

CalSAWS Job Description

CONTRACT ANALYST

SALARY RANGE

Salary determined by employer
RGS Monthly Rate: \$6,790.10 - \$8,905.56 Monthly

JOB DESCRIPTION

The Contract Analyst of the PMO team makes recommendations on highly complex and sensitive issues, as well as supervises analysts responsible for performing a full range of difficult to complex analytical assignments with impact on contract and vendor management activities. This role will receive direction from the Fiscal & Contract Manager on tracking contract terms and condition for contract compliance, facilitating the contract amendment process, supporting Consortium Legal Counsel as necessary, and developing contracts and change orders.

RESPONSIBILITIES

- Planning, organizing, assigning, and evaluating work related to the design, development and/or review of work products and deliverables including:
 - Contract Compliance Communications;
 - Contract Tracking Log;
 - Contract Review Results;
- Supervising lower-level analysts providing contract development and administration services by assigning, participating in, evaluating and providing guidance on work, ensuring objectives and goals are achieved with allocated resources within established deadlines, and taking disciplinary action as necessary;
- Interfacing with internal and external stakeholders to identify and resolve highly complex and sensitive issues related to changes that may affect other areas of project contracts;
- Guiding and supporting stakeholders and/or contractors regarding priorities and project development activities as they relate to contract impacts;
- Advising operation teams by identifying, analyzing, reviewing, and making recommendations on highly complex contractual and funding problems, and in resolving differences with contractors;
- Negotiating or actively participating in the negotiation, development, and amendment of assigned contracts specifying vendor and County responsibilities and expectations regarding delivery of services, contract term, special pricing arrangements, and other essential provisions for complex contracts;
- Monitoring upcoming contractual needs according to the consortium's strategic goals and proactively developing and implementing plans, processes, and programs to address needs;
- Supporting the annual financial audit as requested;
- Maintaining confidential information in accordance with legal standards and regulation; and
- Communicating and conferring with executive management on contract and schedule matters.

DESIRABLE SKILLS AND CAPABILITIES

Candidates of this position should have applicable experience, skills, and capabilities to perform the following functions and activities:

- Working knowledge of public assistance programs and state policy as it relates to SAWS;

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- Strong analytical and problem-solving skills; and
- Strong organizational and leadership abilities.

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE:

Option 1

A Bachelor's degree from an accredited college or university -AND- Three years of experience performing analytical assignments, two years of which must have been at the level of a journey-level analyst* or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

Option 2

Five years of experience performing analytical assignments, two years of which must have been at the level of a journey-level analyst* or higher, within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

*Journey-level analyst work involves the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related administrative functional areas.

Note: For a fuller description of journey-level analytical work, refer to Los Angeles County's Administrative Services Manager I class (Item #1002).

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light. Requires light physical effort that may include occasional light lifting to a 10-pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.