



CONTRACT ANALYST SENIOR CONTRACT ANALYST

BASIC FUNCTION

Under general direction, perform general-to-complex and sensitive work in the preparation, review, analysis, evaluation and support of contract administration and procurement activities associated with the development, negotiations and delivery of District contracts.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Develop solicitation documents; review and clarify technical specifications for Requests for Proposals (RFP), Invitations for Bids (IFBs), Requests for Qualifications (RFQ), and other contract related activities.
- Compile statistical, fiscal, and program information for the formulation and administration of District contracts; determine and make recommendations regarding the timely and most cost effective methods of procuring goods and/or services under IFBs, RFPs, and RFQs; “E”
- Serve as a liaison between District staff and contractors; schedule, conduct and lead pre-bid and pre-proposal meetings and source-selection and evaluation process with administrators, District staff, contractors, and other interested parties to clarify statement of work issues and coordinate responses regarding technical issues during the RFP process. “E”
- Schedule, conduct and lead pre-bid meetings with vendors, contractors and other interested parties to clarify bid requirements and specifications and to coordinate responses regarding issues during the IFB process. “E”
- Ensure fair and open competition through the maximization of outreach activities, social media, website postings, advertisements, public announcements and meetings. “E”
- Perform analyses on contractor cost proposals, bids, amendments and change orders; evaluate bids and proposals for responsiveness, responsibility and to maximize value and minimize cost of goods and services to the District; prepare award recommendations for management review; conduct contractor debriefings regarding contract awards and non-awards. “E”
- Participate in and negotiate contract costs and terms and conditions of contracts with District staff and vendors to ensure contract clarity, compliance with Board policies and provisions of public contracting laws. “E”
- Draft and review contractual documents consistent with District policies and local, State and federal public agency contracting codes; monitor contract compliance and negotiate amendments or change orders. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Research and prepare reports and correspondence regarding technical and complex contract issues; prepare and maintain vendor information, contracting documents, contract files and related records.

- Prepare a wide variety of informational and presentation materials for management and policy makers regarding contract issues; lead, participate in and conduct training sessions for District staff to educate regarding compliance with contract policies, procedures, laws and ethics in contracting. “E”
- Review and approve contractor invoices as appropriate. “E”
- Conduct closeout actions upon contract completion such as final audit, payment reconciliations, and deliverable verifications. “E”
- May provide leadership, training, work direction and guidance to designated staff as assigned.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Contract Analyst and Senior Contract Analyst classifications both perform analytical work related to preparing, reviewing, analyzing, evaluating and administering the District’s contracts and evaluate fiscal impact of submittals and related issues. Levels are differentiated by complexity of work assignments, scope of independence and discretion in decision-making and levels of proficiency in both knowledge and expertise.

The Contract Analyst performs standard, routine contract analysis and monitoring over a variety of limited-scale and limited-cost contracts. Employees in this classification are may be assigned at the District department-level, or support the Purchasing & Contracting group within the Fiscal Services Department of the District.

Employees in the Senior Contract Analyst classification are assigned exclusively to the District Finance Department, performing the more advanced, complex analysis and monitoring of the District’s large scale, high-dollar, multiple phase, multiple-year contracts and may provide training, work direction and guidance to designated staff in the performance of their duties. Employees at this level play a significant role as a consultant to departments and District staff and stakeholders in contract administration.

EMPLOYMENT STANDARDS

Knowledge of:

- Contracting laws and bidding processes for public agencies.
- Principles, practices, tools and techniques of contract analysis management
- Principles and practices of government contracting and research methods applicable to the contracting process.
- Software used in developing and monitoring District contracts.
- Principles, theories and practical application of public agency contracting.
- District organization, operations, policies and objectives.
- Techniques and principles of high-quality customer service.
- Internal consulting concepts and practices.
- Current technologies, statistical, financial, budgeting, spreadsheet, word processing and presentation software.
- Effective written and oral communication and presentation techniques.
- Current local, state and federal budget and finance issues related to governmental agencies and K–12 public education.

Ability to:

- Prepare, oversee, analyze and monitor assigned contracts.
- Analyze contract data utilizing a variety of routine-to- complex processes.
- Develop technical specifications for Requests for Proposals (RFP), Invitations for Bids (IFBs), and Requests for Qualifications (RFQ) documents.
- Prepare and interpret complex contract requests, bids, contract submittals, statements.
- Comprehend assigned programs’ goals, objectives, and operations and relate these to budget and program analysis.

Organize and present clear and concise reports of findings and recommendations related to assigned activities.

Understand, interpret, apply and explain complex laws, rules, regulations related to government purchasing and contracting.

Provide internal consultation services.

Adapt to changing work priorities while meeting timelines and deadlines.

Model ethical behavior and communicate high expectations of ethical behavior to others.

Maintain confidentiality of highly sensitive information.

Act judiciously under pressure.

Provide training, work direction and guidance to designated staff.

Communicate effectively both orally and in writing.

Operate a variety of office machines, technologies and software.

Education, Training and Experience:

The Contract Analyst requires a Bachelor's degree in Finance, Accounting, Business Administration, Economics, Statistics, Public Administration, or related field and three (3) years of experience monitoring, developing, analyzing and overseeing contracts in a full-service public agency or two (2) years of experience as a Buyer with Portland Public Schools. Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), or similar certifications and experience working in a richly diverse school community and environment are highly desirable.

The Senior Contract Analyst requires a Bachelor's degree in Finance, Accounting, Business Administration, Economics, Statistics, Public Administration, or related field and five (5) years of experience monitoring, developing, analyzing and overseeing highly complex, high dollar, and/or multi-year contracts in a full-service public agency or two (2) years of experience as a Contract Analyst with Portland Public Schools. Lead experience and experience working in a richly diverse school community and environment are preferred.

A Master's degree in one of the above-identified fields may substitute for two years of the required experience for both the Senior and Contract Analyst levels.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office environment.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt

Bargaining Unit: N/A

Salary Grade: CA - 25; Senior CA - 33

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P