



Contract Specialist I

Salary Group: B15

Class Code: 1976

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CONTRACT SPECIALIST I	1976	B15	\$32,976 - \$52,045
CONTRACT SPECIALIST II	1980	B17	\$36,976 - \$58,399
CONTRACT SPECIALIST III	1982	B19	\$42,244 - \$68,960
CONTRACT SPECIALIST IV	1984	B21	\$48,278 - \$78,953
CONTRACT SPECIALIST V	1986	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs routine (journey-level) contract management work. Work involves developing and evaluating a broad range of contracts. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.

Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies.

Administers the billing process and eligibility monitoring functions for contract billings.

Evaluates expenditure data and makes projections to ensure appropriate use of funds.

Reviews fiscal expenditure reports for completeness, appropriateness, and accuracy.

Serves as a liaison with contract providers to ensure participation is consistent with program, legal, and fiscal requirements.

May coordinate and facilitate procurement-related meetings such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scorings.

May monitor legal and regulatory requirements pertaining to contracting.

May recommend the cancellation of contracts and assist in the dispute resolution process.

May recommend changes to solicitation and contract boilerplate documents and other contract-related documents.

May prepare specifications for requests for bids.

May assist with negotiating contracts, contract renewals, and amendments.

May assist in preparing and distributing contracting/procurement reports.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in contract development or evaluation work. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of state procurement and contract management requirements, regulations, and best practices; of negotiating contracts; of developing contracts; of business administration and accounting principles and practices; and of policies and procedures of contract management.

Skill in the use of a computer and applicable software.

Ability to interpret policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements; to write and edit contract requirements and specifications; to communicate effectively; and to negotiate features of a contract.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification as a Certified Texas Contract Manager (CTCM).