



PERSONNEL COMMISSION

Class Code: 0624
Salary Range: 36 (C1)

CONTRACT ANALYST

JOB SUMMARY

Under general supervision, perform a variety of analytical duties in support of District contract administration activities; analyze, write and review District contracts for goods and services, leasing and real estate documentation; prepare and maintain a variety of records and reports related to assigned activities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of analytical duties in support of District contract administration activities; assure compliance with applicable laws, codes, rules and regulations; maintain confidentiality of sensitive and privileged information. **E**
- Analyze, write and review District contracts for goods and services, leasing and real estate documentation in accordance with established procedures and guidelines. **E**
- Receive and verify contract requests for accuracy of terms, amounts, scope of work, funding, necessary signatures and type of service requests; determine appropriate contract based upon services to be provided. **E**
- Confer with requestors regarding contract requirements of products and services; write, modify and review complex agreements and contracts in accordance with factors including District standards, pricing and availability. **E**
- Negotiate contract and property lease or rental agreement terms; assure proper language of contracts including insurance requirements, calculations, scope of work and length of services; verify contractor compliance with applicable laws, codes, rules and regulations. **E**
- Prepare complex and detailed agreements for Board of Education approval; prepare amendments to contract agreements such as time extensions, additional funding and scope of work modifications; submit amendments for Board approval. **E**
- Analyze public works project specifications; assure appropriate licensing and insurance requirements are met; verify information provided in bid packets. **E**
- Prepare documents for bid proposals and public bid advertisements; assure fair and open competition by maximizing outreach advertising activities and postings. **E**
- Attend job walks for public works projects; greet contractors and distribute and clarify bid packets, specifications and addenda; answer questions regarding the bid process. **E**

- Attend and lead the public opening of bids for public works projects; review bid documents for accuracy and completeness; read bids aloud; verify computations and compliance with applicable laws, codes, rules and regulations. *E*
- Communicate with District administrators, personnel, vendors, contractors and other outside organizations to coordinate activities, resolve issues and exchange information. *E*
- Prepare a variety of purchase orders; assure accuracy of orders and appropriate approval signatures; modify purchase orders for amendments, extensions and change orders. *E*
- Confer with accounting personnel and vendors to resolve payment issues; make corrections as necessary. *E*
- Participate in developing or modifying policies, procedures and forms related to contracted services, leases and District real estate. *E*
- Oversee and participate in the preparation and maintenance of vital documents, narrative and statistical reports, records and files related to assigned activities; compose correspondence and memoranda; prepare and complete a variety of contract and lease forms. *E*
- Train and provide work direction and guidance to clerical staff; participate in the hiring and evaluation process as requested. *E*
- Operate a variety of office equipment including a copier, fax machine, calculator and a computer and assigned software; drive a vehicle to conduct work and attend meetings. *E*
- Attend a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging contract trends and related laws, codes, rules and regulations. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification perform a variety of analytical duties in support of District contract administration activities. A Contract Analyst uses a thorough knowledge of contract laws, codes, rules and regulations in determining the category and content of contracts to acquire goods and services while protecting the District from potential liabilities. Incumbents analyze and write contract documents and amendments, negotiate contract terms and conditions, and monitor contract performance. Incumbents assure an appropriate course of action by guiding District personnel and contractors throughout the contract process, from inception to completion.

EMPLOYMENT STANDARDS**Knowledge of:**

Terms, procedures and practices utilized in contract agreements, leasing and real estate documentation.

Purchasing and accounting practices and terminology.

General principles of contract writing and document preparation.

District organization, operations, policies and objectives.

Record-keeping and report preparation techniques.

Applicable laws, codes, rules and regulations.

Principles and practices of training and providing work direction.

Operation of a computer and assigned software.

Oral and written communication skills.

Writing skills to prepare clear and concise specifications and reports.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform a variety of analytical duties in support of District contract administration activities.

Analyze, write and review contracts for goods and services.

Prepare technical contracts, correspondence and memoranda.

Provide technical information and assistance to contractors and District administration.

Prepare and administer service contracts.

Interpret, apply and explain applicable laws, rules and regulations.

Oversee and participate in the preparation and maintenance of vital documents, narrative and statistical reports, records and files.

Train and provide work direction and guidance to assigned staff.

Maintain current knowledge of emerging contract trends and related laws, codes, rules and regulations.

Prepare comprehensive narrative and statistical reports.

Maintain confidentiality of sensitive and privileged information.

Operate a computer and assigned software.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in contract management, public administration, business administration or a related field.

Experience:

Two years of experience involving the writing of specifications and the processing of contracts, leases, real estate and purchasing documents. Experience within an educational or governmental agency is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Bending at the waist, kneeling or crouching to file materials.
Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 8/12/96
Revised: 2/27/03
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