

## **Contracts Analyst**

### **Purpose Statement**

Under general direction, the Contracts Analyst performs complex and specialized duties related to the preparation and processing of contracts for a wide variety of services provided by the San Diego County Office of Education (SDCOE) and outside contractors in accordance with applicable laws, regulations and policies; monitors and coordinates the contract approval process from contract generation to contract execution for all contracts; and serves as the Custodian of Records for all contracts.

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### **Essential Functions**

- Prepares contracts for approval based on developed templates for professional services provided by consultants, contractors, public works projects, private firms, software companies, educational agencies, and public agencies, including services provided by SDCOE to other public and educational agencies.
- Monitors and coordinates the contract approval process from contract generation to contract execution for all contracts, which includes distribution of all contracts, amendments, and extensions as assigned.
- Serves as Custodian of Records for all contracts and develops and maintains database for tracking all assigned contracts and related documents.
- Prepares a variety of purchase orders and assures accuracy of orders and appropriate approval signatures, and modifies purchase orders for amendments, extensions and change orders.
- Confers with requestors to develop and prepare assigned contracts and agreements, amendments to agreements, Memorandums of Understanding (MOUs), correspondence and reports.
- Responds to questions concerning the interpretation, requirements, terms and limitations of contracts and legal agreements.
- Participates in developing periodic reports to senior management concerning contract activities as needed.
- Performs research through various methods to determine conformance of proposed contracts (e.g. education, public contract, government, labor codes, contractor's state license board, prevailing wage laws, etc.) for the purpose of making recommendations to properly executing a given contract.
- Develops training materials and provides training to staff on SDCOE's procedures related to the contract approval process.
- Assures that all documents are completed in accordance with established policies, regulations and quality standards.
- Attends trainings, workshops, and other professional development events to maintain current knowledge and identify emerging trends related to assigned duties.
- Prepares and maintains a variety of records and reports related to section activities, budget and personnel.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications Skills, Skills,**

### **Knowledge and Abilities**

SKILLS are required to:

applying district, state and federal policies and regulations;  
operating standard office equipment including pertinent software applications;  
preparing and maintaining accurate records;  
analyzing data;  
using pertinent software applications.

KNOWLEDGE of:

Current laws, codes, regulations and rules related to the administration of contracts for public agencies;  
Comprehensive knowledge of California General Statutes as they pertain to contract laws, processes and procedures;  
Principles and practices of contract preparation and administration;  
technical aspects of contract processing;  
board and office policies and procedural requirements related to contracts;  
applicable sections of the Education Code;  
modern office practices, procedures and equipment;  
record-keeping techniques;  
operation of a computer terminal;  
oral and written communication skills;  
telephone techniques and etiquette;  
correct English usage, grammar, spelling, punctuation and vocabulary;  
interpersonal skills using tact, patience and courtesy;  
principles of training and work direction.

ABILITY to:

Perform complex and specialized duties related to contract preparation, interpretation and processing;  
provide technical expertise and guidance to others concerning contractual agreements;  
develop and implement work methods and procedures;  
train and provide work direction to assigned staff;  
oversee contract section work activities and assignments;

maintain records and prepare reports;  
communicate effectively both orally and in writing;  
plan, organize and prioritize work; meet schedules and timelines;  
operate a computer terminal and other office equipment.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Four (4) years of increasingly responsible experience in contract processing and administration for a school district, county office, or other public agency.

Education: Bachelor's degree with major coursework in accounting, auditing, finance, business administration, public administration or a related field from an accredited college or university

Equivalency: A combination of education and experience equivalent to a bachelor's degree with major coursework in accounting, auditing, finance, business administration, public administration or a related field from an accredited college or university, and four (4) years of increasingly responsible experience in contract processing and administration for a school district, county office, or other public agency.

Required Testing

N/A

Certificates

CA Driver's License

Continuing Education/Training

N/A

Clearances

Criminal Justice fingerprint/Background Clearance  
Drug Test  
Proof of physical examination including TB Screen

FLSA State: Non-Exempt

Salary Range: Classified Support Salary Schedule, Grade 058

**Personnel Commission Approved: May 20, 2020**

Revised: N/A