



Job Analysis

Job Title: Contract Administrator **Worker:** _____
DOT Number: 162.117-014 **Claim Number:** _____
Employer: Port of Seattle – CPO Construction **Employer Phone #:** 206-787-5739
Employer Contact: Sofia Mayo **Date of Analysis:** June 24, 2014

Job of Injury New Job 4 10-hour shifts OR 8 Hours Per Day 5 Days Per Week

Job Description, Essential Functions, Tasks and Skills

The Port of Seattle (POS) is a municipal corporation created on September 5, 1911 by the voters of King County. The Port of Seattle is divided into operating divisions, plus other departments that support the divisions and the broad mission of the Port:

- 1) Aviation Division
- 2) Capital Development Division
- 3) Corporate Division
- 4) Real Estate Division
- 5) Seaport Division



This job analysis is for Senior Contract Administrator within Central Procurement Office (CPO) Construction of the Capital Development Division. Leads established processes within Contract Services for Major Public Works construction projects, as required by the Port of Seattle, under the direction of the Manager, Contract Services. Individuals in this position act as the link between design teams, contractors, other Port departments, and outside agencies to ensure contracts are being completed as defined, and contractors are complying with statutory requirements and the Port’s policies and procedures.

Primary Tasks

- Manages procurement contract process for routine construction contracts from inception to closing.
- Works and exercises independent judgment with some management oversight and supervision.
- Manages procurement schedule.
- Organizes and facilitates meetings, addressing internal and external questions and concerns.
- Works closely with requesting department representative, coordinates and drafts addenda.
- Problem solves complex major public works construction procurement and compliance issues.
- Addresses bid protests and present recommendations to management.
- Advises clients on public works procurement requirements and strategizes to facilitate and expedite the public works construction procurement process.
- Develops and prepares complex bid documents including bid evaluation criteria, bidder responsibility measures, drafting contract terms related to federal provisions, supplemental contract terms and conditions, and requirements related to special procurement and contract needs.
- Leads procurement planning, establishing and managing milestones and related procurement schedule. Advises on procurement objectives and assists in preparing of the technical specifications, division 0 & 1.
- Develops procurement objective in terms of completion, price and constructs contract vehicle including pricing arrangements, special conditions, and appropriate evaluation or responsibility criteria.
- Prepares solicitation documents, performs detailed analyses of all elements of cost in the bids /proposals, makes competitive range determinations, evaluates bid irregularities and makes selection decision.
- Conducts pre-proposal conferences with prospective contractors to arrive --- are clear understanding of what is required. Issues necessary addenda to clarify questions concerning topics as specification changes, language ambiguities and clarification to contract clauses. Awards contract, and plans and conducts post-award debriefings.
- Performs contract administration. Responsibilities may include preparation of rate and cost adjustments,



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review and correction of invoicing, ensuring compliance with prevailing wage requirement and other legal requirements, preparing, review and approval of change orders, answers questions on contract interpretation and provides advice on contract issues such as non-compliance with contract requirements.

- Reviews for and provides advice on compliance with Port resolutions, policies and procedures and legal requirements.
- Involved in any termination of contract for default or convenience.
- Reviews and provides advice to guard against unauthorized charges, alterations in the contract provisions, and performance of work prior to contract authorization.
- Determines allowability of costs on invoices.
- Meets with external and internal auditors to review and walk through contract files.
- Provides technical and professional consultation on basic contract services issues and procedures to Port division manager, project leaders, and project manager.
- Markets contract services group expertise to Seaport and Aviation divisions, other Port departments or sections and external entities.
- Supports and participates in community outreach actions such as contractor and consultant forums and workshops.

