Office of Human Resources

Contract Compliance Coordinator – CA0752

General Statement of Duties

Manages contract compliance and performance requirements including prevailing industry practice for similar goods and services and evaluates overall vendor performance.

Distinguishing Characteristics

This class manages contract compliance and performance requirements including prevailing industry practice for similar goods and services and evaluates overall vendor performance. This class is distinguished from a Contract Compliance Technician that monitors contract compliance and/or contract financial performance to verify contract terms, services to be provided, and payment schedule and reviews contract and/or payment process. The Contract Compliance Coordinator is distinguished from the Contract Compliance Supervisor that performs supervisory duties over employees involved in the operation and maintenance of a contract compliance unit.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and/or gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Manages contracts to ensure compliance, verifies that contractors have met contract goals and provided required reports and documentation, reviews and resolves differences in areas of non-compliance, and addresses other concerns as necessary.
Contracts Compliance Coordinator

- Researches contractors and the services they provide to compare their structure and operating policies with industry practice.

- Reviews and authorizes payment requests according to the contractual terms and applicable rules and regulations, withholds voucher payments until contractor is in compliance, and may initiate legal actions.

- Recommends and coordinates the implementation of policies and procedures for assigned functions and assists in developing new policies and procedures.

- Serves as a liaison to the Auditor’s Office in cases of contract or other agency audits and researches, compiles, and provides agency data, files, documents, and records to the Auditor’s Office.

- Provides application and federal and local regulation information, trains project managers and contractors on established contract policies and procedures, and provides technical assistance for completing required reports and applications.

- Reviews applications of contractors for completeness and contracts for specific requirements and enters contractor, bid information, and amount into database for tracking.

- Performs on-site investigations and/or desk audits of contractors, providers, concessionaire facilities, and/or tenant facilities, reviews and analyzes reports generated by contractors or providers to confirm compliance with contract and rules and regulations, and re-inspects as necessary to ensure compliance.

- Maintains contract files throughout term of contract, generates status reports for management, and processes close-out documents at conclusion.

- By position, assists the City Attorney's Office in cases of contract compliance and/or claims, researches regulations and past decisions for current application of law, and makes recommendations.

- By position, drafts and/or compiles Requests for Proposals, other bid documents, and legal advertising materials and coordinates the bid process including organizing and conducting pre-bid, bid meetings, and pre-proposal conferences.

- By position, assists in coordinating and checking the work of other employees for assigned projects.

- Performs other related duties as assigned or requested.

- Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

Knowledge of various types of contracts, techniques for contracting or procurement, and contract administration.

Knowledge of the principles of confidentiality related to the work assignment.

### Education Requirement

Bachelor's Degree in Business Administration, Public Administration, or a related field.

### Experience Requirement

Two (2) years of paraprofessional or technical experience evaluating contracts for compliance with standards driven by some combination of service, performance, and financial criteria.

### Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Pressure due to multiple calls and inquiries.

Subject to many distractions.

Subject to traffic, roadways, and pedestrians.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Balancing: maintaining body equilibrium to prevent failing over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Field of Vision: ability to see peripherally.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

- Criminal Check
- Employment Verification
- Education Check
- By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

- Pay Grade: A-620
- FLSA Code: N
- Management Level: 10
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date:
- Revised By:
- Class History: