

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV80121
Job Class Code:	670	Salary Schedule:	AREG
EEO Category:	02	Grade:	18
Workers Comp Code:	8810		

Job Code Established:	05/13/84	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Contracts and Quality Evaluation Series

JOB CODE TITLE: **CONTRACTS MANAGEMENT SPECIALIST I**

HRIS TITLE: **CONTRACTS MGT SPCT I**

CHARACTERISTICS OF THE CLASS: Works under general supervision with some independence and has latitude for judgment within policies and procedures established for the work system. Has the authority to Decide on payment of claims from contractors; negotiate contracts. Within a small, specialized program, monitors contract and grant expenditures; trains contract providers in reimbursement procedures and practices; writes fiscal and statistical reports; attends contractor meetings as program representative; may write programmatic and fiscal contract components and negotiate contracts. Work product consists of annual program budgets; fiscal and statistical reports; authorized claims for reimbursement; trained contract providers; contract acceptance recommendations; programmatic and fiscal contract components; negotiated and implemented contracts. Responsible for the timeliness and accuracy of work products.

EXAMPLES OF DUTIES: Compiles information for, and writes periodic reports on, activities of a work unit. Writes detailed applications in established format with supporting data attached, if required. Composes periodic reports to federal government (or to other funding organization) on progress of funded grant programs. Compiles data, develops, and composes a variety of reports on agency activities, function, trends, conditions or volume of specific occurrences, as mandated or determined by, state or federal requirements. Maintains and periodically reviews ledger of budget expenditures, keeps superior informed as to status. Makes entries to, and revisions of, agency accounts (Example: budget revisions, transfers of funds, carryover and encumbrances.). Reviews, monitors, and controls amounts expended from the budget(s) to assure that expenditures do not exceed funds available. Reports problems to administrator or department head. Reads and examines claims for reimbursement from state or federal funds, as they are received from local grantee agencies: makes decision on approval or authorization in accordance with established guidelines.

Participates in the development of an annual plan of work activity, including statements of scope of activity, goals and objectives; studies materials, confers with others involved, constructs assigned aspects and participates in formulation of final product. Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determinations of new budget figures. Periodically checks level of expenditures from project budget in accordance with established procedures. Reviews and examines contractors of organizations participating in federally funded programs; verifies compliance with laws and regulations; makes determinations and plans actions. Work load or achievement projection: as a planning device, gathers data on work load or service load for a designated period, then, making adjustment based on calculated estimates, projects same figures for future period. Explains agency policies, procedures and practices to applicants, clients, representatives of other agencies, or outside individuals or groups. Confers with representatives of various community resource agencies or organizations, seeking assistance for patients or clients. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Performs related work as required.

WORK CONDITIONS: Long hours of concentration on detail.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State laws and statutes governing contractual agreements; Federal grant policies and procedures; community resources available to meet needs of program clientele; contemporary service programs and delivery systems in public agencies; fundamentals of budget and expenditure control; procedures and policies established for the work system.

Skill/Ability to: learn, interpret and apply Federal laws governing assigned program area; communicate verbally and in writing; analyze and evaluate fiscal and statistical data; establish and maintain work relationships with contracted agency and organization personnel.