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| PART I | HAWAII HEALTH SYSTEMS CORPORATION | 1.609 |
|        | STATE OF HAWAII                   | 1.610 |

Class Specifications  
for the Classes:

CONTRACTS ASSISTANT I & II  
SR-13; SR-15  
BU:03

CONTRACTS ASSISTANT I 1.609

Duties Summary:

Provides a variety of services in the preparation and processing of contracts; assists in drafting contracts and specifications for Hawaii Health Systems Corporation; and performs other duties as assigned.

Distinguishing Characteristics:

A position in this class assists with a variety of specialized administrative functions in connection with the processing of contracts for personal and professional service, procurement of goods and services, lease agreements, Memorandum of Understanding (MOU) and Memorandum of Agreements (MOA). In addition to contracts and specifications work, the class includes work in regard to issuance of plans and specifications, receipt of bids and the referral of inquiries from the general public to the proper parties. It also includes assistance in work of the next higher level.

The work of this class is performed independently in accordance with State and Federal requirements, and established policies and procedures. It requires appropriate coordination and liaison with legal, fiscal and program staffs.

Examples of Duties:

Coordinates the activities and responsibilities necessary to initiate, execute, and fulfill contracts and agreements. Reviews and re-drafts contracts for conformity with State and Federal requirements as to provisions, language and format. Receives, reviews, monitors and re-drafts specifications for personal services and agreements; carries out liaison with legal staff and program officials on contracts as to form, content, issuance of addenda, etc.; transmits documents to contractors, professional service providers, vendors, other departments and agencies, and third parties for execution; ensures timely return of executed contracts; initiates and coordinates the printing and assembling of plans and specifications; provides information on the nature, terms and conditions of contracts, bidders' requirements, bid opening date and bid results to interested persons; issues plans, specifications and addenda; receives bids, receives

plans and specifications for refunds; keeps control records of deposits and refunds made for plans and specifications and current status information on contracts; ; records bid results; transmits contract documents for legal review and approval; maintains appropriate files and records, and performs pertinent typing/keyboarding; complies operational data and makes necessary reports.

Knowledge of: Contract forms procedures and regulations; pertinent specifications writing; office practices and procedures; grammar, spelling and work usage.

Ability to: Plan and carry out contract specifications and legal notice work, in accordance with established requirements; draft contracts and specifications; maintain appropriate liaison and deal effectively with others; understand contract language; operate a computer and other standard office equipment.

## CONTRACTS ASSISTANT II

1.610

### Duties Summary:

Drafts contracts and specifications; provide a variety of other services in the preparation and processing of contracts; prepares and processes contracts for Hawaii Health Systems Corporation; and performs other duties as assigned.

### Distinguishing Characteristics:

A position in this class serves as senior assistant in contract documents preparation and processing. The work includes activities relating to contracts and specifications for personal and professional services, procurement of goods and services, lease agreements, Memorandum of Understanding (MOU), Memorandum of Agreements (MOA), and may involve providing guidance and direction to lower-level assistants.

### Examples of Duties:

Drafts, reviews and re-drafts contracts and specifications for conformity with State and Federal requirements; solicits bids as assigned for contractors, professional service providers, vendors, other departments and agencies and third parties; carries out liaison with legal staff and program officials on processing contracts and specifications; initiates and coordinates the printing and assembling of contracts, plans and specifications; provides information on contracts, specifications and procedures as required; maintains operational and statistical data and prepares appropriate reports;; participates in bid openings; prepares correspondence to contractors relating to processing of contracts awarded; may supervise clerical or lower-level contracts assistant personnel.

Knowledge of: Contract forms bidding procedures and regulations; office practices and procedures; grammar, spelling and work usage.

Ability to: Plan and carry out contract specifications in accordance with established requirements; drafts contracts and specifications; maintain appropriate liaison and deal effectively with others; understand contract language; operate a computer and standard office equipment.

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This is the first class specifications approved for the classes, CONTRACTS ASSISTANT I & II.

DATE APPROVED: May 1, 2013

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PAUL TSUKIYAMA  
Director of Human Resources