



Job Analysis

Job Title: Senior 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 all aspects of the procurement contract process for complex construction projects from inception to closing.
- Works and exercises independent judgment with nominal direct supervision, and works as point of contact when Contract Administration Manager is unavailable.
- Responsible for highly specialized procurements of significant importance and risk to the Port.
- 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.
- Develops and implements new public works procurement and contract methods for high profile, unique, and politically sensitive projects.
- Advises clients on public works procurement requirements and strategizes to facilitate and expedite the process such as GCCM, Design Build, Best Value and other alternative procurement methods.
- Provides advice and assistance to staff within CPO related to public works construction contract procurement, administration and compliance.
- Makes presentations to contractor community, interest groups, state and federal agencies.
- Performs acquisition planning, representing CPO.
- Explores new or innovative contracting approaches to arrive at equitable and competitive contract arrangements.
- Performs quality assurance and quality control reviews of Contract Administrators. Performs internal compliance reviews.
- Meets regularly with customers and management providing updates on procurement activities,



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suggestions and advice.

- Provides technical and professional consultation on complicated contract services issues and procedures to Port managers, project leaders and project managers.
- Markets contract services group expertise to Seaport and Aviation Divisions, other Port departments and sections and external entities.
- Develops community outreach programs and handouts.

Skills and Abilities

- Knowledge of a variety of uses of special provisions and incentives, unique regulatory requirements pertinent to diverse procurement.
- Knowledge of market conditions and parties interested in and capable of performing a specific contract, including those where a limited number of sources are available, sufficient to identify potential contractors and to evaluate bids or proposals for responsiveness.
- Knowledge of contract administration sufficient to monitor contracts that extends over several years. The contract require monitoring the performance of the prime contractor and a large number of subcontractors, negotiating forward pricing rates and claims, complex changes, and terminations and/or contract close outs.
- Knowledge of contract price and cost analysis techniques sufficient to develop complex contractual pricing arrangements and incentive such as devising multiple incentives requiring the use of sophisticated contracting techniques, economic price adjustment clauses that identify the basis for adjusting certain labor or material costs where price cannot be reasonably predicted at the time of contract negotiation, and developing new billing methodologies related to individual rate, job classification, or categories.
- Knowledge and skill to manage all contractual aspects of a major program involving coordination of a number of contracts. This requires long-range procurement planning, a thorough knowledge of program objective, scheduling, and interrelationships with other programs or projects, and skills in interpreting policies to solve unprecedented problems.
- Knowledge and skill to procure systems where little or no contractual precedent exists to serve as guidance in developing or modifying procurement strategies or pricing structures.
- Mastery of contracting methods and contract types to plan and carry out long-term pre-award and or post award procurement action, including non-traditional delivery methods such as General Contractor / Construction Manager, Design Build, and best value.
- Knowledge of post award procedures to administer complex service contracts which require day-to-day negotiations of significant contract changes, monitoring numerous special provisions, coordinating extensive subcontracting involvement, and observing rigid time frames.
- Knowledge of contract termination procedures to review and analyze settlement proposals, audit reports, technical evaluations, and subcontractor claims, to recommend or determine allowable costs, project to be allowed, and similar issues; and to negotiate settlements with contractors.
- Knowledge of negotiation techniques and technical requirements to procure complex and or diversified supplies, services, construction, or research and development such as design services in connection with assembling, installing, testing, modifying or servicing specialized equipment, or architectural and engineering services to design major buildings, structures, facilities or projects.
- Knowledge of the principals of acquisition planning to develop and implement a plan to procure multiyear program or systems involving successive program strategies.
- Knowledge and understanding of the different rules and procurement theory related to public works,

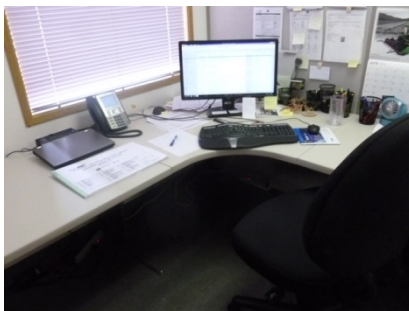
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consulting services, and goods and services.

- Knowledge of contract types, methods and techniques, including cost and incentive contracting, award fee, cost sharing arrangements, processing unsolicited proposals, open order or indefinite delivery indefinite quantity, special provisions related to proprietary rights and rights in data.
- Knowledge of sole source and competition waiver requirements.
- Strong project management skills and knowledge of negotiation and project management techniques to serve as team leader over managers, engineers, auditors, accounts, project controls, industrial specialists, scientist in the negotiation and resolution of significant procurement and contractual actions.
- Strong critical thinking and analysis skills.
- Acts as lead and mentor to contract administrator level.

Machinery, Tools, Equipment, Personal Protective Equipment

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





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Education / Training

- Bachelor’s degree.
- 5-7 years of experience in public works construction procurement, contract development and contract administration of public works construction contracts, preferably with a public entity.
- 5-7 years of experience managing public works construction procurement process of a traditional design-bid-build public works competitive sealed bid process.
- Responsibility for the creation of unique public works construction procurement documents.
- Negotiation, review and audit of public works construction project change orders.
- Drafting and developing public works construction contract documents including responsibility criteria, escalation provisions, and other special or supplementary conditions, and templates for traditional and non-traditional public works construction contracts.
- Experience differentiating between public works, consulting services and purchase of goods and services.
- Prefers experience working as a Lead Procurement Contract Administrator
- Prefers experience differentiating between public works, consulting services and the purchases of goods and services.
- Prefers experience negotiating contracts and changed orders.

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)

COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

<u>Frequency Definitions</u>	
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	
<u>Comprehension</u>	
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
<u>Remembering</u>	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Continuously
Remembering visual information.	Continuously
Recalling information incidental to task at hand.	Continuously



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Memorizing facts or sequences.	Continuously
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Continuously
Effectively learning and mastering information from classroom training.	
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
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

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



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PHYSICAL DEMANDS

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					
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.		
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.		



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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
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