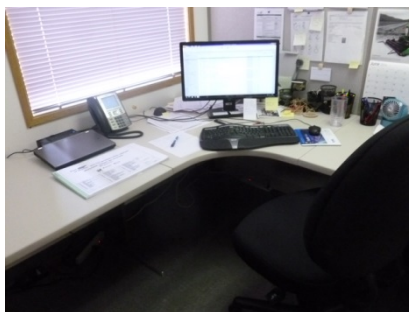
Skills and Abilities

- Knowledge of contracting procedures, types and methods, including formal advertising, negotiation, cost contracting and use of special provisions.
- Knowledge of negotiation techniques and skills in devising negotiation strategies to deal with contractors in resolving such problems as reducing costs, adjusting delivery schedules and negotiating.
- Knowledge of procurement process and the activities procurement needs for application to small and disadvantaged business opportunities including advising the business community of opportunities with the organization, and reviewing procurement and contract requirements to satisfy small and disadvantaged business program objectives.
- Knowledge of procurement statutes, executive orders, policies and regulations to write activity operating procedures implementing procurement policy, to interpret procurement regulations and policies for internal customers, and to identify and analyze procurement issues and their impact on procedures.
- Knowledge of contract administration to monitor a group of contracts, such as fixed-price with redetermination provisions, costs reimbursement, or contracts with incentive provisions.
- May have knowledge of a specialized procurement function, and general knowledge of pre-award and post-award practices to conduct studies of problem areas and assist in the development of standard methods and operation procedures.
- Knowledge of project management skills and knowledge of negotiation and project management techniques to serve as team leader over managers, engineers, auditor, accountants, project controls, industrial specialists, and scientists in the negotiation and resolution of significant procurement and contractual actions.
- Knowledge of laws and procedures related to Washington State prevailing wage rules, federal Davis-Bacon, Equal Employment opportunity requirements and reporting, and Apprenticeship programs.
- Knowledge of field monitoring and complaint investigation skills.
- Critical thinking and analysis skills.
- Ability to work in a manner consistent with high ethical standards.

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Machinery, Tools, Equipment, Personal Protective Equipment

Windows-based computers, software including Microsoft Office, PeopleSoft, Contractor Data System, and Internet Explorer, network printers, large drawing plotters, multi-line telephone, 10-key calculator, office supplies, copier, 3-hole punch, fax, lateral files, hard hat, safety glasses, safety vest, life jacket



Education / Training

- Bachelor's degree.
- 3-5 years of experience with sealed public bid works and / or negotiated construction procurements.
- Change order negotiation and auditing.
- Contract administration of public works construction projects.
- 5-7 years of experience working with procurement processes involving contract requirements.
- Preferred experience developing public works construction documents.
- Preferred experience reviewing statements of scope of work, measurement and payment of the work, design specifications, content and cross-referencing, professional licensing requirement of designers with respect to construction drawing reviews.
- Preferred experience responding to construction procurements and administering construction projects.

Per the Dictionary of Occupational Titles (DOT)

162.117-014, Contract Administrator

Specific Vocational Preparation (SVP)

8 (over 4 years up to and including 10 years)



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COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

| | |
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| Frequency Definitions | |
| Continuously = Occurs 66-100% of the time | |
| Frequently = Occurs 33-66% of the time | |
| Occasionally = Occurs 1-33% of the time | |
| Rarely = May occur less than 1% of the time | |
| Never = Does not ever occur | |
| Comprehension | |
| Articulating and comprehending information in conversations. | Continuously |
| Reading, comprehending, and using written materials. | Continuously |
| Understanding and solving problems involving math and using the results. | Frequently |
| Using technology/instruments/tools & information systems. | Continuously |
| Working with two and three dimensional formats. | Frequently |
| Remembering | |
| Remembering spoken instructions. | Continuously |
| Remembering written instructions. | Continuously |
| Remembering visual information. | Continuously |
| Recalling information incidental to task at hand. | Continuously |
| Memorizing facts or sequences. | Continuously |
| Remembering simple instructions. | Continuously |
| Remembering detailed instructions. | Continuously |
| Learning | |
| Effectively learning and mastering information from classroom training. | Continuously |
| Effectively learning and mastering information from on-the-job training. | Continuously |
| Learning from past directions, observations, and/or mistakes. | Continuously |
| Using common sense in routine decision making. | Continuously |
| Recognizing and anticipating potential hazards and taking precautions. | Continuously |
| Thinking critically and making sound decisions. | Continuously |
| Integrating ideas and data for complex decisions. | Continuously |
| Determining and following precise sequences. | Continuously |
| Coordinating and compiling data and information. | Continuously |
| Analyzing, synthesizing data and information. | Continuously |
| Tasking and Planning | |
| Performing repetitive or short-cycle work. | Rarely |
| Working under specific instructions (following SOP's) | Continuously |
| Completing complex tasks. | Continuously |
| Directing, controlling, or planning for others as necessary for basic tasks. | Frequently |
| Directing, controlling, or planning for others as necessary for complex tasks. | Occasionally |
| Multi-tasking. | Continuously |
| Planning, prioritizing, and structuring daily activities. | Continuously |
| Use Appropriate Behavior for Professional Work Environment | |
| Receiving criticism and accepting limits appropriately. | Occasionally |
| Maintaining emotional control and organization under increased stress. | Continuously |



