CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT

PARF #46-9-102

CLASSIFICATION TITLE Staff Services Manager III	**OFFICE/BRANCH** Administration/Contract Administration	**LOCATION** Sacramento
WORKING TITLE Contract Administration Manager	**POSITION NUMBER** 311-001-4802-xxx	**EFFECTIVE** 05/10/2019

GENERAL STATEMENT:

Under the general direction of the Chief of Contract Administration, the incumbent plans, organizes and directs the California High-Speed Rail Authority's (Authority) contract management processes and oversees the development and implementation of the multi-media program of the Authority. The Contract Administration Manager is responsible for managing the activities and staff within the Contract Administration Branch (CAB), this includes overseeing the Multi-Media Section. The CAB is responsible for developing contract management policies, procedures, job aides, and training to the Authority's contract managers and supervisors, as well as perform contract management assessment. The Multi-Media Section is responsible for the development and implementation of a program for the Authority that will inform the public as it carries out the mission of planning, designing, building and operating the high-speed rail system in California. The Contract Administration Manager is responsible for ensuring the successful implementation of the CAB contract management and multi-media practices throughout the department.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

35% (E) Directs and manages staff to develop and implement contract management governance with the goal to standardize contract management throughout the Authority and its hundreds of service contracts. The Contract Administration Manager will provide guidance and support to the Authority's contract managers through the following:

- Developing and maintaining contract management policies, procedures, templates and job-aides; standardizing contract management forms such as Notice to Proceed, Task Orders, Change Orders, and correspondence etc.
- Defining roles and responsibilities on contract management.
- Standardizing document management structure in contract filing system.
- Tracking, reporting and updating of contract information, status and variances.
- Practicing lessons learned and continuous improvement.
- Providing contract and task management training.
- Facilitating the routine contract management discussion meetings.
- Developing and maintaining the structure for contractor performance evaluations.
- Conducting routine assessments of contract management and processes; providing the guidance of guidance on findings including non-compliant findings.
- Continuous evaluation of CAB practices and procedures to ensure standardization, consistency, and compliance with all laws, regulations, policies, and directives.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814.

- Identifying, documenting, reporting and updating policies, procedures and processes.
- Providing the guidance and assistance to contract managers via CAB contract help desk.
- Standardizing the performance requirement of contract management.

30% (E) Directs and manages staff to develop information collection tools, identifies best practices for compiling, tracking, and validating contract performance measurements and results. Directs and facilitates the evaluation process to assess the CAB's progress toward specific goals, strategies, and efficiency measurements.

Partners with the offices of Legal, Procurement & Contracts, Budgets, and Audits in the Authority to refine contract management practices and policy.

20% (E) Oversees the Multi-Media Section that is responsible for the development and implementation of a multimedia program for the Authority. Ensures that the development of strategies and approaches for use in marketing the Authority and the project to the public, potential partners, governmental officials and media are completed within appropriate guidelines and regulations.

Ensures that policies and procedures for the Multi-Media Section are developed and updated timely.

10% (E) Serves as a subject advisor to the Authority and provides recommendations regarding the Authority's contract management processes to the executive team.

Directs and manages staff that perform special assignments and projects required or requested by executive staff; evaluates CAB accomplishments; evaluates training need requirements and various related duties.

5% (E) Acting for Chief of Contract Administration during the absence.

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as contract, budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's EEO objectives.

DESIRABLE QUALIFICATIONS:

- Experience in interpreting and applying laws, rules and policies in the public sector.
- Experience working on large and complex projects.
- Excellent leadership skills.
- Significant experience in contract management.
- Working proficiency in Microsoft Word, Outlook and Excel.
- Ability to communicate clearly and accurately with staff at all levels.
- Strong organizational skills and ability to be detail oriented.
- Ability to work well with a team or independently.
- Ability to exercise good judgment, tact, and discretion.

SUPERVISION EXERCISED OVER OTHERS:

This position will supervise a team comprised of various contracted staff.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors may have a significant impact on the internal and external operations of the Authority. The incumbent should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties. Able to maintain confidentiality of sensitive personnel related work.

SPECAL PERSONAL REQUIREMENTS:

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

WORK ENVIRONMENT:

While at their base of operation, employee will work in a climate-controlled office under artificial light. Employee may be required to sit for long periods of time using a keyboard and video display terminal. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814.

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor_____

Signature:	Date:

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, please call the EEO Officer at (916) 324-1541, email at eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, at 770 L Street, Suite 620, Sacramento, CA 95814.