



**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 being 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; and 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 and provide technical advice to OCDE and district staff.
  4. Review provider insurance documentation and 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, resolve irregularities, and assist in the research, analysis, and interpretation of legal issues and writings.
  7. Negotiate contract costs, favorable terms, and conditions with multiple vendors/providers to maximize value and minimize the cost of service; and 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
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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; and enter, process, and monitor requisition and purchase order data.
12. Formulate and revise policies, rules, regulations, and procedures; and 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 as well as 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.
6. Procedures, methods, and techniques of project and workflow management and organization.

##### **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.
5. Establish and maintain effective working relationships with various constituencies.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
8. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
9. Develop and present training materials.

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10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  11. Communicate clearly and concisely, both orally and in writing, in English; and 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 a bachelor's degree in accounting, finance, business, public administration, or a related field and three (3) years of 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; or an equivalent combination of training and experience.

#### **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.

##### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods, and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

##### **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.

#### **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.