



Contract Technician II

Salary Group: A11

Class Code: 1972

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CONTRACT TECHNICIAN I	1970	A09	\$23,781 - \$34,859
CONTRACT TECHNICIAN II	1972	A11	\$26,332 - \$41,355
CONTRACT TECHNICIAN III	1974	A13	\$29,439 - \$46,388

GENERAL DESCRIPTION

Performs routine (journey-level) contract assistance and review work. Work involves preparing and reviewing contract material, verifying billings for fiscal accuracy and completeness, and preparing reports on contract development and management. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides assistance in the development and preparation of contracts and amendments.

Provides assistance to contract agency staff on eligibility, policy, documentation, and billing procedures.

Provides contract agencies with changes in eligibility criteria and forms.

Reviews contracts and related amendments and verifies that contract data meets legal and fiscal requirements.

Reviews contract agency error reports and provides corrective action training.

Reviews contract plan changes, amendments, and renewals to ensure correctness and adherence to procedural requirements.

Maintains expenditure ledgers and statistical information on each contract agency and prepares status reports.

Maintains contract file information and/or enters contract data into contract management database.

Visits contract agencies to review the completeness of eligibility documentation, fee policies, and attendance records to ensure compliance with eligibility policies and procedures.

Prepares reports to contract agencies reflecting the findings of eligibility reviews.

Gathers and reviews statistical information and compiles reports and charts reflecting the status of the contract activity.

Assists contract agencies in resolving billing problems.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in contract review or procurement work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of office practices and administrative procedures, and of contract management policies and procedures.

Skill in the use of a computer and applicable software.

Ability to collect, analyze, and interpret technical information; to make arithmetical computations and tabulations; to identify problems and plan corrective actions; to prepare and submit reports; to derive information from observations and interviews; to understand and follow instructions; to gather specific data from documentation systems; and to communicate effectively.