

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
Contract Evaluator/Negotiator

**SERIES NO.:**  
6655

**MAJOR AGENCIES:** Job & Family Services,  
Mental Retardation/Developmental Disabilities

**EFFECTIVE DATE:**  
03/07/2004

**SERIES PURPOSE:**

The purpose of the contract evaluator/negotiator occupation is to review contracts for compliance to agency &/or government rules, regulations &/or standards & to negotiate changes.

At the lower level, incumbents review & analyze proposed contracts for compliance to agency & government rules, regulations &/or standards.

At the higher level, incumbents supervise staff involved in review & analysis of contracts to ensure compliance with agency & government rules, regulations &/or standards.

**CLASS TITLE:**

Contract Evaluator/Negotiator

**CLASS NUMBER:**

66551

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of contract evaluation & negotiation in order to review & analyze contracts to ensure compliance with applicable laws, rules &/or regulations & to negotiate changes.

**CLASS TITLE:**

Contract Evaluator/Negotiator Supervisor

**CLASS NUMBER:**

66555

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of contract evaluation & negotiation in order to supervise unit of contract evaluator/negotiators in reviewing, analyzing & negotiating contracts.

<b>CLASS TITLE:</b> Contract Evaluator/Negotiator	<b>CLASS NUMBER:</b> 66551	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**

03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Reviews & analyzes proposed contracts & invoices for accuracy & for adherence to applicable agency, state &/or federal statutes, regulations, rules, policies &/or procedures prior to negotiations, ensures that administrative costs conform to federal guidelines, prepares correspondence for local office &/or inter-office communications regarding changes & adjustments indicated by review & evaluation, negotiates changes & prepares legally binding contracts for approval.

Provides program monitoring to ensure continuing compliance; develops & assists in development of procedures & forms for systematic review of grant proposals; reviews reports submitted on expenditures & communicates with program personnel to verify compliance with contract provisions; assists grantees in maintaining fiscal control & ensuring compliance with federal accounting procedures; makes contract budget decisions &/or reviews, records & processes contractual invoices for payment.

Provides technical assistance to staff members prior to, during & after contract negotiations regarding most effective means of complying with state & federal laws & regulations; assists staff in related units regarding contract implementation, vouchering procedures & computer information analysis; writes summaries & reports of possible misuse of funds for further investigation; assists in review of state & federal laws, regulations & policies affecting contracted services.

Assists in development & maintenance of records control systems for contracts, reports & related supporting documentation; prepares reports concerning amendments, cancellations or renewals; assists in training of personnel engaged in entering contract data into computer & trains local offices in use & capability of current computer system; assists in preparation of financial reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of contract evaluation & negotiation\*; agency, state &/or federal statutes, rules, policies, regulations &/or procedures governing contracts & negotiations of applicable program\*; employee training & development\*; fractions, decimals, percentages; budgeting; accounting methods. Ability to define problems, collect data, establish facts & draw valid conclusions; communicate verbally & in writing regarding technical contract & non-technical matters; handle sensitive inquiries from & contacts with service providers & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 courses or 9 mos. exp. in accounting which included budgeting.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.

<b>CLASS TITLE:</b> Contract Evaluator/Negotiator Supervisor	<b>CLASS NUMBER:</b> 66555	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises unit of contract evaluator/negotiators in review, analysis & negotiation of contracts, assigns & reviews work, trains staff, assists staff in resolving problems identified during review process, develops unit procedures to ensure work complies with applicable laws, rules & regulations.

Provides technical assistance to other units &/or service providers to insure correct interpretation of state & federal laws, regulations & policies; reviews & approves design & preparation of forms submitted by subordinates to be used while providing technical assistance during contract negotiations; develops & implements program for monitoring compliance; oversees processing & monitoring of sub-grants; reviews methodologies to ensure compliance with applicable law; coordinates review process with other units; prepares legally binding contracts for approval; reviews & oversees processing of controlling board requests; designs & revises sub-grant/modification agreements to incorporate changes.

Develops contract review process & records control system; reviews staff reports; prepares work instructions; trains staff in appropriate legal & policy changes affecting contracting process.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of contract evaluation & negotiation; agency, state &/or federal statutes, rules, policies, regulations &/or procedures governing contracts & negotiations of applicable program; supervisory principles/techniques\*; employee training & development; fractions, decimals, percentages; budgeting; accounting methods. Ability to define problems, collect data, establish facts & draw valid conclusions; communicate verbally & in writing regarding technical contract & non-technical matters; handle sensitive inquiries from & contacts with service providers & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

6 mos. trg. or 6 mos. exp. in contract evaluation & negotiation; 6 mos. trg. or 6 mos. exp. in agency, state &/or federal statutes, rules, policies, regulations &/or procedures governing contracts & negotiations of applicable program; 3 courses or 9 mos. exp. in accounting which included budgeting; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.