

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1294

**TITLE:** CONTRACT ANALYST I

**GRADE:** S-21

**DEFINITION:**

Under direct supervision, performs first level professional work, assisting with contract development, management and performance monitoring; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Positions in this class assist higher level analysts in the performance of contract administration work that is limited in scope; or this class may be utilized for an underfill or as a trainee until a level of proficiency and competency is achieved to perform full performance contract development, management and performance monitoring.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Assists in researching the availability of contracts that can meet the needs of the end user;  
Administers contracts and ensures compliance with federal, state, and local procurement requirements under the guidance of higher level analysts;  
Assists in performing analyses to support contract negotiations, performance studies, utilization reviews, cost reasonableness studies, and expenditure history inquiries;  
Assists in writing solicitations and contracts;  
Administers simple contracts for performance and compliance;  
Assists in maintaining the contract electronic and physical files;  
Assists in preparing federal, state, and county mandated reports and management studies regarding vendor services and operations.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Basic knowledge of the mission, goals and objectives of the organizational unit, program or activities to which incumbent is assigned;  
Basic knowledge of the principles, practices and techniques relating to procurement and contract administration;  
Ability to use research methods to gather, analyze and interpret data under supervision;  
Ability to communicate effectively orally and in writing;  
Ability to use information systems to prepare documents and to store, manipulate, analyze and present information with some guidance.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from an accredited four year college or university with a bachelor's degree in business administration, public policy, public administration or a field related to the assigned functional area;

**BRIDGE CLASS EMPLOYMENT STANDARDS**

Four years of increasingly complex technical administrative experience in the assigned functional area, comparable to experience at the Administrative Assistant IV, or higher, level.

This class can serve as a bridge class enabling individuals who do not meet the educational or professional experience standards listed above to qualify for this class by possessing four years of increasingly complex technical administrative experience in the assigned functional area, comparable to experience at the Administrative Assistant IV, or higher, level.

The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce. However persons qualifying for this class on the basis of their technical experience may not substitute this technical experience for education, or for professional experience, in order to qualify for other employment opportunities.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Certain positions are subject to criminal history record checks and/or credit checks as a condition of employment and periodically thereafter, as determined by the department head. An applicant or an employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. Applicants and employees within these positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED: December 14, 2012

ESTABLISHED: August 23, 2010