



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
October 26, 2016**

Agency: Oregon Health Authority/Health Care Programs

Division: Public Employees' Benefit Board/Oregon Educators
Benefit Board

☐ New ☒ Revised

This position is:

- ☐ Classified
☒ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Procurement /Contracts Spec 2	b. Classification No: C0437
c. Effective Date: April 1, 2018	d. Position No: 0504371
e. Working Title: Contracts Specialist	f. Agency No: 44300
g. Section Title: OEBB/PEBB Contracts	h. Budget Auth No: 00124120
i. Employee Name: vacant	j. Repr. Code: UA
k. Work Location (City – County): Salem - Marion	
l. Supervisor Name (Optional): Deputy Director	
m. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Public Employees' Benefit Board's (PEBB) and Oregon Educators Benefits Board (OEBB) missions are to provide high quality medical, dental and other benefit plans for members at a cost that is affordable to both the employer and employees through the design, purchase and administration of medical, dental and voluntary benefit plans. PEBB and OEBB contract on behalf of approximately 97,000 school district, ESD, charter school, community college, agency, university, and semi-independent agency active employees, self-pay members, pre-Medicare eligible retirees and COBRA participants and their 160,000 dependents.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to support the full scope of the PEBB and OEBB procurement and contracting functions which amount to approximately \$3.4 billion over the 2017-19 biennium and covers

over 300,000 PEBB and OEBC employees and dependents.

The position determines the appropriate contracting method, evaluates the risks associated with the contract, writes specialized requirements, negotiates contract language, conducts cost or price analysis, and approves or rejects contract changes.

The position writes contracts and agreements that are high-risk and maintains all official records and documentation for these functions, including RFI and RFP documentation, responses, negotiation actions, contract development and problem resolution.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
60%	NC	E	<p>As part of the procurement and contracts team:</p> <ul style="list-style-type: none">• Develop and implement requests for proposals (RFP), requests for information (RFI), contracts and interagency agreements;• Serve as the single point of contact for assigned procurements and contracts;• Research previous contracts and agreements;• Explain and interpret applicable laws, rules, policies and procedures for vendors and prospective vendors;• Assist with vendor communications, responses, negotiations, selection and documentation;• Develop contract language, in accordance with DAS, PEBB, OEBC and ORS requirements. Ensure the legal sufficiency and appropriate execution of contract documents;• Consult with AG’s office to clarify legal issues and obtain approval of contract/agreement language;• Participate in or manage the contractor selection process based on level of complexity;• Determine the validity of protests, terminations and breach actions. Manage contract disputes, evaluate risks, and recommend contract amendments;• Track and retain all contract documents in compliance with applicable requirements;• Respond to public records requests for the contracting team;• Provide technical assistance to agency staff, vendors, and other state agencies. Resolve conflicts, and explain contract terms and provisions.
30%	NC	E	<ul style="list-style-type: none">• Develop performance standards for vendor contracts;• Develop contract tracking and reporting procedures;• Monitor and evaluate carrier and vendor performance and contractual requirements to ensure compliance;• Collect data, compile statistics and prepare performance reports;• Identify gaps in vendor performance and recommend corrective action;• Communicate performance gaps and oversee vendor/corrective

			action plans; and <ul style="list-style-type: none"> • Conduct cost and data analysis and approve contractor or vendor invoices for payment.
10%	NC	E	<ul style="list-style-type: none"> • Participate in creating and implementing OEGB and PEBB policies, procedures and administrative rules related to contracts and purchasing. • Evaluate DAS policy and administrative rule changes, legal issues, and legislation to determine the impact on contracts and procurement. • Ensure policy, rules, and procedures are in compliance and meet the business needs of the agency.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Routine office environment that may require occasional state travel to attend meetings, conferences, etc., and may require occasional overnight travel. The duties of this position require the ability to work long hours, weekends and/or holidays to meet critical timeframes.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Chapter 00007; Oregon Laws 2007, DAS OARs 125-247-0310, 125-247-0400, 125-247-0410, 125-247-0430, 125-247-0440, 125-247-0450, 125-247-0460, 125-247-0470, 125-247-0480, 125-247-0490, 125-247-0500, 125-247-0600, 125-247-0610, 125-247-0640, 125-247-0650, and 125-247-0660;
- Attorney General Opinions;
- Collective Bargaining Agreements;
- Internal Revenue Code;
- Federal Register;
- OEGB Administrative Rules;
- PEBB Administrative Rules
- DCBS insurance code;
- State/Federal health regulations;
- OEGB administrative manual;
- DAS rules and policies;
- Federal and State health insurance regulations; and
- Employer benefits rules/policies.

b. How are these guidelines used?

To ensure PEBB and OEGB procurement and contracting is efficient and in full compliance with all applicable laws and regulations. Update OEGB administrative rules and policy related to procurement and contracting and to provide general guidance and direction to vendor(s), staff and the Board.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Insurance Carriers/Vendors	Phone/In Person	Give/Receive info/Solve Problems	Daily
OEBB and PEBB Team	In Person	Give/Receive info/Solve Problems	Daily
Agency Mgmt	Phone/In Person	Give/Receive info/Solve Problems	Occasionally
OEBB and PEBB consultants	Phone/In Person	Give/Receive info/Solve Problems	Weekly
Assistant Attorney General	Phone/In Person	Give/Receive info/Solve Problems	Weekly
OEBB and PEBB Deputy Director	In Person	Give/Receive info/Solve Problems	Daily
OEBB and PEBB Boards	Phone/In Person	Give/Receive info/Solve Problems	Monthly
OHA OC&P	In Person	Give/Receive info/Solve Problems	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position has the authority to decide the appropriate contracting method, negotiate contract language and approve or reject contract change. Inappropriate decisions may result in costly litigation and possible disruption in benefits.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
OEBB and PEBB Deputy Director PEM G	0570123	Written work products and personal conferences.	Monthly or more frequently as needed	To clarify expected results, report progress on assignments, and to seek guidance on complex issues.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The person in this position must have:

General knowledge of:

- Techniques and processes of contract administration;
- Principles, techniques and processes of governmental contracting and contract administration;
- Techniques used to negotiate agreeable solutions;
- Written, oral and visual media communication techniques; and
- Software applications used to prepare documents, tabulate data and store information in an organized manner.

Basic knowledge of:

- Employee benefits programs including health, dental, vision, life and disability insurance benefits

Skill to:

- Identify strengths and weaknesses of available options using logic and analysis;
- Weigh risks, costs and benefits of potential actions;
- Manage time and prioritize tasks efficiently; sometimes managing multiple projects simultaneously;
- Evaluate and verify information against a set of standards;
- Communicate information and ideas effectively verbally and in writing;
- Develop constructive and cooperative working relationships with others; and
- Analyze statistical data.

Ability to:

- Promote and foster a diverse and discrimination/harassment-free workplace;
- Establish and maintain professional and collaborative working relationships with all contacts;
- Contribute to a positive, respectful and productive work environment;
- Maintain regular and punctual attendance;
- Perform all duties in a safe manner; and comply with all policies and procedures.
- Be familiar with Affirmative Action laws and the Department's diversity strategies and goals; and
- Be comfortable working in a team oriented environment that requires participative decision-making and cooperative interactions among staff and management.

CRIMINAL HISTORY CHECK:

This position is subject to a criminal records check, which may require fingerprints. If an offer of employment is made, the offer will be contingent upon the outcome of a criminal records check (FBI and/or LEDS). Any

history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee’s name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date