

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: CONTRACTS ANALYST

DATE: 2/18/14

JOB CODE: 21862

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general direction, manages and participates in centralized activities for the review, analysis and drafting of both standard and non-standard Department contracts and agreements; develops and implements contractual standards and provides technical support for the consistent administration of contractor and/or consultant agreements; oversees financial and other provisions of agreements; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Contracts Analyst is a journey-level position within the Purchasing Department. Supervision is received from the Purchasing Supervisor.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Exercise regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of laws, rules, regulations, procedures, policies, and guidelines;
- Conduct technical research and prepare specialized reports for presentation; develop procedures and maintain complex and detailed records;
- Develop and maintain comprehensive spreadsheets involving formulas and links; develop and maintain comprehensive databases involving multiple reports; maintain an advanced level of proficiency and knowledge of spreadsheets, databases, and work programs to ensure appropriate tracking and extracting of data;
- Establish and maintain files and various manual and electronic record keeping systems; manually and/or electronically sort and files documents, maps, and records according to pre-determined classifications and determine new classifications as necessary; perform data entry into electronic

systems; manipulate, summarize, and extract data for use in various reports; audit and ensure accuracy of records and files; retrieve manual and electronic materials from established systems;

- Plan, organize, manage, and participate in the Department's centralized contracting; develop standard and non-standard contracts and agreements for engineering and other professional services, major construction projects, purchases, and other specialized services and arrangements;
- Review scope of work and other issues with department supervisors and engineers to ensure clarity of work and contracting requirements;
- Review technical sections of contracts to ensure provisions are clear and consistent with specifications; draft contract amendments;
- Recommend modification to contract language to protect the Department's interests;
- Draft reports and recommendations related to the development and management of contracts for approval by the General Manager;
- Routinely adhere to and maintain a positive attitude toward City and Department goals; and
- Perform related duties as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles, practices, and methods used in public agency and public works construction contracting and contract administration;
- Basic principles and practices of water and wastewater utility design and construction;
- Applicable Federal, State and local laws rules, regulations, and codes governing the award and administration of contracts and contracting for construction of water and wastewater facilities and appurtenances;
- Principles and practices of public agency purchasing;
- Basic principles and practices of public agency financing and budget development and administration;
- Intermediate computer skills;
- Modern office practices, procedures, equipment, and organization;
- Correct English usage, grammar, spelling, and punctuation;
- Advanced office techniques involving classifying, indexing, processing, retrieving, and controlling a large volume of records;
- Word processing, spreadsheet, and data base techniques at an advanced level;
- Project planning, prioritizing, and scheduling techniques;

- Basic public relations and customer service.

Ability to:

- Serve as a technical source to subcontractors, contractors, government agencies, and the Department;
- Draft clear, well defined contracts and agreements consistent with all applicable legal requirements;
- Make sound independent decisions within established guidelines;
- Understand, interpret, explain, and apply Federal, State and local laws and regulations applicable to areas of responsibility;
- Perform cost and payment calculations;
- Prepare clear, concise, and comprehensive reports and written materials;
- Maintain complete, comprehensive contract records and files;
- Use tact, discretion, and diplomacy in dealing with sensitive situations and concerned contractors and vendors;
- Exercise sound independent judgment within general policy guidelines;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent,

And

The completion of forty-five (45) semester units (60 quarter units) of college course work in business administration, marketing or a closely related field,

And

Experience: Three (3) years responsible journey level experience in performing technical, analytical, and administrative staff work to include monitoring and administration of construction contracts,

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c)

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands or arms and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Contracts Analyst

To: Purchasing Supervisor

Job Description:

BOWC Approved:

10/17/2006

Rev. Appr:

2/18/2014

Testing Standards:

Open/City Promotional/CS Oral

04/10/2007