Contract Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CONTRACT SPECIALIST I	1976	B16	$37,918 - $58,130
CONTRACT SPECIALIST II	1980	B18	$42,521 - $67,671
CONTRACT SPECIALIST III	1982	B20	$48,158 - $77,477
CONTRACT SPECIALIST IV	1984	B22	$54,614 - $88,703
CONTRACT SPECIALIST V	1986	B24	$62,004 - $101,556

GENERAL DESCRIPTION

Performs contract management work involving developing and evaluating a broad range of contracts.

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.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between entry and journey levels include the degree of independence in performing the work and the complexity of the work and may include the years of related experience, education, and certifications. Employees at the journey levels may*

independently perform the full range of work listed in the examples above or may assist others in that work.

CONTRACT SPECIALIST I: Performs routine (journey-level) contract management work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also assist other staff in performing work of greater complexity.

CONTRACT SPECIALIST II: Performs complex (journey-level) contract management work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may routinely assist other staff in performing work of greater complexity. Employees at this level may facilitate procurement-related events such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scorings.

***Note**: A senior-level employee (levels III-V) may serve in a lead or supervisory role. Senior-level employees may perform the full range of work identified within levels preceding their own and/or may coordinate, evaluate, or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of contracts, and the employee's related experience, education, and certifications. Senior-level employees may work with the largest and/or most complex contracts and may perform contract negotiations of high complexity.*

CONTRACT SPECIALIST III: Performs highly complex (senior-level) contract management work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate the risk assessment process for contract monitoring and planning.
- Coordinate and facilitate some of the more complex procurement-related meetings such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scorings.
- Conduct needs assessments to determine requirements for the purchase of goods or services.
- Negotiate contracts, contract renewals, and amendments.
- Monitor legal and regulatory requirements pertaining to contracting.
- Develop bid evaluation scoring instruments.
- Recommend updates for solicitations, contract boilerplate language, and other contract-related documents.
- Advise internal and external stakeholders on contract administration, policies, and procedures.
- Provide input regarding the cancellation of contracts when deviations occur.
- Prepare specifications for requests for bids.
- Resolve audit exceptions by defining causes of errors and recommending appropriate dispositions

CONTRACT SPECIALIST IV: Performs advanced (senior-level) contract management work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex contract development/management work and may:

- Identify training needs and conduct training.
- Develop solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.
- Perform quality control reviews to ensure compliance with legal and regulatory requirements.

CONTRACT SPECIALIST V: Performs highly advanced (senior-level) contract management work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field and may be responsible for overseeing and performing work on some of the most complex contracts. Employees at this level may:

- Manage procurement-related events such as kick-off and pre-proposal meetings, post-award conferences, team briefings, and evaluation scorings.
- Develop contract administration policies and procedures.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in contract development, management, 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

For all levels

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

- Skill in the use of a computer and applicable software.

- Ability to evaluate contracts and recommend future status; 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 negotiate features of a contract; and to communicate effectively.

Additional for Contract Specialist III - V levels

- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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