

CLASS SPECIFICATION

**Contracts Analyst
Code Number:**

GENERAL PURPOSE

Under general direction, prepares and conducts solicitations and coordinates the placement of contracts for a wide range of professional, maintenance and other services and for designated recurring purchases, in accordance with Commission standards and policies and all applicable legal requirements; administers contracts; may assist in administering the Commission’s risk management programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Contracts Analyst is the journey level class in the contracts class series. Incumbents in this class independently perform the full range of procurement and contracting processes, from solicitation of bids to administration and monitoring of contracts, for a variety of professional, maintenance and other services and for designated recurring purchases. Incumbents are responsible for ensuring that Commission procurement processes meet all applicable legal requirements and they play a significant role in establishing and administering customer- and community-responsive, cost effective and high quality procurement standards and procedures.

Contracts Analyst is distinguished from Contracts Compliance Assistant by incumbents’ responsibility for independently performing the full range of specialized and technical procurement and contracting duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Based on information provided by requesting sections and staff and research conducted, develops detailed product and/or service specifications and establishes contract terms; confers with sections to resolve questions regarding intent and expected use of goods and services, specification definitions and scope of work statements.

Develops formal and informal bids, RFQs and RFPs, ensuring that all applicable legal and contractual provisions are included to safeguard the Commission’s interests; prepares invitations to bid and bid solicitations, including addenda and supporting materials; prepares and distributes notifications to vendors on Commission mailing lists, MBE/WBE/DVBE firms and others and places advertisements in news papers; conducts pre-bid and pre-proposal conferences; coordinates and

participates in formal public bid openings; coordinates and participates in evaluation of bids by evaluation committees, including the development of evaluation criteria and materials; performs or assists in performing price/cost analyses and assessing the quality and suitability of proposed services and/or other purchases; recommends modifications or alternatives when appropriate; summarizes bid responses and prepares bid process documentation; selects, recommends or participates in the selection of contractors and vendors; drafts reports for Commission and Housing Authority approval of contract awards, when required.

Drafts contracts, utilizing appropriate contractual instruments for award of contracts based on type of procurement, ensuring all legal requirements are incorporated and enforced; negotiates or participates in the negotiation of contract terms and provisions; coordinates the review of contract documents with legal counsel; coordinates the execution and distribution of executed contract copies; maintains contract files.

Ensures contractor compliance with contract provisions, including the maintenance of required insurance; develops contract amendments and extensions, as required; monitors contractor performance and takes or recommends necessary remedial action, up to and including contract termination, to enforce compliance with contract provisions in the Commission's best interests; conducts research with vendors and others to resolve disputed invoices or invoices which do not meet Commission rules and parameters.

Participates in administering the Commission's risk management programs; develops and conducts periodic solicitation for the retention of insurance brokers; works with brokers and coordinates solicitation and review proposals for various insurance coverages; investigates liability claims within deductible levels and performs final claims adjudications; coordinates adjudication and settlement of claims exceeding deductible levels with insurance carriers and legal counsel; represents the Commission in hearings and litigation of claims in small claims court.

Conducts research and confers with other sections and staff to answer questions regarding application of regulations to planned work/services and/or costs incurred and to resolve problems relating to changes in scope of work and problems with contractors and vendors; provides advice and technical support to other sections on solicitation, contracting and contract administration matters.

Coordinates and assists in the relocation of public housing tenants to allow for maintenance and rehabilitation activities, including the coordination of unit cleaning and other services by contractors and vendors; works with tenants to schedule moves and arranges moving assistance in unique situations when warranted.

OTHER DUTIES

Maintains contract records and tracks expenditures against contract limits; drafts contractor and vendor correspondence and documents.

Conducts tenant meetings on relocation issues; responds to tenant and contractor questions and inquiries.

Participates in developing the Annual Risk Control Work Plan to identify risks and exposures and delineate proactive preventative and control activities; drafts and assembles the annual report of control and mitigation actions taken, for transmittal to insurance carriers; advises the Commission's safety officer, maintenance staff and others regarding employee and client training needs, material and repair priorities to minimize exposure to risk and other related matters.

Participates in the development of procurement and contracting policies and procedures.

Projects expenditures and participates in developing section budget requests and documents.

Participates in administering regulatory requirements for payment of prevailing wages by Commission maintenance contractors and vendors.

Performs special assignments and projects as required.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, methods and techniques of public agency procurement and purchasing, including competitive bidding procedures; principles, practices and techniques of drafting and administering procurement contracts and enforcing contract provisions; applicable Commission, state and federal law and regulation governing Commission procurement and contracting activities; risk management and property/liability insurance principles, methods, terminology and practices, including the assessment of risk and exposure and adjudication of claims; research methods and analysis techniques; sources and types of products and services used by a public housing agency; methods of conducting product and vendor research; budgeting practices and procedures; recordkeeping practices and procedures related to a procurement function; principles and practices of sound business communication.

Ability to:

Operate a computer and wordprocessing, spreadsheet and other standard software; define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations; present proposals and recommended courses of action clearly and logically; organize, set priorities and exercise sound independent judgment within areas of responsibility; understand, interpret, explain and apply Commission, state and federal law and regulation governing procurement and contracting procedures; efficiently conduct vendor and product research; draft concise, comprehensive specifications for procurement of goods and services; communicate clearly and effectively orally and in writing; prepare clear, accurate and concise records and reports; use tact, discretion and diplomacy in dealing with concerned customers, contractors and vendors; effectively negotiate price and terms on behalf of the Commission; establish and maintain highly effective working relationships with Commission managers, staff, tenants, contractors, suppliers, vendors and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a college or university with major coursework in business administration, public administration, finance, operations management or a related field; and three years of increasingly responsible experience in purchasing a variety of goods and services similar to those purchased by the Commission; or an equivalent combination of training and experience. Experience in a governmental setting is highly desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license is required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data and information; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; interact with Commission managers, staff, tenants, contractors, vendors, suppliers and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.