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| Maintaining socially appropriate affect, temperament, and behavior. | Continuously |
| Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome. | Continuously |
| Working independently and/or unsupervised. | Continuously |
| Adapting to frequent interruptions, changes in priorities, or changes in work location. | Continuously |
| Responding effectively to emergency situations. | Continuously |

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|---|------------|
| Frequency Designations | |
| Required | |
| Beneficial | |
| Not Necessary | |
| Maintaining Attendance and An Assigned Work Schedule | |
| Maintaining predictable and reliable attendance each work shift. | Required |
| Being punctual. | Required |
| Taking rest periods at set times or only at times determined by breaks in job responsibilities. | Beneficial |
| Adjusting to a flexible schedule of work days and or shift. | Required |

PHYSICAL DEMANDS

| | | | | | |
|--|------------------------------------|--|---------------------------------|--------------------------------|-------------------------------------|
| <p>Constant: Constant (Over 70% of the time) Frequent: Frequent (30%-70% of the time) Occasional: Occasional (10-30% of the time) Seldom: Seldom (1-10% of the time) WNL: Within Normal Limits (talking, hearing, etc.) N/A: Not Applicable</p> | | | | | |
| STRENGTH: | <input type="checkbox"/> Sedentary | <input checked="" type="checkbox"/> Light | <input type="checkbox"/> Medium | <input type="checkbox"/> Heavy | <input type="checkbox"/> Very Heavy |
| Action | Frequency | Comments | | | |
| Sitting | F | Driving a vehicle, working at a computer, processing paperwork, talking on the phone, participating in meetings. | | | |
| Standing | S | Retrieve files or binders, make copies, pick up printouts, talk with others, monitor job sites. | | | |
| Walking | S-O | May access any Port owned property including Immediate work area, adjacent offices, remote Port and Airport offices, job sites. May walk to gather files and supplies, make copies, deliver items to other departments, and during site visits, which may be over uneven terrain, in construction area,. | | | |
| Lifting (up to 10 pounds) | F | Sets of plans (generally 10-15#, up to 100#), documents including bids, contract books, small plan sets, contract files, phone, binders, notebook, office supplies, ream of paper. | | | |



