



Office of Human Resources
Contract Compliance Coordinator - CA0752
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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.

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.

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.

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

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

Experience Requirement

Two (2) years of administrative or technical support 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.):

Balancing: Maintaining equilibrium.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location 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

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: