



Contract Analyst I Contract Analyst II

General Information

Classification Code:	MGTANL
Effective Date:	10/20/2020
Pay Grade:	C41 - C42
FLSA Status:	Exempt

Position Summary

The Contract Analyst position manages the Engineering Division's contracts program for privately and publicly engineered construction projects. Develops, negotiates and manages the solicitation, administration, and compliance of contracts; reviews contract performance and directs corrective action when appropriate; conducts special projects. Performs related duties as required.

Classification Characteristics

The Contract Analyst positions fall under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels and may include supervision of lower level support staff or lead responsibilities. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

Contract Analyst I – Employees at this level generally have minimal professional experience and perform more day-to-day routine and recurring contract-related activities for which there are defined processes, procedures, instructions, models, and precedents. Operates at the tactical and transactional levels. As experience is acquired, employees are expected to perform with increasing independence. This level requires general knowledge of basic analytical processes and program knowledge and the ability to interpret a variety of data.

Contract Analyst II – This is the fully journey level in the Management Analyst series. The Contract Analyst II differs from the Contract Analyst I by the level of complexity, sensitive, independence, and the diversity of assignments. Employees assigned to this classification have full responsibility for a variety of diverse activities, including developing and/or refining policies, procedures and related items. Employees have also demonstrated the knowledge and the ability to deal independently with complex and sensitive issues; they work independently with minimal supervision and receive only occasional instructions or assistance as new or unusual situations arise.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:

- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Manages the lifecycle of contracts from development to completion/closeout for the Engineering Division in the Capital Improvement Program and Land Development program.
2	Analyzes, reviews, prepares, and implements contracts and/or other documents necessary to complete the

Essential Duties	
bid/procurement process in compliance with applicable policies and procedures, rules, statutes, and regulations. Responsible for the audit reconciliations at year-end and maintenance of administrative and fiscal records.	
3	Acts as primary liaison between the City, general contractors, private developers, and other partners to ensure the timely and accurate execution of contracts. Coordinates assigned activities with other divisions, outside agencies, and the public.
4	Updates and modifies/amends contracts, as program changes dictate.
5	Analyzes contracts, financial securities, insurances, and related documentation submitted to the City and tracks through departmental processes.
6	Researches contract compliance issues and negotiates dispute resolution in conjunction with the Legal Department.
7	Interprets contractual provisions, researches issues, and provides guidance.
8	Researches, interprets, and applies federal, state, and local regulatory guidance in the development and review of contracts and ensures compliance with programmatic requirements.
9	Analyzes and reviews publicly engineered plan set specifications to ensure that all contract documents are in alignment and conform to City, State, and federal procurement and contract requirements, and provides guidance to project engineers.
10	Administers and complies with the City's competitive bidding process; prepares a comparative bid analysis.
11	Assists with the management of engineering operational activities including the identification of business processes and opportunities for continuous improvement, drafting of operational policies and procedures, measurement and analysis of performance indicators and provides information regarding policies, procedures, laws and regulations.
12	Prepares City Council documents for acceptance of projects and contracts, responds to audits while maintaining accurate records and files, administers Federal/State grant financial process.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications:
<ul style="list-style-type: none"> • <u>Contract Analyst I</u> – Bachelor's Degree in a related field and 0-2 years of relevant professional experience or an equivalent combination of education and experience. • <u>Contract Analyst II</u> – Bachelor's Degree in a related field and 2-5 years of relevant professional experience or an equivalent combination of education and experience.
Licensing/Certifications:
<ul style="list-style-type: none"> • Valid Oregon driver's license at time of appointment, depending on area of assignment.
Technology Skills:
<ul style="list-style-type: none"> • Document management software - LaserFiche • Electronic mail software - Microsoft Outlook • Enterprise resource planning software – PeopleSoft • Internet browser software - Microsoft Internet Explorer

Qualifications

- Office suite software - Microsoft Office (Microsoft Excel, Word, PowerPoint, etc.)
- Analytical or scientific software
- Accounting/financial analysis software

Knowledge Required:

- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- **Law and Government** - Knowledge of Federal and state laws and regulations in the assigned programs
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- **Education and Training** - Knowledge of principles and methods for effective teaching and training.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Economics and Accounting** - Knowledge of principles, practices, and the analysis and reporting of financial data.

Skills:

- **Negotiation** - Bringing others together and trying to reconcile differences.
- **Speaking** - Talking to others to convey information effectively.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Service Orientation** - Actively looking for ways to help people.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Active Learning** - Understanding the implications of new information for both current and future problem solving and decision-making.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Instructing** - Teaching others how to do something.
- **Learning Strategies** - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Time Management** - Managing one's own time and the time of others.
- **Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities:

- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions

Qualifications

(includes finding a relationship among seemingly unrelated events).

- **Information Ordering** -The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Category Flexibility** - The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Number Facility** - The ability to add, subtract, multiply, or divide quickly and correctly.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing	X					0-10 lbs.			X		
Sitting					X	11-20 lbs.	X				
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface	X					51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping	X					Indoors					X
Twisting	X					Outdoors	X				
Crawling	X					Dust	X				
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward		X				Noise – Low		X			
Reach – Backward	X					Noise – Moderate	X				
Climbing – stairs	X					Noise – High	X				
Climbing - ladder	X					Low Light	X				
USE OF HANDS						Heat	X				
Grasping – whole hand	X					Cold	X				
Grasping – pinch grip		X				Restricted workspace	X				
Fine manipulation/feeling		X			X	Vibration – whole body	X				
Keyboarding			X			Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.		X				Driving – vehicle/equipment		X			
11-20 lbs.	X					Operate foot controls		X			
21-50 lbs.	X					Seeing					X
51-75 lbs.	X					Talking			X		
76-100 lbs.	X					Hearing			X		
						Extended work hours	X				

Classification History

Prepared and reviewed by Gallagher Group
2020.10 Adopted

I have reviewed the job description.

Employee: Name _____ Signature _____ Date _____