



Contract Technician

Salary Group: A13

Class Code: 1974

| <u>CLASS TITLE</u> | <u>CLASS CODE</u> | <u>SALARY GROUP</u> | <u>SALARY RANGE</u> |
|---------------------|-------------------|---------------------|---------------------|
| CONTRACT TECHNICIAN | 1974 | A13 | \$29,439 - \$46,388 |

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 limited 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 contract billings and notifies the appropriate officials of errors requiring correction.

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.

Gathers and reviews reports of statistical information, compiles reports and charts reflecting the status of contract activity, and ensures that data accurately reflects the status of the contract activity.

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

Maintains and/or reviews contract file information by entering, reviewing, and/or verifying contract data maintained in contract management databases.

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.

May assist in training and assisting contractors in billing procedures.

May assist in negotiating contract renewals.

May resolve billing problems with contract agencies.

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 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.