

Contracts, Risk and Performance Administrator

DEPARTMENT:	Administrative Services Department	REPORTS TO:	Director of Administrative Services
TITLE CODE:	8033MR	DATE ESTABLISHED:	01/20/2016
POSITION CODE:	R1603385	ADMINISTRATIVE REVISION:	

Job Summary

Under general direction of the Director of Administrative Services, provides oversight on complex contracting requirements for equipment, services and vendor contracts in accordance with OCERS policies and all applicable legal requirements. Provides effective and ethical leadership in developing and managing a vast array of contracts; assists with development and issuance of Request for Proposals (RFPs) and oversees drafting of standard and non-standard contracts and agreements; creatively and systematically plans, develops, implements and monitors contracts. Performs budgeting and monitoring of expenditures, in accordance with OCERS contract policy and procedures, and applicable county, state, and local laws, ordinances, and guidelines. The Contracts, Risk & Performance Administrator (CRP) coordinates with OCERS departments in the administration of various contracts and works in cooperation with departments through the specification development process and throughout the lifecycle of the contract. The CRP also performs research and recommends to OCERS executives tactics to that minimize operational risks at OCERS. Responsible for developing and maintaining an Operational Risk Management (ORM) framework which identifies, assesses, and coordinates responses and mitigation strategies for operational risks as well as timely and effective communication of the results of these processes. The CRP also coordinates with department managers in the development, assessment and reporting of performance measures.

Distinguishing Characteristics

The CRP Administrator uses a high degree of expertise in all aspects of procurement processes, from initiating solicitation through contract negotiations and awards, as well as administering the contract through its life cycle. The CRP Administrator has working knowledge about the concepts and practices of risk management. The CRP Administrator strategizes and formulates goals consistent with OCERS' business plan and goals, has very good leadership skills, uses effective communication and collaboration at multiple internal and external levels, can provide analysis of data and issues, has problem-solving capabilities, sound judgement and uses public resources efficiently.

Performance Attributes

Include but are not limited to the following:

- ▶ Identification and implementation of contract management and contract administration best practices
- ▶ Leads the development of Requests For Proposal (RFP's) and other procurement processes including the preparation and management of all aspects of soliciting bids/proposals, evaluating the provider responses, and provider selections.

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- ▶ Assists in the preparation of contracts and amendments including scopes of work.
- ▶ Notifies providers of problems and/or areas of noncompliance; works with providers to correct the situation and follows up to ensure corrective action is taken or initiates action to resolve issue.
- ▶ Processes contracts submitted by departments and maintains database of contracts to track for expiration, renewals and conformance to terms and conditions as well as legal requirements.
- ▶ Identifies weaknesses in process and procedures and recommends course of action for process improvement.
- ▶ Performs cost/price analysis on contracts to determine conformance with market conditions and ability of vendor to perform work at provided cost.
- ▶ Moderates meetings to obtain information and/or requirements regarding services to be provided under the contract.
- ▶ Negotiates terms within established levels of authority.
- ▶ Secures approvals for contract terms and pricing
- ▶ Prepares final contract documents for execution
- ▶ Facilitates the review of contracts by all parties and elevates issues as appropriate; conducts independent review of contracts to identify and address administrative and/or implementation issues/concerns
- ▶ Works closely with key stakeholders and legal to discuss/resolve contract-related questions/concerns
- ▶ Advises management of contractual rights and obligations and provides interpretation of terms and conditions under oversight by legal counsel
- ▶ Ensures timely review of contract renewals and expiration dates, ensuring senior management is aware of financial and other implications of pending contract renewals and terminations
- ▶ Manages and leads efforts on cost savings initiatives in line with business objectives
- ▶ Prepares reports, statistics, correspondence, narratives, charts and graphs and presents to Board and other groups as necessary
- ▶ Develops and maintains contract and agreement files; distributes contract documents to interested parties and upon request; develops and prepares reports and documentation; performs special projects as requested
- ▶ Develop and maintain the Operational Risk Management framework that includes identifying risks, evaluating the likelihood and impact of identified risks, developing and coordinating risk mitigation strategies and risk management reporting.
- ▶ Develop the governance structure of a Risk Management Team including the roles and responsibilities of members and departments.
- ▶ Coordinate risk identification and assessments activities including gathering internal and external loss data where applicable.

