Position Number: CLA14-106

**POSITION DESCRIPTION**

Under the supervision of the Director, Contract, Procurement and Risk Management Services, the Contract / Risk Management Technician II performs a wide variety of technical and administrative duties related to the District's contract, risk management and property and casualty insurance program activities. Reviews, researches, analyzes, and interprets contract language between the Santa Clarita Community College District and 3rd party providers of goods and services. Reviews, checks and enters vendor forms, enters purchase orders, and performs buying assignments of moderate complexity in accordance with the District's purchasing policies and the laws, codes and regulations of the State of California during busy periods of the year. Applies sound business communication and risk management practices in the development and analysis of contracts, insurance programs and related claims. Performs other related duties requiring a high degree of judgment and discernment in handling sensitive and confidential matters, as assigned.

**ESSENTIAL DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in the development and/or revision of business contracts that support District programs, operations, partnerships, grants, etc.
2. Reviews contracts for content, accuracy, completeness and compliance with applicable rules, regulations, policies and procedures. Meets with District staff to gather information required for the development of contracts.
3. Develops and maintains a contract master tracking system. Reviews and modifies contract information in the District's information management system for payment processing. Forwards completed contracts to accounts payable for payment processing. Tracks existing contract expiration or termination dates and provides timely notices to appropriate departments and staff. Assists in contract renewal process.
4. Assists departments with contract language development, the contract process, procedures, and other issues. Notifies contract initiators of contract renewal dates and tracks contract progress through to completion, including board approval and processing of signatures for final execution.
5. Works with attorneys and 3rd party insurance administrator to review indemnity language in District contracts. Works with new vendors to establish clearly defined scope of services and to obtain required documentation.
6. Prepares board agenda items for the Contract, Procurement & Risk Management Department. Provides pertinent information and background documentation as needed, including final contracts or compiled information on bid outcomes.
7. Coordinates and assists with procedures established to prevent or minimize loss of property and/ or assets. Makes recommendations for designing systems and procedures to prevent or minimize loss of property or assets, including storage and disposal of hazardous waste materials. Provides technical assistance in property and liability insurance and property management.
8. Reviews, analyzes, and processes insurance claims relating to the District’s self-insurance coverage. Ensures compliance with all property and liability insurance and property management program requirements. Analyzes and coordinates claims with the District's 3rd party insurance carrier.

This position is a high priority for our district for the 2014-15 year, and is contingent upon continued available district and state funding.
9. Tracks and summarizes property and loss incident reports for monthly management reports and annual audit. Reports regularly to key individuals to facilitate timely incident resolutions.

10. Issues waivers and certificates of insurance for field trips or other off-campus activities. Obtains certificates of insurance from outside parties utilizing district facilities.

11. Works with Human Resources in the coordination of systems, written policies, and procedures to prevent or minimize loss from employee casualties, including review of OSHA compliance.

12. Serves as liaison with attorneys and 3rd party insurance administrator on contracts and claims including property and casualty loss and public liability to resolve legal, regulatory and insurance issues that arise during contract negotiations and claims management.

13. Assists with District insurance renewals, including specialty policies for coverage for specific areas such as the Art Gallery, Performing Arts Center, and construction in progress.

14. Coordinates with various departments to complete annual questionnaire for insurance renewal.

15. Creates and maintains a variety of databases for contract and risk management services. Performs data entry to enter information. Creates and maintains a variety of files, records, and reports. Ensures files, records, and reports are complete and up-to-date. Compiles and reports weekly contract status and monthly statistics.

16. Completes requisitions by selecting vendor, setting the proper price and studying the terms and other buying considerations and then generates a computerized purchase order.

17. Evaluates and recommends improved and/or less costly services, materials and/or supplies. Resolves problems with suppliers and discrepancies in orders as appropriate.

18. Advises departments and divisions of any changes in price or procedure and of restrictions on materials, which would prohibit purchase. Keeps department and divisions advised of lead-time required on critical items.

19. Assists Senior Buyer with furniture installations and with the preparation of bids/request for proposal documents, including research of potential vendors, language development/ modifications, sample contracts, as well as other related bid documents.

20. Composes a variety of correspondence independently, or as requested by the Director. Performs routine clerical tasks such as copying documents, filing, answering telephones, screening calls and appointments, picking up and distributing incoming and outgoing mail, and greeting office visitors.

21. Responds to inquiries from office visitors and/or telephone callers. Communicates information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.

22. Maintains discretion and confidentiality in all contracts, agreements, litigation, and property and liability claims.

23. Assists Director, Senior Buyer, and Buyer with special projects, as directed.

24. Maintains knowledge of and ensures compliance with a variety of laws, codes, regulations and restrictions related to the procurement of goods and services for the District.

