



PROCUREMENT AND CONTRACT SPECIALIST 2

0437

GENERAL DESCRIPTION OF CLASS

The PROCUREMENT AND CONTRACT SPECIALIST 2 develops, negotiates and administers contracts, agreements, and leases with governmental agencies and the public to obtain or provide goods, trades or professional services, architectural and engineering services; or construct public improvement projects, administer grants or lease property for state agencies. Employees interpret technical data, policy and regulatory information to plan and coordinate procurement and contract activities. Work is highly varied requiring many different and unrelated processes and methods.

DISTINGUISHING FEATURES

This is the third level of a four-level classification series. It is also the journey professional level. Decisions at this level are based on analysis of alternatives, adaptation of procedures or resolution of incomplete or conflicting technical, program or contractor data. Procurement is completed in unfavorable market conditions such as frequent price changes, changing labor markets or lack of suppliers. Agreements and contracts include development and monitoring for compliance with requirements.

Independently developing agreements, contracts and complex or extensive bids and proposals distinguish this class from the lower level.

It is distinguished from the higher level by the lack of in-depth analysis, and contracting that involves extensive subcontracting or a number of different elements. It is further distinguished from the higher level by the lack of in-depth planning, problem identification stemming from the variety of functions; or from the unknowns, changes or conflicts inherent in the issues

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive, but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties as well as other related duties:

1. Contract or Agreement Planning and Development

Use a variety of methods such as Requests for Proposals, Requests for Information, Invitation to Bid, or Contracts or agreements for the procurement of goods, services or construction of public improvement projects. Advise managers and staff on procedures for developing contracts or parts of contracts. Collaborate with technical resource staff to develop specifications, requirements and guidelines. Translate program requirements into contract terms. Evaluate contracts for potential performance risk. Bid terms and conditions. Lead pre-bid conferences; clarify contract issues with bidders or potential contractors. Evaluate contract bidders against selection criteria. Manage contractor selection process. Make or recommend contract award. Answer questions and complaints on bid protests. Negotiate contract terms to minimize performance risk. Negotiate price agreements for services. Collaborate with other state and public agencies to develop cooperative procurement contracts and agreements.

Prepare Agreements for federal, State or local funded local government funded public improvement projects. Review and revise agreements and amendments. Incorporate program requirements into agreement terms and conditions. Coordinate and obtain review and approval of agreements.

Interpret funding guidelines, regulations and policies and apply them to the development of agreements. Identify qualified contractors based on funding and agreement provisions. Recommend changes to project work scope and budgets based on agreement and funding requirements. Recommend agreement provisions to mitigate risks.

2. Contract or Agreement Administration

Evaluate contractor performance or quality of services. Consult with Attorney General's office to facilitate their clarification of legal issues and the approval of contract or agreement language. Approve contractor or vendor invoices for payment. Prepare contract amendments or extensions. Compile contract status reports. Develop contract or agreement tracking or reporting procedures. Evaluate contractor performance or quality of services. Research alleged contract violations and assist with their resolution. Act as liaison between contractor and staff. Evaluate if contract terms are met at end of contract period. Ensure contract records are maintained in accordance with retention schedules. Review invoices for compliance with agreements and approve payments. Track and monitor project timelines and milestones against agreement terms and conditions.

3. Technical Assistance

Solve conflicts between contract or agreement parties. Recommend changes in contract procedures and practices. Explain department purchasing, agreement or contract policies to agency program staff. Explain and advise staff on state contract and procurement laws, rules, regulations, operating policies, procedures, and ethics. Explain contract process or terms to contractors. Prepare and deliver training to agency staff on contract procedures, requirements and related issues. Give guidance to agency staff, other government agencies and public on contract or agreement policies and procedures. Advise agency staff on best contract or agreement methods. Identify proper agreement formats.

RELATIONSHIPS WITH OTHERS

The Procurement and Contract Specialist 2 has daily in-person, telephone, or written contact with agency staff to provide advice and guidance on contracting issues. They have occasional contact with agency staff to provide training. They have frequent telephone or written contact with contractors to explain contract processes or terms. Employees have regular written, telephone and in-person contact with other State and public agency staff to identify cooperative procurement or agreement opportunities, gather and exchange information. They have occasional contact with the Attorney General's office for interpretations of regulations and specific problems regarding contracts, agreements, bids or proposals. Some employees have frequent contact with DAS contracts staff to seek advice, obtain interpretation or clarification of rules or coordinate purchases.

SUPERVISION RECEIVED

The Procurement and Contract Specialist 2 works under general supervision of a supervisor who reviews work in progress to advise and give direction on work methods and policy interpretation. Work is reviewed through evaluation of work products and progress reports.

The Procurement and Contract Specialist 2 interprets technical, policy and regulatory information to plan and coordinate work activities. Employees adapt procedures or resolve incomplete or conflicting processes and data to do their work.

KNOWLEDGE AND SKILLS (KS)**All Positions Require****General knowledge of:**

Principles, theories and processes of governmental contracting.
Principles and processes in business and organizational planning, coordination and execution such as resource allocation and production methods.
Economic and accounting practices and the analysis and reporting of financial data.
Techniques used to negotiate or gain agreement with others.
Communications and dissemination techniques including alternative ways to inform others via written, oral and visual media.
Methods and principles of numbers, their operations and interrelationships including arithmetic, algebra, statistics and business mathematics typical to a large organization.
Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
Methods of computer operation including software applications used to process, store and tabulate information or data.

Skill to:

Use logic and analysis to identify the strengths and weaknesses of different available options.
Weigh the relative risks, costs and benefits of a potential action.
Research and identify essential information.
Manage and prioritize one's time to efficiently complete tasks and manage multiple projects simultaneously.
Observe, receive and otherwise obtain information from all relevant sources.
Evaluate information against a set of standards and verify that it is correct.
Talk to others effectively to convey information, listen to what others say and ask pertinent questions to gather needed information.
Enter, record, store and maintain information in written and electronic formats.
Produce electronic reports of tabulated data.
Process paperwork and do day-to-day administrative tasks.
Develop constructive and cooperative working relationships with others.
Communicate information and ideas in writing so others can understand.
Accurately add, subtract, multiply, divide, compute percentages and analyze statistical data.
Identify when something is wrong or is likely to go wrong.
Identify facts by breaking down information or data into separate parts.
Effectively organize, lead and participate in meetings.
Operate a computer to enter, update, correct, generate, research and retrieve information, produce correspondence and write memorandum.

Some Positions Require**General knowledge of:**

Cost and price analysis and vendor relations.
Techniques and processes of contract administration.
Methods of general buying operations, marketing strategies and sales control systems.
Methods of moving goods by air, rail, or road including their relative cost, advantages and limitations.

Basic knowledge of:

Real estate regulations and property management techniques.
Real estate and leasing documents.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 10/03

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division