




TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** July 25, 2013

RE: *Approval of a new Classification Specification for Contract Management Analyst to be placed on Schedule 23 (\$61,172.80 - \$85,321.60 Annually)*

PETITION # 20-13

That the Southern Nevada District Board of Health *approve a new classification specification for Contract Management Analyst to be placed on Schedule 23.*

PETITIONERS:

Mars P. Patricio, Jr., *Manager, Financial Services* 
Elaine Glaser, *Director of Administration* 
John Middaugh, *Interim Chief Health Officer* 

DISCUSSION:

This classification is requested based on review of organizational functions and is in the parameters of the FY 2014 approved budget.

FUNDING:

Funding for this position is included in the Financial Services budget.

CONTRACT MANAGEMENT ANALYST

DEFINITION

Performs the administration, review, and analysis of supply and services contracts, in addition to other contractual documents, to ensure compliance with District policies and departmental objectives.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Manager, Financial Services
- Does not exercise supervision over staff

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Perform complex activities of administration, review, and analysis of contracts and agreements to ensure alignment with organization's objectives and policies
- Coordinate and collaborate with legal, finance, and other programs as necessary to determine contract terms and conditions and ensure compliance with applicable Federal, State and local ordinances
- Prepare and monitor professional service agreements
- Review and analyze documents to determine contractual obligations
- Assist in the development of performance-based contracts with vendors/sub-grantees receiving SNHD funds
- Assist in the development of Requests for Proposal with particular emphasis on understanding bid terms and conditions, review all submitted bids, draft the organization's response to any exceptions taken
- Review and prepare representations, certifications, and non-disclosure agreements
- Correspond and communicate across divisions/programs regarding the terms of new or existing contracts, as necessary
- Make recommendations for improvement in standard contracts
- Answer any staff or contractor inquiries related to proposed contracts and/or grants
- Develop a process for evaluation of work performed by sub-recipients/vendors
- Maintain applicant status with Grants.gov and appropriate regulatory agencies
- Submit grant funding applications
- Maintain accurate records and files related to each contract/grant
- Develop, monitor and maintain grant project tracking systems to ensure timely preparation and submittal of grant applications and renewals
- Perform other duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques used in contract administration.
- Applicable rules, regulations and procedures governing the contract administration process
- Preparation of effective written informational and educational materials
- Correct English usage including spelling, grammar, punctuation and vocabulary
- Techniques for dealing effectively with co-workers and the public, in person and over the telephone
- Basic principles and procedures of filing and record keeping
- Correct English usage, grammar and punctuation; proper spelling of commonly used words
- Reading skills sufficient to understand information and materials related to the assignment

SOUTHERN NEVADA HEALTH DISTRICT
Contract Management Analyst (Continued)

Ability to:

- Compose correspondence, reports, and other written materials/documentation
- Gather and compile information; prepare accurate reports and summaries
- Interpret and explain contract administration policies and procedures
- Operate office equipment, including computers and associated software
- Provide services based upon prescribed policies and procedures
- Maintain attention to detail and accuracy while meeting critical deadlines
- Organize work responsibilities, set priorities, and adjust frequently to changing priorities; meet critical deadlines; complete job assignments without close supervision
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities
- Use computers, telephones, copiers, facsimile machines and other office equipment
- Add, subtract, multiply and divide numbers accurately

Training and Experience Guidelines

Training:

- Bachelor's degree from an accredited college or university in Finance, Accounting, Business or related field

Experience:

- Four (4) years working experience in a healthcare, public health, public agency or similar environment with extensive experience in contracts/grants, and related financial systems

Working Conditions

- Mobility to work in a typical office setting and use standard office equipment
- Vision abilities include close vision and the ability to adjust focus; to read printed materials and a VDT screen

License or Certificate

- Possession of or ability to obtain and maintain, an appropriate, valid Nevada driver's license as a condition of employment

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

FLSA Exempt

Bargaining Unit Ineligible

Schedule 23

Approved by the Board of Health _____