

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1295

TITLE: CONTRACT ANALYST II

GRADE: S-24

DEFINITION:

Under general supervision, performs full-performance contract development, management and performance monitoring; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in this class perform full-performance contract administration work with limited guidance.

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.)

Researches 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;
Performs analyses to support contract negotiations, performance studies, utilization reviews, cost reasonableness studies, and expenditure history inquiries;
Assists staff in contract negotiations;
Oversees annual renewal process and periodic amendment process for contracts;
Writes solicitations and contracts;
Ensures vendors are in compliance with all aspects of the contract;
Mediates and resolves, where possible, disputes between program staff and contractors regarding contract terms;
Prepares the contract electronic and physical files;
Prepares 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.)

Working knowledge of the mission, goals and objectives of the organizational unit, program or activities to which incumbent is assigned;
Knowledge of the principles, practices and techniques relating to procurement and contract administration;
Ability to use research methods to gather, analyze and interpret data;
Ability to evaluate proposals and solutions in terms of benefits, costs, and overall impact on the project, program, or organization;
Ability to use information systems to prepare documents and to store, manipulate, analyze and present information.

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;

PLUS two years of professional level experience in contract administration or a related field.

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