AUG 0 - 1987

NEW

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Contract Evaluator/Negotiator

CODE: 66551C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ

FUNCTION: Under general supervision from contract evaluator/negotiator supervisor or other higher-level supervisor, analyzes proposed contracts, evaluates contract provisions, determines appropriateness of contract for intended purposes, determines contracts legal compliance & negotiates contract with providers of goods & services according to established procedures, policies & regulations; PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	38-48	Reviews & analyzes proposed contracts & invoices for accuracy & for adherence to applicable agency, state &/or federal statutes, regulations, rules, policies &/or procedures prior to negotiations, insures that provisions from administrative costs conform to federal guidelines, prepares correspondence for local office &/or inter-office communications regarding changes & adjustments indicated by review & evaluation, negotiates changes, approves contract & prepares legal binding contract for signature.	Knowledge of (1) agency, state &/or federal statutes, rules, policies, regulations &/or procedures governing contracts & negotiations associated with procurement of service programs*, (2) human resource training & development*, (3) manpower planning*, (4) accounting, (5) budgeting, (6) written communication (e.g., English composition & grammar, technical writing, business communication), (7) oral communication (e.g., speech); ability to (8) define problems, collect data, establish fact & draw valid conclusions, (9) calculate fractions, decimals & percentages, (10) write instructions & specifications for contracts, (11) handle sensitive inquiries from & contacts with service providers & general public.

(940)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 courses in accounting that covers budget methods & procedures (or 3 mos. exp.); 1 course in written communication (e.g., English composition & grammar, technical writing, business communication) (or 1 mo. exp.); 100 hrs. training in oral communication (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	27-37	Provides technical assistance to contracted services at all stages of program to insure continuing compliance, develops & assists in development of procedures & forms for systematic review of grant proposal, reviews reports submitted on expenditures, communicates by telephone or makes on-site visits to verify compliance with contract provisions, assists grantee in maintaining fiscal control & ensuring compliance with federal accounting procedures, makes contract budget decisions & reviews, records & processes contractual invoices for payment.	Knowledge of 1*, 4, 5, (12) public relations; ability to 8, 9, 10, 11.
3	10-20	Provides technical assistance to staff members prior to, during & after contract negotiations regarding most effective means of complying with state & federal laws & regulations; prepares reports for use by staff members in maintaining fiscal control over use of funds; provides technical assistance to staff of related units regarding contract implementation, vouchering procedures & computer information analysis; provides summaries & reports of possible misuse of funds under contract arrangements to program compliance & service delivery staff for further investigation; assists in continual review of state & federal laws, regulations & policies affecting contracted services.	Knowledge of 1*, (13) data entry & control* ability to 8, 9, 10, (14) develop good rapport with service providers & program staff personnel.
4	7-13	Assists in development & maintenance of records control systems for contracts, reports & related supporting documentation & cooperates with other units or departments for system implementation; prepares reports for management concerning amendments, cancellations or renewals; assists in training of personnel engaged in entering contract data to computer bank & trains local offices in use & capability of current computer system; assists in preparation of financial reports.	Knowledge of 1*, 12, 13*; ability to 8, 9, 10, 11.

(949)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

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