

CONTRACTS ANALYST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Purchasing and Risk Management, the Contracts Analyst determines procurement methods, formulation, preparation and finalization of bids, contracts, license agreements, service agreements, maintenance agreements, and equipment leases.

DISTINGUISHING CHARACTERISTICS

The Contract Analyst performs highly complex and technical analysis of contracts for services and volume procurements of goods and services. The Contracts Analyst develops and negotiates legally compliant contract terms and conditions favorable to the District and monitors to ensure that the contracts are implemented and executed in accordance with the agreed terms. The Contracts Analyst appropriately addresses and resolves customer issues. This class differs from the class of Senior Buyer, which is responsible for the complex business procedures involved in purchasing and warehouse inventory replenishment and for the efficient, timely and economical accomplishment of purchasing activities for assigned product and service lines.

ESSENTIAL FUNCTIONS

- Develop, analyze, and evaluate complex bid specifications to ensure, prior to Board agreement and approval, that specifications meet all of District's needs and conform to California statutes and District policies and procedures on procurement and contracting.
- Analyze agreements, terms and conditions to provide direction, make recommendations and/or implement modifications to contracts.
- Develop and implement contract evaluation criteria and analytical tools (e.g., spreadsheets and databases) to provide a sound basis for recommending contract awards.
- Research new products, contractors, suppliers, equipment and regulations to identify those which will enhance efficiency, effectiveness and/or safety of various operations inside and outside the classrooms, and to ensure conformance of contracts to regulations and budgetary guidelines.
- Answer inquiries associated with contracts, service agreements, maintenance agreements and equipment leases to ensure that accurate, consistent, and timely responses are provided.
- Prepare a wide variety of written materials (e.g., bid packages, contract documents, stop notices, Board agenda items, change orders, recommendation for action, etc.) for the purposes of providing documentation for reference to others, following-up, initiating the bid process, providing historical records of projects for future reference, and/or addressing regulatory requirements.
- Coordinate the presentation of specialized programs (e.g., Disabled Veteran Business Enterprise (DVBE) that affect participation requirements to assist vendors and suppliers in the proper completion of required documents and program compliance.
- Negotiate contract terms and conditions with consultants and suppliers to develop, coordinate and finalize agreements and contracts for submittal for Board action.
- Evaluate requisitions to determine the appropriate type of procurement method and initiate the bidding process.
- Monitor customer satisfaction of goods and services received for the purpose of resolving complaints and improving the quality of services and products purchases.
- Assist Director of Purchasing and Risk Management, as assigned, to orient and train District managers and staff on contract format, technical correctness and proper procedures to ensure accurate and complete contracts.

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- Review, research, and analyze laws, regulations, proposed legislation and policies to assess their potential impact on assigned purchasing program areas, to recommend appropriate revisions to District policies and procedures, and to assist other staff in coordinating the updating and maintenance of appropriate Board policies and regulations.
- Assist the Director of Purchasing and Risk Management, as assigned, for the purpose of selecting and training staff and for researching alternatives for organizing and designing purchasing services and programs.
- Perform other directly-related job duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices used in public contracting and purchasing, accounting, and contracting with independent consultants
- State codes and regulations and district policies related to school contracting and purchasing, contracting with independent consultants
- Methods and terminology used in contracting and purchasing, real estate transactions, insurance and accounting
- Accounting and reporting on service contracts and purchase agreements
- Establishing procedures and guidelines for gathering data to complete complex reports
- Office organization systems
- District organization, operations, policies and objectives
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Modern office practices, procedures and equipment
- Operation of computer terminal

ABILITY TO:

- Prepare and monitor service and purchase contracts and agreements
- Solicit and evaluate bids and recommend award of contracts in accordance with established guidelines, regulations and state laws
- Prepare specifications, procedure manuals, vendor lists, bid schedules, correspondence and other written material
- Confer with vendors, school and district administrators, contractors, government agencies and others
- Prepare, organize and conduct research and compile data to complete complex reports
- Analyze laws and regulations and recommend revisions to District policies
- Plan, organize and manage contracting and purchasing office systems
- Understand and use complex software programs
- Read, interpret, apply and explain rules, regulations, policies, procedures, agreements, contracts, and insurance policies
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Meet schedules and time lines

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- Establish and maintain cooperative and effective working relationships with others
- Communicate with others using tact, patience and courtesy
- Maintain records and prepare reports
- Operate a computer terminal

EDUCATION AND EXPERIENCE

A combination of education and experience which clearly demonstrates possession of the knowledge, skills, and abilities required of this classification. Typical qualifying education and experience may include one of the following:

- A Bachelor's degree in business, accounting, finance, public administration, or a related field and a minimum of two years of professional experience purchasing and contracting for goods and services in a public agency.
- An Associate's degree with substantial coursework in business, accounting, finance, or a related field, a minimum of two years of professional experience purchasing and contracting for goods and services in a public agency, and two years of additional related experience.
- A minimum of two years of professional experience purchasing and contracting for goods and services in a public agency and four years of additional related experience.

Public agency experience must include the application of laws, policies and procedures related to purchasing and contracting services as well as analysis, research, review, and reporting on bids, requisitions, vendors, contractors, and adherence to contract requirements. California public school district experience is preferred.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	lifting up to 5 lbs. overhead/at shoulder/waist height; walking, standing, stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back, carrying up to 5 lbs. up to 25 ft. , pushing/pulling, reach below, at, or above shoulder
Occasionally/Frequently	handling/simple grasping
Frequently	fingering/fine manipulation
Frequently/Continuously	sitting

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AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to respond to safety buzzers and emergencies; communicate with others in person and on the telephone; vision ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Possible exposure to heat, dust, and outdoor weather conditions when occasionally accompanying contractors to work sites.

REQUIRED TESTING

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

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.