

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

<b><u>CLASSIFICATION SERIES:</u></b> Contract Evaluator/Negotiator	<b><u>SERIES NO.:</u></b> 6655
<b><u>MAJOR AGENCIES:</u></b> Job & Family Services, Developmental Disabilities	<b><u>EFFECTIVE DATE:</u></b> 02/18/2018

**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.

**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.

<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.

