

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CONTRACTS ANALYST

BASIC FUNCTION:

Under the direction of the Director III - Internal Business Services, organizes and coordinates non-student contract management activities for the Santa Clara County Office of Education (SCCOE), in accordance with applicable laws, regulations and policies; monitors and coordinates the contract approval process from contract generation to contract execution for all contracts; provides technical assistance, support, and expertise to management and staff; serves as the Custodian of Records for all contracts.

DISTINGUISHING CHARACTERISTICS:

This position monitors and coordinates the approval process from contract generation to contract execution for all contracts. This position resides within the Business, Facilities, and Operations Division, and is also responsible for organizing and coordinating contract management activities for contracts without student access. The Human Resources Division oversees contract management activities for contracts with student access.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Organizes and coordinates non-student contract management activities for the SCCOE; ensures compliance with applicable laws, codes, rules, regulations, and related policies and procedures.

Prepares and monitors contracts for professional services provided by consultants, contractors, public works projects (e.g., construction), private firms, software companies, educational agencies, and public agencies, including services provided by SCCOE to other public and educational agencies.

Monitors and coordinates the contract approval process from contract generation to contract execution for all contracts, which includes distribution of all contracts, amendments, and extensions as assigned.

Serves as Custodian of Records for all contracts; develops and maintains database for tracking all contracts and related documents; ensures all contracts are tracked, filed and stored according to applicable policies and procedures; assigns Risk Management number to contracts; ensures the accuracy and availability of contracts records and files.

Communicates with sites, programs, departments, attorneys, insurance representatives, consultants, inspectors and others for the purpose of coordinating activities, exchanging information and facilitating contract operations.

Performs complex research through various methods to determine legality and conformance of proposed contracts (e.g. education, public contract, government, labor codes, contractor's state license board,

prevailing wage laws, etc.) for the purpose of making recommendations to properly executing a given contract.

Works with Purchasing and Facilities in maintaining the contracts in conformance with the State of California Public Contract Code and other statutory requirements for all competitive bids, Request For Proposals (RFPs), public works/construction projects for new and modernization of sites and non-construction projects; reviews and provides updates on the Front End Documents for Public Works Projects to appropriate Office personnel.

Audits SCCOE contracts, agreements and MOUs to ensure compliance with applicable laws; obtains and reviews records and other backup documentation as needed to ensure contract compliance, and reports issues and concerns to management.

Advises, assists and prepares complex requests for contract documents; works with requesting program to establish schedules; assists programs with contract routing procedures; prepares draft contracts utilizing program specifications; creates final contract document.

Provides technical expertise, information and assistance to management and staff regarding assigned functions (e.g., compliance, problem resolution, etc.); assists in the formulation and development of contract policies, procedures and programs; works with staff to develop contracts for project-related services, from initial inception to project completion.

Develops training materials and provides training to all levels of staff on SCCOE's process and procedures related to contract management activities; disseminates information to staff to ensure understanding of contracting process and applicable federal and state laws, rules, regulations, and SCCOE requirements for executing contracts.

Prepares and maintains a variety of narrative and statistical reports, records and files related to contracts and other agreements for goods and services that SCCOE provides and receives, using contemporary office methods.

Ensures contracting party is not on the suspended and debarment list prior to contract approval.

Communicates with administrators, staff and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; collaborates with local, regional, state and other business community professionals to assure optimal practices are utilized.

Attends and conducts a variety of meetings as assigned; chairs and participates on assigned committees.

Performs administrative functions as required to complete assigned responsibilities.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current laws, codes, regulations and rules related to the administration of contracts for public agencies. Comprehensive knowledge of California General Statutes as they pertain to contract laws, processes and procedures.

Applicable SCCOE policies, rules and regulations.
Strong organizational skills.
Strong written and oral communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Microsoft Office applications.

ABILITY TO:

Perform a variety of skilled duties in the review and processing of contracts and other related documents to ensure compliance and minimize risk.
Review and ensure executed contractual agreements and conditions meet requirements.
Write, evaluate and interpret contract terms and conditions.
Investigate consumer/provider service discrepancies in contract details as requested.
Work with content experts such as legal professionals to resolve complex issues.
Advise management of contractual rights and obligations.
Maintain the confidentiality of information and professional boundaries.
Work through multiple tasks simultaneously, efficiently, and with minimal supervision.
Assist with ensuring contracts are compatible with SCCOE's Board Policies and Administrative Regulations.
Assist in designing and implementing procedures and systems to facilitate the contract process and to monitor contract implementation.
Serve as Custodian of Records for all contracts.
Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.
Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business administration, public administration, accounting, or a related field, and four years of related experience. Experience in contract administration in a public agency environment is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.

Approved by Personnel Commission: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019