

## CONSTRUCTION CONTRACTS ANALYST

### OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned manager and in coordination with the Director of Purchasing and Risk Management, the Construction Contract Analyst oversees the procurement aspects of construction and construction-related contracts; plans, organizes, and directs the activities of procurement and contracting for school construction, architectural and engineering professional services, and labor compliance relating to acquisition and construction of facilities; participates in the negotiation of contract amendments and change orders; and as directed provides assistance in the administration of facility financing.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Construction Contract Analyst is an advanced-level and highly technical specialized classification responsible for a variety of complex and significant aspects of district-wide programs as facility, construction and contracting, project planning and scheduling, real estate transactions. The scope of assignments includes monitoring, analyzing, coordinating information from source and secondary documents, including statutes, policies, rules, regulations, and contract terms and conditions, and the development and application of financial accounting and forecasting principles, and projects. Positions in this classification attend various meetings for the purpose of negotiating agreements, providing financial analyses, and making recommendations on behalf of the district as appropriate. The scope of assignments for this position frequently requires providing recommendations and coordinating activities with upper level administrators.

### ESSENTIAL JOB FUNCTIONS

- Plans, organizes directs and coordinates strategic implementation of planning and acquisition efforts for facilities contracts administration, labor compliance, and professional service contracts associated with existing facilities modernization and new construction
- Researches new products, contractors, suppliers, equipment and regulations for the purpose of identifying those which will enhance efficiency, effectiveness and/or safety of various operations inside and outside the classroom and for ensuring conformity to regulations and budgetary guidelines
- Develops and recommends policies and procedures for contracting for shared risk management between the District and performing contractors
- Directs the monitoring and investigation of claims and labor practices of contractors involved in District construction projects with oversight by the Director of Purchasing and Risk Management
- Develops specific implementation plans to achieve strategic and operational goals associated with contracting and procurement methods in support of public school construction and renovation projects
- Directs the facilities contractor pre-qualification process in coordination with the Director of Purchasing and Risk Management

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- Represents the District in meetings with outside legal counsel, project managers, and contractors in coordination with the Director of Purchasing and Risk Management
- Acts as hearing officer while conducting and rendering decisions regarding the procurement and enforcement of facilities contracts, including bid protest, bid appeals, and subcontractor substitution
- Analyzes agreements and enabling terms and conditions for the purpose of providing direction, making recommendations and/or implementing modifications to construction contracts
- Assists project directors as assigned for the purpose of selecting, orienting and training staff to provide the technical support (e.g. contract format, technical correctness, procedures, etc.) for their assigned program responsibilities as well as researching effective alternatives for the delivery of the services of the bond program
- Collaborates with property owners, developers, municipalities, utility companies and district consultants on real estate related matters for the purpose of finalizing purchase agreements, easements, deeds, title insurance and other similar documents required in the scope of a project
- Develops/monitors construction contracts, agreements and related project documents (e.g. new facilities, Coastal Commission, EIR reports, Notices of Exemption, remodel projects, relocatable classrooms, etc.) for the purpose of providing recommendations to the program directors with alternatives to assist them in decision-making regarding contract requirements, terms and conditions and application of funds
- Maintains a variety of files and records for the purpose of providing historical information for future reference, audit and/or adhering to District and regulatory requirements
- Monitors contract expenditures against approved contract and established funding for the purpose of verifying accuracy of payment requests, evaluating financial feasibility of potential changes to project, etc.
- Participates in the negotiation of contract terms and conditions in collaboration with other staff and consultants for the purpose of developing, coordinating and finalizing agreements for submission for board action
- Participates with other staff and contract consultants (administrators, department staff, legal counsel, architect, engineer, etc.) in the preparation of funding applications, development of coop/joint use agreements, administration of Mello-Roos districts, and/or monitoring of construction contract performance for the purpose of ensuring that new construction and renovations of District facilities are completed in accordance the established schedules and within budget
- Prepares a wide variety of written materials, some of significant complexity (e.g. bid packages, contract documents, Environmental Impact Reports, notices of exemption, stop notices, board agenda items, change orders, financial reports, recommendation for action, etc.) for the purpose of providing documentation for reference to others for follow-up, initiating specific actions such as the bid process, providing historical records of projects for future reference, and/or addressing regulatory requirements
- Researches laws, regulations, legislation and policies for the purpose of assessing their potential impact on assigned program areas, recommending appropriate revisions to District policies, and procedures and for assisting other staff in coordinating the updating and maintenance of

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appropriate policies and regulations to enhance efficiency and minimize procurement-related litigation

### **OTHER JOB FUNCTIONS:**

- Assists other office personnel for the purpose of supporting them in the completion of their work assignments
- Performs other related duties as assigned for the purposes of accomplishing work unit tasks, projects, priorities

### **JOB REQUIREMENTS – MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE** is required to perform advanced math; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principals of accounting/bookkeeping including fund accounting, construction contracting, and standard office software applications.

**SKILLS** are required to perform multiple technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: interpreting public codes and policies, preparing formal documents of a financial and legal nature, planning and administering activities, problem solving, oral and written communications, operating standard office equipment including using pertinent software applications; performing accounting procedures; analyzing information from varied sources, and preparing and maintaining accurate records.

**ABILITY** is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing various processes some of which may be undefined; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related reference materials. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: analyzing information to reach decisions, adapting to changing work priorities; communicating both orally and in writing with individuals and groups with diverse backgrounds and agendas; maintaining confidentiality; meeting deadlines and schedules; setting priorities; collaborating with individuals with varied technical background as part of a larger team, working in both indoor and outdoor environments, and working with detailed information/data.

#### **RESPONSIBILITY**

Responsibilities include working under limited supervision; directing other persons within a small work unit; and monitoring the use of funds. Utilization of resources from other work units is often required

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to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 70% sitting, 15% walking and 15% standing. Most of the time the job is performed in an office environment under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. As required, the job is also performed at construction sites and incumbent will be subjected to ambient outside weather conditions and hazards found at building construction sites requiring use of safety hat, shoes, and other protective equipment as may be required at a site.

### **EDUCATION**

Bachelor's degree from a recognized college with a major in construction or project management, business administration, public administration, urban planning, or closely related field. Additional qualifying experience may be substituted for the education on the basis of 30 semester or 45 quarter units of education for each additional year of qualifying experience.

### **EXPERIENCE**

Three years of increasingly responsible experience and training in contracting, procurement and purchasing in support of large public works or school construction and building renovation projects.

### **REQUIRED TESTING**

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

### **LICENSES AND CERTIFICATES**

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

### **CONTINUING EDUCATION/TRAINING**

None specified

### **CLEARANCES**

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance; Pre-employment physical examination including a negative drug screen.