for particular commodities or services in the industry. • Sets market trends on particular commodities by working with the industry on best practices. • Creates and maintains category plans. • Works with senior management to support strategic planning and decision-making at the officer level • Conducts and documents market research and supplier risk analysis to verify the financial health of existing and potential suppliers
Supervisory Responsibility	<ul style="list-style-type: none"> • No direct supervisory responsibility 	<ul style="list-style-type: none"> • No direct supervisory responsibility 	<ul style="list-style-type: none"> • No direct supervisory responsibility



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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)	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	Desired: MBA or equivalent advanced degree	Desired: MBA or equivalent advanced degree
License/Certification Minimum	n/a	n/a	n/a
Desired	Desired: Six Sigma, CPSM, or related Certificate	Desired: Six Sigma, CPSM, or related Certificate	Desired: Six Sigma, CPSM, or related Certificate
Experience Minimum	Required: 5 years' of supply chain or other related discipline	Required: 7 years' of supply chain or other related discipline	Required: 10 years' of supply chain or other related discipline
Desired	Desired: 6-7 years' work experience in the areas of procurement, sourcing and/ or contract management	Desired: 8-9 years' work experience in the areas of procurement, sourcing and/ or contract management	Desired: <ul style="list-style-type: none"> • 10 years' work experience in the areas of procurement, sourcing and/ or contract management • Utility experience
Knowledge, Skills, Abilities Minimum	<ul style="list-style-type: none"> • Advanced in Microsoft Office • Strong interpersonal and relationship management skills • Excellent analytical & critical thinking skills • 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 	In addition to those listed for the Senior level: <ul style="list-style-type: none"> • Ability to lead mid-complexity projects 	In addition to those listed for the Expert level: <ul style="list-style-type: none"> • Ability to lead and manage complex cross-functional teams and projects
Desired	<ul style="list-style-type: none"> • Desired: SAP/SRM proficiency 	<ul style="list-style-type: none"> • Desired: SAP/SRM proficiency 	<ul style="list-style-type: none"> • Desired: SAP/SRM proficiency
Supplemental Information	Office environment. Incumbents are required to work on personal computers, attend frequent meetings at main office location or at remote sites, and/or participate on conference calls, for 8+ per day.		



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Technical Competencies	Technical Competency Descriptions	Proficiency Level*		
		Senior	Expert	Principal
Communication Skills	Effective oral and written communication, ability to organize information into clear and concise presentations	Advanced	Advanced	Master
Advocacy and Persuasion / Negotiation	Effectively influences others to achieve understanding, acceptance, and commitment to act in support of ideas, programs or causes. Applies negotiating techniques, subject matter, and strategy to obtain commitment, compromise, or settlement in a way that promotes mutual goals or interests.	Advanced	Advanced	Master
Project Management	Ability to plan, execute, monitor, and report the status of a project from start to finish	Advanced	Advanced	Master
Data Analysis	Ability to extract and analyze spend and diversity data from multiple sources Ability to use data to create recommendations and executive level presentations	Advanced	Advanced	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	Advanced	Advanced	Master
Negotiations	Ability to plan and effectively conduct effective negotiations with suppliers to achieve the best total cost of ownership for PG&E	Advanced	Advanced	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	Advanced	Advanced	Master
Category Strategy and Development	Ability to develop, execute, and manage a strategy for sourcing a commodity or group of related products or services	Advanced	Master	Master
Market Analysis	Ability to gather and analyze company, industry, and market information and evaluate the competitive dynamics and the impact of changes in technology and environment to identify suppliers and potential sourcing levers	Advanced	Master	Master

*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.