



# Contract Technician III

Salary Group: A13

Class Code: 1974

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CONTRACT TECHNICIAN I	1970	A09	\$23,781 - \$34,859
CONTRACT TECHNICIAN II	1972	A11	\$26,332 - \$41,355
<b>CONTRACT TECHNICIAN III</b>	<b>1974</b>	<b>A13</b>	<b>\$29,439 - \$46,388</b>

## GENERAL DESCRIPTION

Performs highly complex (senior-level) contract assistance and review work. Work involves preparing and reviewing contract material, verifying billings for fiscal accuracy and completeness, and preparing reports on contract development and management. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Provides assistance in the development and preparation of contracts and amendments.

Provides assistance to contract agency staff on eligibility, policy, documentation, and billing procedures.

Provides contract agencies with changes in eligibility criteria and forms.

Reviews contracts and related amendments and verifies that contract data meets legal and fiscal requirements.

Reviews contract agency error reports and provides corrective action training.

Reviews contract plan changes, amendments, and renewals to ensure correctness and adherence to procedural requirements.

Reviews reports of statistical information and ensures that data accurately reflects the status of the contract activity.

Maintains expenditure ledgers and statistical information on each contract agency and prepares status reports.

Maintains and reviews contract file information and reviews and/or verifies contract data included in contract management database.

Visits contract agencies to review the completeness of eligibility documentation, fee policies, and attendance records to ensure compliance with eligibility policies and procedures.

Prepares reports to contract agencies reflecting the findings of eligibility reviews.

Resolves billing problems with contract agencies.

May assist in negotiating contract renewals.

May prepare reports and recommendations regarding the renewal or termination of contracts.

May provide guidance to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in contract review or procurement work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of office practices and administrative procedures, and of contract management policies and procedures.

Skill in the use of a computer and applicable software.

Ability to collect, analyze, and interpret technical information; to make arithmetical computations and tabulations; to identify problems and plan corrective actions; to prepare and submit reports; to derive information from observations and interviews; to understand and follow instructions; to gather specific data from documentation systems; to communicate effectively; and to provide guidance to others.