25. Performs other related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES**

*Position requires knowledge of:*

- Microsoft Office Suite software (Access, Word, Excel, and PowerPoint), office organization and other related skill areas.
- Sound business communication and risk management/claims administration practices.
- Practices, methods and procedures of public agency contracting.
- Basic principles, practices and techniques of drafting contracts and agreements and standard contract language.
- Administrative practices and procedures, including record keeping and filing practices and procedures.
- Modern office procedures, methods and equipment, including receptionist and telephone techniques.
- Principles of business letter writing and basic report preparation.
- Basic research techniques, methods and procedures.
- Basic mathematical principles.
- English usage, spelling, grammar, punctuation, and vocabulary.
- Pertinent Federal, State and local codes, laws and regulations.
- District organization, operations, policies, and objectives desirable.

*Position requires ability to:*

- Learn, interpret, and apply related laws, regulations, guidelines, policies, and procedures; develop and implement related policies and procedures.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Prepare clear, complete and concise documents, forms and reports.
- Effectively analyze and interpret data and monitor contractual agreements and insurance policy matters.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services.
- Establish and maintain comprehensive and accurate files and records; prepare concise and complete reports as required.
- Maintain confidentiality when dealing with sensitive and privileged material and information.
- Take responsibility and use professional judgment based on established guidelines and procedures.
- Work independently with little supervision.
- Assume responsibility for routine clerical detail.
• Prioritize workload and conflicting demands in order to meet schedules and time lines.
• Perform research on potential products or services and make appropriate recommendations.
• Type with speed and accuracy using District computer information system, word processing, spreadsheet, database, and other business-related software; make arithmetical calculations in like manner.
• Communicate effectively both orally and in writing with a variety of people at all organizational levels in an academic environment.
• Understand and carry out oral and written directions.
• Establish and maintain cooperative working relationships with faculty, staff, students, community, and others connected in the performance of duties.
• Adapt to changing procedural requirements.
• Demonstrate excellent customer service skills and ability to multi-task in a high stress, team-oriented environment.
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff and community.

MINIMUM REQUIREMENTS
Experience: Three (3) years of full-time equivalent contract management work experience which includes experience developing, analyzing, reviewing and revising contracts and/or other legal/technical documents. Position requires proficient use of MS Office Suite software applications (Word, Excel, and Outlook).

Education: Education equivalent to an Associate’s degree (60 semester units) from an accredited college or university is required. Two (2) years of direct buyer experience in addition to that identified above may be substituted for each year (30 semester units) of college.

Desirable Qualifications:
• Associate’s degree or higher.
• Experience in risk management, basic purchasing principles, insurance, and/or loss control.
• Previous experience working in an educational institution.
• Knowledge of an administrative computer information management system (preferably Datatel).

SALARY PLACEMENT
Salary placement will be on Range 32 of Classified Represented Salary Schedule B ($1,947.03 - $3,044.28 per month as pro-rated for a 47.5% position). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($1,947.03/$2,065.30/$2,182.63 as pro-rated for a 47.5% position) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at step 8 before moving to step 9; three years at step 9 before moving to step 10; and four years at step 10 before moving to step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 19 hours. Paid holiday, discretionary, vacation and sick time are provided and will be pro-rated based on hours worked. A regular work schedule will be assigned, with the ability to work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

PHYSICAL CHARACTERISTICS
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to life, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; intermittent exposure to impatient, angry and/or verbally aggressive individuals; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS
This is a part-time position working 19 hours per week and is not eligible for District paid health and welfare benefits. Professional development opportunities are provided to all employees. Educational incentives are available to eligible Classified Represented and Confidential employees.

RETIREMENT: This position is not eligible for PERS retirement plan unless hours exceed 1,000 in a fiscal year.
CONDITIONS OF EMPLOYMENT
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
Board of Trustees approval.
Official transcripts must be submitted upon offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.
Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District. College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online at www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- District CLASSIFIED Application.
- Detailed resume, which includes month/year dates of employment and descriptions of responsibilities at each employer.
- Letter of interest (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement.
- Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. Submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- Supplemental Questionnaire. Please answer the following questions as part of your application packet.

1. Do you possess education equivalent to an Associate of Arts degree (60 semester units) from an accredited institution to meet the minimum qualifications? (yes/no) Please provide legible copies of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
2. Please describe your experience working in contract management which includes experience developing, analyzing, reviewing and revising contracts and/or other legal/technical documents. Please include employer names(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities and how those responsibilities have increased with each position. Please provide your total years of full-time equivalent experience in this field.
3. Please describe your experience working with MS Office Suite software (Word/Excel/Outlook). Provide your level of proficiency and examples of how you have used each of them in the workplace.
4. Please describe your knowledge and experience working with an administrative computer information management system (i.e. Datatel).
5. Why are you interested in working in this position as a part-time staff member at College of the Canyons?

- Letters of Reference are optional.
- Confidential Recruitment Source Sheet (optional).

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources Office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.

Applicants are encouraged to apply online. If you need assistance with the application process, please contact:

Human Resources Office
(661) 362-3427 • TTY/TDD (661) 362-5178
or visit our website at www.canyons.edu/Offices/HumanResources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews the week of February 23, 2015 and conduct final interviews the week of March 2, 2015. This is an estimated timeline, and is subject to change. The College is closed during the winter break from December 24, 2014 through January 1, 2015 and will re-open on January 2, 2015.

Position is offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

COLLEGE OF THE CANYONS
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu