



**City of New Haven**  
**Office Of Management and Budget**  
**Justin M. Elicker, Mayor**  
**Shannon McCue, City Budget Director**

November 7, 2024

Alder Tyisha Walker, President  
Board of Alders  
165 Church Street  
New Haven, CT 06510

RE: Ordinance amendment to appropriating ordinance #1 reclassifying the titles of Procurement Analyst and Contract Analyst to Procurement Specialist

Dear Honorable President Walker-Myers:

As required by City Charter (Article VIII) and general code of ordinance section 2-386, the Department of Finance is requesting to reclassify the titles of two (2) budgeted positions.

The positions of Procurement Analyst and Contract Analyst will be reclassified to Procurement Specialist. Bureau of Purchases has reviewed how the department currently functions from business transaction standpoint. The position of Procurement Specialist will be a broader job description to allow flexibility and overlap of the procurement and contract functions that currently reside within the Bureau of Purchases.

The Bureau of Purchases is going through a transformation process. The Bureau is currently looking at doubling down on using procurement to advance equity goals of New Haven. Through local procurement and cleaning up the procurement process (as submitted through the updated procurement policies and ordinances), the Bureau is looking to make it more welcoming, less burdensome, and more accessible to local businesses. Transforming purchasing through technology will be key as well. Purchasing is constantly coming up with fixes, like software that digitize the procurement process. By using a cloud-based platforms, the city procurement practice can provide internal stakeholders and partners timely, forward-looking analysis that empowers them to make better decisions, explore more scenarios, and support a continuous, and agile planning model.

The Procurement Analyst position has been vacant since August 2024 and the difference of salary contemplated will negate an increase to the Department of Finance budgeted positions for FY 2024-2025.

Please feel free to contact us with any additional questions.

Respectfully,

Shannon McCue  
Budget Director

Dr. Kristy Sampieri  
Controller

Malinda M. Figueroa  
Purchasing Agent