

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV80126
Job Class Code:	670	Salary Schedule:	ASRRCONTR
EEO Category:	02	Grade:	22
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 SUPERVISOR II

HRIS TITLE: CONTRACTS MGT SPV II

CHARACTERISTICS OF THE CLASS: Works under direction of a Program Administrator, exercising considerable discretionary judgment within established policies and procedures. Has the authority to determine unit policies, procedures, goals and objectives, staff work assignments and performance evaluations; to authorize contract agreements, payments, RFP publications, reporting requirement waiver and extension requests, contract rate or amount. Within a diverse program or a high-volume specialized program, supervises contract specialists engaged in a variety of contract management activities; determines policies and procedures utilized in the contracting agencies; directs evaluation of contracting agencies and makes decisions based on results; writes reports, memoranda and correspondence. Work product consists of functioning work unit; negotiated contracts; contractor compliance evaluation; information provided to contract agencies; work objectives and action plans; operational policies and procedures; written reports, memoranda and correspondence. Responsible for the timeliness, accuracy and quality of work products; effectiveness of the work unit.

EXAMPLES OF DUTIES: Devises a schedule of work or itinerary, agenda, or timetable for subordinates on a daily or weekly basis within a work unit. Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Problem-solving: resolves problems and questions presented by subordinate workers regarding work methods and processes. Reads and reviews intake materials or field assignment materials before assignment to field representative or working unit within the division or administrative unit. Reads, examines, and reviews reports prepared by subordinate workers or officers; makes corrections, adjustments, raises questions, routes back to writer or approves. Advises, instructs, and explains technical matters to staff and directors of federally funded operations and projects. 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.

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. Confers with agency officials, staff member, and representatives of other agencies to acquire information needed for immediate determinations or decisions. Compiles data, develops and composes a variety of reports on agency activities, functions, trends, conditions or volume of specific occurrences, as mandated or determined by State or Federal requirements. 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. Analyzes and evaluates work procedures, methods and rules for a work unit; makes determinations and establishes these in practice. 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. Compiles information for and writes periodic reports on activities of a work unit. Performs related work as required.

WORK CONDITIONS: Long hours of concentration on detail; significant involvement in conflict resolution; may incur occasional statewide travel and 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; Federal laws governing assigned program areas; policies and procedures established for the work system; principles and practices of work leadership and management.

Skill/Ability to: apply principles and practices of work leadership and management; communicate verbally and in writing; interpret and apply laws, rules and regulations governing the work system; interpret, analyze and evaluate programmatic and fiscal data; negotiate contracts; establish and maintain work relationships with contracted and governmental agency representatives and citizen advocacy groups.