



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Contract Analyst**

**Class Code: 1459  
Work Days: 225**

**GENERAL PURPOSE**

Perform a variety of analytical, complex, and technical duties to assist the organization in the effective management, implementation, and operation of contracts for the purchase of supplies, materials, apparatus, goods, services, public works construction, leases, and professional services for the Orange County Department of Education (OCDE); and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level of management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Coordinate contract process including transactional documents, requestor requirements, provider pre-qualifications, draft agreements, review, and revise provider agreements, negotiate contract language, and maintain thorough documentation of contract status.
  3. Develop and supervise the development of contracts and leases from initial inception to completion; provide technical advice to OCDE and district staff.
  4. Review provider insurance documentation, maintain insurance certificate database.
  5. Develop programs and procedures for continued refinement of contracts and purchasing services and controls.
  6. Work with OCDE legal services to perform duties and resolve irregularities; assist in the research, analysis, and interpretation of legal issues and writings.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Negotiate contract costs, favorable terms, and conditions with multiple vendors/providers to maximize value and minimize cost of service; document negotiated terms and conditions in contract language.
8. Develop solicitation documents, prepare, review, process, and clarify technical bid specifications for contracts, leases, Request for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Information and Qualifications (RFI/Q), formal bids and verify compliance with all requirements and restrictions of the Education Code, Public Contracts Code and Government Code and other contract related solicitations.
9. Administer and provide work direction for the preparation and maintenance of files and records, including computer database files, logs, electronic images, electronic document distribution, and manual filing.
10. Ensure fiscal and regulatory compliance of contracts and purchasing activities.
11. Develop and maintain computer database files for tracking vendors, and filing contracts, budgets, insurance certificates, and other contract-related documents; monitor payment of invoices; enter, process, and monitor requisition and purchase order data.
12. Formulate and revise policies, rules, regulations, and procedures; work with OCDE staff to develop policies, rules, regulations, and procedures from initial inception to completion.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and function as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Principles, practices, rules, regulations and legal requirements related to public agency purchasing and contracting, including leases and competitive bidding procedures.
2. Sources and types of products, commodities, and services used by OCDE.
3. Federal and state laws, codes, and regulations and OCDE policies and practices pertinent to areas of responsibility.
4. Principles and practices of public administration, including budgeting and maintenance of public records.
5. Principles and practices of sound business communication.

### **Ability and Skill to:**

1. Prepare clear specifications in accordance with established procedures and format.
2. Manage and direct multiple tasks with critical deadlines.
3. Interpret and apply pertinent federal state and local laws, rules, and regulations
4. Compile, analyze, interpret, and report research findings.

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**Ability and Skill to (cont.):**

5. Establish and maintain effective working relationships with various constituencies.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in accounting, finance, business, public administration, or a related field, and three years of recent responsible administrative experience in purchasing, contracts, finance, budgeting, accounting, or related business experience involving the direction of contracts and/or procurement functions in an educational or public agency.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

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## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with variable pressure.

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