Contract Analyst, Senior

General Information	
Classification Code:	MGTANL
Effective Date:	10/20/2020
Pay Grade:	C43
FLSA Status:	Exempt

Position Summary

The Senior Contract Analyst leads the management of 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; approves insurance endorsements. Performs related duties as required.

Classification Characteristics

The Senior Contract Analyst positions fall under the Management Analyst classification. This is the advanced level within the three levels of the Management Analyst series. Employees at this level have extensive professional experience in the assigned program area and exercise considerable independent judgement in planning and directing program activities. Work is reviewed by a higher level management for adherence to established policies for effectiveness and quality of program results.

The Senior Contract Analyst is distinguished from the Contract Analyst II by the level of complexity, accountability, risk, and decision making involved and the focus upon complex program management. Duties require the application of advanced professional principles and practices in the assigned program area with general guidance provided by the supervisor. Employees at this level serve in a lead and training capacity role of other staff.

Essential Duties

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

1	All duties assigned to Contract Analyst.
2	Approves insurance endorsements for issued contracts
3	Oversees processes to update and modify/amend contracts, as program changes dictate.
4	Coordinates Capital Engineering procurement process.
5	Primary contact in contract dispute resolution working with the engineer and City Attorney's Office.
6	Assigns and reviews work of lower level support personnel in Engineering Division.

Functional Specific Responsibilities

N/A

Qualifications

Minimum Qualifications:

- Bachelor's Degree in a related field and 5-8 years of relevant professional experience or an equivalent combination of education and experience.

Licensing/Certifications:

- Valid Oregon driver's license at time of appointment, depending on area of assignment.

Technology Skills:

- Document management software - LaserFiche
- Electronic mail software - Microsoft Outlook
- Enterprise resource planning software – PeopleSoft
- Internet browser software - Microsoft Internet Explorer
- Office suite software - Microsoft Office (Microsoft Excel, Word, PowerPoint, etc.)
- Accounting/Financial analysis software
- Analytical or scientific software
- Project management 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

Qualifications

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 (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				

Physical Requirements											
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			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 _____