



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.

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.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Level of Supervision Exercised

None

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.):

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

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: NE-11

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: