

Class Specifications
for the Class:SENIOR CONTRACTS MANAGER
EM-05; BU:35Duties Summary:

Supervises and directs the development, procurement, negotiation, and administration of contracts entered into by Hawaii Health Systems Corporation. In addition, the Senior Contracts Manager has broad responsibilities for contract planning, development, controlling, and coordination, as well as supporting procurement contracting, purchasing activities, and the establishment and maintenance of process and procedure in accordance with prevailing State and federal laws and regulations; and performs other duties as assigned.

Distinguishing Characteristics:

The Senior Contracts Manager is responsible to supervise and direct the development and administration of contracts both as to basic objectives and long-range program plans; coordination of contracts entered into by Hawaii Health Systems Corporation; working closely with staff in monitoring and evaluating the performance of contracted parties to assure compliance with the terms and conditions of the contracts; serving as a liaison for HHSC with contracted parties, recipients, agencies and/or individuals; coordinating and participating in the rate negotiations by providing background information, clarification, justification, etc. This level has responsibility for coordination, development, negotiation, and execution of goods and services, professional services, consulting, information technology, construction, financial and property leases, joint ventures and other negotiated instruments, working with the appropriate Legal Counsel, Compliance Officers and other HHSC oversight bodies to insure compliance with all applicable State and Federal laws and regulations including the Health Information Portability and Accountability Act (HIPAA) and Joint Commission on Accreditation of Healthcare Organizations (JCAHO). This level coordinates and participates in assessing administrative requirements and contributes in other areas based on the ongoing monitoring and evaluation of contracts. This level also manages and participates in developing, preparing and coordinating contract award documents to include selected high dollar value and the most complex contract requirements, including construction, information technology, complex medical equipment, and other complex purchases; negotiates, prepares and issues contract modifications, amendments, change orders; reviews and processes contract claims, protest, appeals, alleged irregularities in coordination with Legal Counsel.

This level also manages contracts communications to Corporate and Regional Executives, Board of Directors, and internal auditors as well as developing and delivering communications to external oversight, regulatory and administrative entities including the State Auditor, Legislature, State Procurement Office and State and City Departments. Develops guidelines, policies and procedures for acquisition management contracting programs, serves as resource person for purchase request procedures, contract administration, commercial activities, acquisitions, performance work statements/specifications, contract labor violations and procurement ethics.

Personal Contacts: Establish and maintain extensive person-to-person contacts for the purpose of providing information and clarification about the procurement actions and terms and conditions of contracts; monitoring and evaluating compliance with the terms and conditions of contracts; receiving, referring, investigating, and resolving complaints/problems related to the contracts; and coordinating activities in the review and evaluation of contract proposals.

Supervision Received: Work is performed under general administrative direction and in accordance with broad objectives and management philosophy.

Knowledge and Abilities:

Knowledge of: Applicable State and/or federal laws, rules and regulations regarding public contracts; laws, rules, regulations, policies, procedures, and the goals and objectives of Hawaii Health Systems Corporation; State and federal rules, regulations and standards pertaining to hospital and other health care services; health care delivery systems; and current principles and practices in health care financing. Knowledge of pre-award and post-award contracting policies and procedures to conduct reviews of full contracts, contracting plans and contract changes for propriety of acquisition method, contract type and documentation. Knowledge of commercial business and industrial practices, (i.e. commercial subcontracting, procurement of raw material and costing techniques) related to items procured sufficiently to analyze cost breakdowns and contract proposals. Knowledge of regulations and related material to develop local acquisition supplements, policies and procedures. Knowledge of principals and practices of contract administration; various provisions found in contracts; evaluative techniques; problem solving methods and techniques; report writing and the principles; practices of supervision, and basic computer systems.

Ability to: Manage the administration of contracts; plan and organize work activities; direct and oversee the work of others; interpret, evaluate and apply applicable laws, rules, regulations, policies and other technical materials; monitor and evaluate the performance/activities of contracted parties to ensure compliance with the terms and conditions of the contracts; analyze and evaluate the most complex information, identify problems and develop alternative solutions; establish and maintain effective working relationships; communicate effectively orally and in writing; and prepare clear and concise reports and correspondence.

Examples of Duties:

Supervises, plans, coordinates and directs requests for procurement, purchases and contracts in accordance with State and federal laws, rules and regulations, and Medicaid program objectives and requirements; coordinate and develops specifications, scope of services and other requirements of the most complex contractual documents; develops and coordinates the most complex procurement actions for Hawaii Health Systems Corporation; coordinates with Legal Counsel in the review and analysis of contracts; participate in the evaluation and review of the most complex contract proposals for technical and/or program requirements, identify problems and concerns, and recommend terms and conditions with consideration of the goals and requirements of Hawaii Health Systems Corporation; manages and coordinates contract cost reviews/negotiations and provides evaluation of bids/proposals; provide background information/justification, gather information, and provide written clarification to questions/concerns, etc.; review reports and statistical data, conduct and coordinate on-site reviews, investigate complaints, etc., to monitor and evaluate the activities/performance of contracted parties to ensure compliance with the terms and conditions stipulated in the contracts (e.g., investigates issues regarding adequate provider networks, effective grievance procedures, adequate member services staff, etc.); serve as liaison between HHSC, contracted health plans, other staff offices, and other agencies and/or individuals; provides guidance on the most complex contract purchase requests procedures, contract administration, commercial activities, acquisitions, performance work specifications, contract labor violations, procurement ethics and other acquisition concerns and issues; reviews acquisition problems and recommends solutions and/or corrective action; manages and coordinates acquisition management reviews; develops policies and procedures for acquisition management; receive complaints regarding the contracts, investigate and resolve problems, respond to inquiries; coordinate the activities in the review and evaluation of contract proposals (e.g., financial risk, quality of care, administrative requirements); develops new programs; designs and determines the parameters of new programs; develop work plans and implementation timetables; advise Director of needed resources and available options to meet program needs; manage and coordinate requests for proposals to obtain services for new programs and develop and implement acquisition policies and procedures.

This is an amendment to the class specifications for the class, SENIOR CONTRACTS MANAGER, to update the knowledge and abilities, effective February 16, 2009.

This is an amendment to the class specifications for the class, SENIOR CONTRACTS MANAGER, to change, administration of contracts entered into system-wide and regionally by Hawaii Health Systems Corporation to administration of contracts entered into by Hawaii Health Systems Corporation and to include supervision of lower level staff, effective November 23, 2007.

This is the first class specification approved for the class, SENIOR CONTRACTS MANAGER.

DATE APPROVED: February 16, 2009

JANICE YEE
VP/Director of Human Resources