



Office of Human Resources
Contract Compliance Technician - CA0754
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General Statement of Duties

Monitors contract compliance and/or contract financial performance to verify contract terms, services to be provided, and payment schedules and reviews contract and/or payment process.

Distinguishing Characteristics

This class monitors contract compliance and/or contract financial performance to verify contract terms, services to be provided, and payment schedules and reviews contract and/or payment process. This class is distinguished from a Contract Compliance Coordinator that monitors contract compliance and/ performance requirements including prevailing industry practice for similar goods and services and evaluates overall vendor performance.

Level of Supervision Exercised

None

Essential Duties

Monitors contracts to ensure compliance, reviews, reports, and/or resolves areas of non-compliance, and addresses other concerns as necessary.

Supports maintenance of contract files throughout the terms of the contract, assists in completing status reports for management, and processes close-out documents at conclusion.

Ensures contract modifications are properly authorized and processes payments necessary to complete the project.

Reads and interprets contract language to understand terms and conditions of the contract and connects them with services provided and appropriate costs.

Identifies areas needing adjustment and makes suggestions to management to improve future contracts.

Generates financial spreadsheets to track expended contract dollars, contract balances, and/or concession revenues.

Prepares written reports to document vendor and contractor performance and closes out contract activity.

By position, provides special technical support, furnishes information, and answers questions.

By position, reviews required submittals and documentation necessary for payment and performs mathematical calculations to ensure accuracy and correctness of submitted billing statements.

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

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

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.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

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

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of clerical experience which includes one year of experience working with contracts.

Education & Experience Equivalency

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

Licensure & Certification

None

Working Environment

Subject to many interruptions.

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 falling 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

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-616
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: