

JOB DESCRIPTION
Contracts Analyst I (Flex)
Contracts Analyst II
Code Number: 04008, 04009

GENERAL PURPOSE

Under direction, solicits proposals and independently reviews, analyzes and writes both standard and non-standard District contracts and agreements; applies contractual standards and provides technical support for the consistent administration and management of consultant and/or inter-agency agreements; assists in the drafting of legal agreements and administers financial and other provisions of inter-agency agreements, service level agreements, revenue generating leases, and utility incentive programs; provides for the annexation of lands into the District's service area and improvement districts; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Contracts Analyst I Flex is the entry level class in the professional Contracts Analyst series. Initially under close supervision, incumbents perform the more routine duties while learning District policies, procedures, systems, methods and requirements. As experience is gained, duties are performed under supervision that is more general.

Contracts Analyst II is the journey level classification within the series. It is distinguished from the Senior Contracts Analyst in that the latter classification serves as a lead providing technical and professional training and performing the more difficult and complex work. The Contracts Analyst is responsible for implementing strategies and work plans to achieve the goals and objectives of a centralized contracts program in compliance with all legal requirements. Incumbents perform a full range of responsible and difficult work associated with the development of standard and non-standard contracts and agreements which requires a thorough understanding of the methods, processes, and applied terms and conditions used in writing and reviewing legal agreements. Responsibilities also include financing arrangements, sales and leases of property and equipment; utility incentive programs and energy management tracking and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Develops both standard and nonstandard contracts and legal agreements for professional services, inter-agency agreements, joint financing agreements, cooperation agreements, real estate sales and leases, asset sales and purchases and other specialized services and arrangements.

Assists in the development of contractual standards and District-wide policies and procedures in accordance with District rules and regulations, and in compliance with all applicable laws.

Reviews non-standard, vendor or agency drafted agreements for terms and conditions; evaluates and negotiates changes to manage contractual risk.

Utilizes contract management strategies and best practices for vendor management; Assesses vendor performance and implements improvements.

Strategically contracts for services in specialized fields such as Information Technology and Engineering.

Develops formal and informal bids, RFQ's and RFP's, ensuring that all applicable legal and contractual provisions are included to safeguard the District's interests; works with departments to ensure requirements are clear and understood, to gather data and develop specifications and to resolve problems and complaints; directs and participates in the solicitation, evaluation and award of RFQ's and RFP's keeping District-wide objectives in focus; conducts pre-bid briefings; performs or assists others in performing price/cost analyses; negotiates contract provisions; determines appropriate contractual instruments; and writes contracts and legal agreements.

Reviews scope of work and other issues with District managers and engineers to ensure clarity of work and contracting requirements; reviews technical sections of contracts to ensure provisions are clear and consistent with specifications; recommends modification to contract language to protect the District's interests.

Performs activities associated with the formation and annexation of improvement districts; coordinates completion of procedural steps and requirements with property owners, Local Agency Formation Commission, Metropolitan Water District, the State Board of Equalization, the District and other interested parties; drafts Board letters and resolutions required in the formation and annexation process.

Serves as an active participant in energy related grants and projects for the District; ensures that funds expended are consistent with contractual obligations.

Prepares reports and recommendations related to the development and management of contracts for approval by the Board of Directors; drafts contract correspondence; prepares documentation on a wide variety of contract development and management issues.

Maintains and updates contract and agreement files; distributes contract documents to parties of interest and upon request; maintains contract and funding logs and related specialized records.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and methods used in public agency and professional services contracting, contract administration and vendor management; federal, state and local laws and regulations

governing the award and administration of contracts and contracting for professional services related to the construction of water and wastewater facilities; principles and practices of real property acquisitions, leasing and disposition; principles and practices of public agency purchasing; principles and practices of public agency financing and budget development and administration; legal requirements, policies methods and processes associated with improvement districts and annexations; principles and practices of sound business communication and the drafting of contractual legal agreements.

Ability to:

Draft clear, well written and defined contracts and agreements consistent with all applicable legal requirements; develop, negotiate and apply terms, conditions, and contracting strategies to assigned work; review, interpret, and negotiate vendor/contractor provided terms and conditions to minimize contractual risk; review requisitions for accuracy and completeness and determine proper purchasing methods; analyze and make sound recommendations on technical data and legal requirements associated with contract development and administration; plan, organize and integrate a variety of technical and administrative support services and activities; evaluate contract documents and make sound recommendations for improvement; understand, interpret, explain and apply District, local, state and federal laws and regulations applicable to areas of responsibility; perform cost and payment calculations; prepare clear, concise and comprehensive contracts, reports and written materials; perform cost and payment calculations; exercise sound independent judgment within general policy guidelines; prepare clear and concise contracts, reports and written documents; maintain complete, comprehensive contract records and files; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers, both internal and external; establish and maintain effective working relationships with District managers, staff, contractors, consultants, vendors and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in acquisitions and contract management, business or public administration, finance, operations management, engineering or a related field; and two years of increasingly responsible experience in developing, writing, and administering legal agreements and public agency contracts; or an equivalent combination of training and experience. Experience in drafting legal agreements associated with professional services, water works, public works or major construction projects is desired. Substitution of relevant training and education for experience may be considered.

Contracts Analyst I may be considered for advancement to Contracts Analyst II after demonstrating proficiency to perform the full range of duties of the latter class.

Typically, a Contracts Analyst I is expected to be capable of meeting the proficiency criteria within a 6-12 month period, depending on an individual's prior experience and progression in performing the full range of Contracts Analyst duties as described in the established proficiency criteria.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret documents and data; observe and interpret information and situations; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work; and interact with managers, staff, contractors, consultants, vendors, other governmental officials, and others 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. An employee in this class generally works under typical office conditions, and the noise level is usually quiet.

FLSA DETERMINATION: Meets administrative exemption from overtime.

FLEX REQUIREMENTS

Contracts Analyst I (Flex)
Contracts Analyst II

LENGTH OF TIME REQUIRED

A Contracts Analyst I may advance or “flex” to the Contracts Analyst II class after **6-12 months** of experience in the Contracts Analyst I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Contracts Analyst I must also demonstrate proficiency to perform the full range of duties as described in the Contracts Analyst I/II job description.