

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV80123
Job Class Code:	670	Salary Schedule:	ASRRCONTR
EEO Category:	02	Grade:	20
Workers Comp Code:	8810		

Job Code Established:	05/13/84	Effective Date:	
Job Code Revised:	01/01/96	Effective Date:	

JOB CODE SERIES: Contracts and Quality Evaluation Series

JOB CODE TITLE: CONTRACTS MANAGEMENT SPECIALIST III

HRIS TITLE: CONTRACTS MGT SPCT III

CHARACTERISTICS OF THE CLASS: Works under general supervision, exercising considerable independence and discretionary judgment within policies and procedures established for the work system. Has the authority to interpret policy and regulations, negotiate contracts, revise forms, procedures, manual materials pertaining to area of assignment, monitor and review program operations of contracting agencies, authorize reimbursement for claims. Within a diverse program, performs a variety of contractual functions which may include: writing and/or reviewing programmatic and fiscal contract components; reviewing proposals; negotiating contracts; monitoring and evaluating contract compliance; approving or denying reimbursements; making on-site visits; advising assigned agencies, or Divisions within a large agency, in all areas of contract requirements; developing applicable forms, policies and procedures relating to contract management; may serve as senior or lead worker in a centralized contracts administration program or one with a limited range of contractual activities. Work product consists of programmatic and fiscal contract components; RFP packages; negotiated and implemented contracts; contractors in compliance with program regulations; written contract expenditure reports, monitoring reports, program manuals, contract amendments, corrective action recommendations; advice and training provided to contracting agencies. Responsible for the timeliness, quality, and accuracy of work products.

EXAMPLES OF DUTIES: Reads funding or grant proposals, RFPs, contracts and contract amendments prepared by others; makes critical observations and recommendations for improvement. Negotiates cooperative arrangements, programs, or activities between and among agencies at the same or different levels of government or between public and private agencies in order to advance common interests. Writes contracts or memoranda of agreements to provide for relationships with other agencies, outside consultants, other governments or individuals. Advises, instructs, and explains technical matters to staff and managers of assigned programs regarding contract activities. Examines and analyzes reports, statistical data, correspondence and other materials relating to specific manpower development programs, as a basis for program evaluation; evaluates and makes recommendations. Reviews and examines contracts of organizations participating in federally funded programs; verifies compliance with laws and regulations; makes determinations and plans actions. Reads and examines claims for reimbursement from state or federal funds as they are received from local grantee agencies; makes decisions on approval or authorization, in accordance with established guidelines.

Workload or achievement projection: as a planning device, gathers data on workload or service load over designated period, then making adjustment based on calculated estimates, projects same figures for future period. Writes detailed reports based on research, analysis, and evaluation of data pertaining to specific projects, conditions or proposals under study involving application of expert or highly specialized and recommendations for action to be taken or resolution of problems. Reads and studies federal regulations, program guideline, and related documents to gain knowledge and understanding of federally funded programs. Attends meetings and participates in activities of committees, task forces, or ad hoc work or advisory groups closely relating to the work system, its goals and objectives. Writes policy and operating procedures relating to contract administration subject to guidelines and regulations

set forth by superior and by laws and regulations. Confers with and advises staff members of agency or work system, applying knowledge and skills of own technical specialty. Designs forms for use in work processes. Performs related work as required.

WORK CONDITIONS: Long hours of concentration on detail; may require statewide travel and occasional overnight stays away from home base.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State laws and statutes governing contractual agreements; Federal and State funding rules and regulations; fundamentals of budget development and expenditure control; contemporary service programs and delivery systems in public agencies; available community resources; policies and procedures established for the work system.

Skill/Ability to: communicate verbally and in writing; evaluate and analyze programmatic and fiscal data; negotiate contracts; maintain complex recordkeeping systems; learn, interpret and apply Federal laws governing assigned program areas; design research instruments and forms; establish and maintain work relationships with contracted and governmental agency representatives and special interest groups.