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- ▶ Build value-adding reports in compliance with OCERS policies and charters that are presented to the Audit Committee and Board of Retirement.
- ▶ Develop awareness of risk management by providing guidance to risk owners on practical risk mitigation actions.
- ▶ Develop, implement and manage performance measurement indicators for each department including coordinating the selection of meaningful performance benchmarks that are consistent with organizational goals and strategic plans, developing methods of measuring performance and the reporting of results.
- ▶ Coordinate the participation in benchmarking studies including the gathering of data from all departments, preparing information for submission and reviewing, analysing and reporting on the results of the study.
- ▶ All other duties as assigned

Minimum Qualifications

Education and/or Experience

Graduation from an accredited university or college with a Bachelor’s Degree in Accounting, Finance, Economics, Business Administration, or closely related field

and

Four years of progressively responsible management experience in procurement and contract management. Previous experience must have included management responsibilities.

or

A combination of education and experience that can clearly determine you meet the minimum qualification as outlined above.

Special Notes, Licenses or Requirements:

- ▶ A valid California class C driver’s license
- ▶ A complete background investigation is required
- ▶ **Highly desirable** – designation as a Certified Professional Contract Manager (CPCM), Certified Public Purchasing Officer (CPPO), Certified Purchasing Manager (CPM), Certified Public Purchasing Officer (C.P.P.O.)

Knowledge/Skills/Abilities

Sample of KSA’s necessary to perform essential duties of the position

Knowledge of

- ▶ Principles, practices and methods used in public agency contracting and contract administration

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- ▶ Federal, state and local laws and regulations governing public sector award and administration of contracts
- ▶ Principles, practices and techniques of drafting, reviewing, revising, complex contracts, as well as contract negotiations and management, and enforcing contract provisions
- ▶ Ethics, principles and practices of professional procurement with an emphasis on conducting Request for Proposals
- ▶ Establishing and monitoring appropriate contract negotiation methods and techniques
- ▶ Principles, practices and techniques of developing, implementing and maintaining risk management programs
- ▶ Analyzing, monitoring and developing strategies that mitigate the risks that an entity faces
- ▶ Benchmarking and performance measurements

Skills/Ability to

- ▶ Identify and resolve issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies
- ▶ Commit to action and make decisions that reflect sound judgement and analysis
- ▶ Ensure accurate tracking and recordkeeping regarding the fulfilment of contractual obligations
- ▶ Work independently and manage time wisely and effectively, meet departmental and project goals and deadlines by prioritizing workload and projects; plan, organize, and actively manage meetings for maximum productivity
- ▶ Interact professionally with various levels of management within OCERS and with external customers and vendors
- ▶ Present complex materials clearly, concisely and logically
- ▶ Produce well-written procurement materials notices, memos and contract summaries
- ▶ Perform at an intermediate level when using Word, Excel and PowerPoint required

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS

Physical and Mental Requirements

- ▶ Speak and hear well enough to communicate in English clearly and understandably in person, over the telephone, and in small groups
- ▶ Vision sufficient to read fine print and a computer monitor
- ▶ Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, write and use a calculator

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- ▶ Mental stamina to interact professionally with members of the Board of Retirement, Plan Sponsors, peers and members
- ▶ Independent body mobility, agility, and stamina to stand, walk, stoop, bend, and twist, to access a standard office environment
- ▶ Ability to sit for prolonged periods of time
- ▶ Body strength sufficient to lift up to 15 pounds and carry files

Environmental Conditions

- ▶ The primary work place is in an office environment, working with standard office equipment
- ▶ Peripheral office equipment generates to a quiet moderate noise level
- ▶ Operates in an environment that includes elected officials, non-elected officials, government agencies, community interest groups and the general public in the development and coordination of OCERS affairs
- ▶ Out of area travel may be required to attend professional conferences and meetings

Acknowledgement

By signing below, I acknowledge that I have reviewed and discussed the contents, requirements, and expectations included in this job description with my supervisor and a copy has been provided to me.

Employee Signature

Date

Supervisor Signature

Date

Reviewer Signature

Date