

FIRE DEPARTMENT
SANTA CLARA COUNTY

CONTRACT COMPLIANCE ANALYST

DEFINITION

The position of Contract Compliance Analyst develops, coordinates, monitors and manages procurement and contract activities for the Department. The incumbent develops, modifies and monitors contract processing procedures and activities, reviews contract requests and proposals, and serves as a liaison between the Department and County Counsel. The incumbent will be under the general direction of the Director of Business Services or designee.

This classification is a Fair Labor Standards Act exempt, unrepresented position in the Classified Service.

EXAMPLES OF DUTIES

Depending on the assignment, duties may include, but are not limited to, the following:

- Maintain, monitor and track all existing contracts.
- Review, monitor expiration dates, and key deliverables.
- Develop and maintain repository of standard terms and conditions.
- Coordinate all contract review and approval processes with County Counsel.
- Assure insurance compliance as it relates to contracts.
- Work closely with requesting division to develop bid specifications and requirements.
- Assess acquisition and contract requirements to determine the most appropriate solicitation process, such as Requests for Proposals (RFPs), Invitations to Bid (ITB), Requests for Quotations (RFQs), and Requests for Information (RFIs)
- Draft and prepare RFP's, RFQ's or purchasing methods for requesting division and facilitate the purchasing processes.
- Develop and maintain a repository of RFP, RFQ, and /or purchasing templates.
- Collaborate with other team members and stakeholders.
- Coordinate contract preparation for requesting staff.
- Conduct analytical studies and surveys on organizational, procedural, budgetary requirements, personnel management and other related management functions.
- Gather and analyze information and make recommendations on administrative, fiscal, organizational, personnel and other related management problems.
- Act as departmental resource on any questions regarding contracts.
- May conduct studies requiring inter-departmental coordination.
- Perform work unit administrative support functions.

EXAMPLES OF DUTIES (continued)

- Provide analytical and administrative support to risk management functions. Such duties may include, but are not limited to the following: assist with insurance renewal applications, certificates of insurance, file claims, etc.
- Perform other related duties as required.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree from an accredited college or university in the preferred areas of economics, finance, business administration, public administration, accounting or an approved related field;

AND

Two years of increasingly responsible experience performing professional level analytical work in one or more of the following functional areas: administrative policy analysis, economic analysis, budgetary analysis, complex financial/fiscal analysis and reporting, contractual agreements or grant development/administration of competitive bid process.

Knowledge Of:

- Contract development, management and administration.
- Ordinances and procedures pertaining to contract preparation and process, including Department cost principles, accounting guidelines and provider agreements, and other policies that have impact on contracts.
- Federal, state and municipal laws and regulations related to assignment.
- Research methods, techniques and standard sources of information as they relate to contract administration.
- Office methods, procedures, software and equipment, may include but are not limited to the following: personal computers and current software packages used for word processing, database management, preparation and use of spreadsheets.
- Principles, practices and trends of public and business administration.
- Basic governmental functions and organizations.
- Communication techniques required for gathering, evaluating and transmitting information.
- Project and workload planning.
- Problem solving and conflict resolution practices and techniques.
- Principles of organization, administration and project management.

Ability To:

- Assess contract provisions and requirements to achieve departmental objectives.
- Establish processes for tracking contract status, timelines, expiration dates and key deliverables.
- Establish and maintain effective working relationships with co-workers, administrative officials and vendors.
- Read and interpret invoices, budgets and audits.
- Read, understand, and analyze contract language.
- Prepare a variety of reports as required by job assignment.
- Present ideas effectively both orally and in writing.
- Be detail oriented.
- Gather, interpret, analyze, evaluate and present a variety of management analysis data.
- Evaluate information and reach valid conclusions.
- Prepare written and oral reports, and communicate effectively to target audience.
- Identify and evaluate concrete and abstract variables.
- Plan, coordinate and manage complex projects.
- Work irregular or protracted hours, including evenings and weekends necessary to meet deadlines and achieve objectives.
- Make presentations to large audiences.
- Complete multi-faceted projects with attention to detail.
- Persuade, justify, and project consequences of decisions and /or recommendations.
- Plan, coordinate and initiate action necessary to implement recommendations.
- Communicate logically and clearly, both orally and in writing; follow oral and written instructions.
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously.
- Interact with personnel at all organizational levels and function in stressful situations.
- Problem solve and apply conflict resolution practices and techniques.
- Initiate, plan and complete work assignments with a minimum amount of supervision.
- Exercise initiative, ingenuity and sound judgment in solving problems and developing effective solutions.

Ability To: (continued)

- Understand, interpret, explain and accurately apply applicable laws, codes and regulations dependent upon assignment.
- Demonstrate sound judgment and provide unbiased advice in formulating recommendations.
- Plan and lead the work of others.
- Apply the technical skill level required.

Working Conditions/Physical Demands: Work is typically performed in an office environment; contact with staff and the public. The position requires prolonged sitting and intermittent standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement. The incumbent must be able to lift, push, and pull files, paper and documents weighing up to 25 pounds.

Required Licenses or Certificates: Possession and continued maintenance of a valid class C California driver's license and a safe driving record may be required or the ability to provide alternative transportation, as approved by the appointing authority.

Pre-Employment Requirements: The candidate will be required to complete and pass a Live Scan fingerprint, background check and complete a medical examination.