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| Lifting (11 to 25 pounds) | S | Sets of plans, multiple paper reams, box of documents |
| Lifting (26 to 50 pounds) | S | Larger sets of plans (10-100#), box of documents for off-site storage (up to 35#) |
| Lifting (50 to 75 pounds) | N | n/a |
| Lifting (75 to 100 pounds) | N | n/a |
| Carrying (up to 10 pounds) | F | Documents including bids, contract books, small sets of plans, contract files, bindings and notebooks, supplies, single ream of copy paper. |
| Carrying (11 to 25 pounds) | S | Sets of plans including bids, contract books, small sets of plans, contract files, bindings and notebooks, supplies. |
| Carrying (26 to 50 pounds) | S | Large sets of plans |
| Carrying (50 to 75 pounds) | N | n/a |
| Carrying (75 to 100 pounds) | N | n/a |
| Pushing/Pulling (negligible to <10 force pounds) | O | Vehicle doors, file drawers. |
| Climbing Stairs | S | Primary work area has stairs or ramp to enter building. Site visits and training areas may also have stairs. |
| Climbing Ladders | S | May climb stairs, ladders or stationary vertical ladders to access towers and roof tops. |
| Working at Heights/Balancing | S | May climb stairs, ladders or stationary vertical ladders to access towers and roof tops. |
| Bending at Waist | O | Gathering supplies or things from desk. |
| Bending Neck | F | Driving, data entry, processing paperwork, making copies, sending copies, gathering supplies. |
| Reaching (up to shoulder level) | F | Pick items from desk, dialing phone, gathering files, equipment and folders, computer data entry. |
| Reaching (over shoulder level) | S | Retrieve items from upper shelf. |
| Stooping | N | n/a |
| Kneeling/Squatting | N | n/a |
| Crawling | N | n/a |
| Repetitive Motion | F | n/a |
| Twisting at Waist | S | Reaching for items on desk or in drawers. |
| Handling/Grasping | C | 50% pinch grasp; 50% whole hand grasp |
| Fine Finger Manipulation | F | Keyboarding, data entry, 10-key, writing, processing paperwork, using office equipment, using phone |
| Keyboarding | F-C | Gather and/or enter data into computer contractor tracking system, obtaining plan drawings for review. |
| Driving | O-F | Project sites, training and meetings throughout Port owned properties. May drive Port SUV or personal vehicle. |
| Foot Controls | S | Driving Port vehicles. |
| Talking | F | Communicate with coworkers, supervisors, and internal customers. |
| Hearing | F | Communicate with supervisors, coworkers, and internal customers. |
| Seeing | C | Monitor work area, read drawings and reports, driving. |
| Writing | O | Notes |



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| Normal Job Site Hazards | S-O | 85% inside office, 15% traveling to pre-bid meetings, construction sites, contractor offices, satellite offices. Working outside may expose worker to moving vehicles, pedestrians, construction equipment, unfinished buildings, dust, mud, or noise. |
| Expected Environmental Conditions | - | Work is performed primarily in office setting in temperature controlled building. |

The above job analysis represents the requirements of a specific job based on personal observations, discussions with employer representatives, and/or workers. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective quantifiable data. For this reason, a "best estimate" may have been used when reporting physical demand frequencies.

| | | |
|---|---|-----------------------------|
| Analysis was done on the job site? | <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |
| Job Analysis Reviewed By | Sofia Mayo | |
| Date | June 24, 2014 | |
| Completed by Vocational Provider | Nicki Gorski VRC CDMS | |
| Signature of Vocational Provider | <i>Nicki Gorski</i> | |



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| FOR PHYSICIAN'S/EVALUATOR'S USE ONLY | |
|--------------------------------------|---|
| <input type="checkbox"/> | The injured worker can perform the physical activities described in the job analysis and can return to work on _____. |
| <input type="checkbox"/> | The injured worker can perform the physical activities described in the job analysis on a part-time basis for _____ hours per day. The worker can be expected to progress to regular duties in _____ weeks/months. |
| <input type="checkbox"/> | The injured worker can perform the described job, but only with the modifications/ restrictions in the attached report and/or listed below. These modifications/restrictions are (check one): <input type="checkbox"/> Temporary for _____ weeks _____ months <input type="checkbox"/> Permanent |
| <input type="checkbox"/> | The injured worker cannot perform the physical activities described in the job analysis based on the physical limitations in the attached report and/or listed below. These limitations are (check one): <input type="checkbox"/> Temporary for _____ weeks _____ months <input type="checkbox"/> Permanent |

COMMENTS

Physician's/Evaluator's Name (*printed*) _____

Physician's/Evaluator's Signature _____

Date _____

PLEASE RETURN COMPLETED FORM VIA FACSIMILE TO:
Port of Seattle Health and Safety Department at (206) 787-3406