

PART I	HAWAII HEALTH SYSTEMS CORPORATION	2.125
	STATE OF HAWAII	2.126

Class Specifications
for the Class:

CONTRACTS MANAGER I & II
SR-24; SR-26
BU:13

CONTRACTS MANAGER I 2.125

Duties Summary:

Responsible for participating in the development, negotiation and administration of contracts entered into by Hawaii Health Systems Corporation and performs other related duties.

Distinguishing Characteristics:

Contract work includes reviewing request for purchase of goods or services, including clinical practitioners of all types, developing specifications in cooperation with the requester, determining appropriate method of procurement, soliciting bids/quotes/proposals from potential vendors, assisting with the selection process, and developing and establishing contracts with the selected vendor. Must work closely with staff and contract individuals in monitoring and evaluating the performance of contracted parties to assure compliance with terms and conditions of the contracts; serve as a liaison for the facility/region with contracted parties, recipients, agencies and/or individuals; coordinates and participates in the negotiations by providing background information, clarification, justification, etc. This class also provides guidance, advice, training and recommendations for acquisition management and contracting programs to purchasing departments, material managers, department heads, and others involved in requesting purchases or making purchases at all levels.

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

Supervision Received: A higher level position specifies priorities, provides guidance concerning unusual problems not covered by precedent or policy, and reviews work to ensure that goals and objectives are met.

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; current principles and practices in health care financing; principals and practices of contract administration; various provisions found in contracts; evaluative techniques; problem solving methods and techniques; and report writing.

Ability to: Understand, 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 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:

Draft requests for proposals and complex contracts in accordance with State and federal laws, rules and regulations, and Medicaid program objectives and requirements; provide guidance, policies and procedures for procurement contracting and purchasing functions; participate in the evaluation and review of complex contract proposals for technical and/or program requirements, identify problems and concerns, and recommend additional terms and conditions after careful consideration of the issues and concerns and the goals and requirements of Hawaii Health Systems Corporation; assist in the development of specifications and scope of services of complex contractual documents; participates in contract cost reviews/negotiations and provides evaluation of bids/proposals; provide background information/justification, gather information, and provide written clarification to questions/concerns, etc.; participate in 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; provide clarification regarding the terms and conditions of the contracts administered; receive complaints regarding contracts, investigate and assist in the resolution of problems, or refer to other staff; respond to inquiries; participate in the review and evaluation of complex contract proposals (e.g., financial risk, quality of care, administrative requirements); participate in the development of specifications for construction projects and the entire procurement process, including contract management during the construction; participate in the development of new programs; participate in determining the parameters of new programs; notify supervisor of needed resources and available options to meet program needs; participate in the drafting of request for proposals to obtain goods and services for programs; discusses objectives with supervisor, interprets directives and/or new policies, implements changes as directed; assists in developing guidelines, policies and procedures for acquisition management and 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.

CONTRACTS MANAGER II

2.126

Duties Summary:

Responsible for participating in the development, negotiation and administration of highly complex contracts entered into by Hawaii Health Systems Corporation, provides contracting assistance to facilities/region; may supervise lower level staff and performs other related duties.

Distinguishing Characteristics:

Contract work includes reviewing request for purchase of goods or services, including clinical practitioners of all types, developing specifications in cooperation with the requester, determining appropriate method of procurement, soliciting bids/quotes/proposals from potential vendors, assisting with the selection process, and developing and establishing contracts with the selected vendor. Such responsibility involves working knowledge of construction and/or information systems and/or medical equipment procurement. Must work closely with staff and contract individuals in monitoring and evaluating the performance of contracted parties to assure compliance with terms and conditions of the contracts; serve as a liaison for the facility/region with contracted parties, recipients, agencies and/or individuals; coordinates and participates in the negotiations by providing background information, clarification, justification, etc. This class also provides guidance, advice, training and recommendations for acquisition management and contracting programs to purchasing departments, material managers and department heads, other procurement and contracting personnel and others involved in requesting purchases or making purchases at all levels. This class also develops and implements acquisition policies and procedures.

This level is involved in developing, preparing and coordinating contract award documents to include selected high dollar value and highly complex contract requirements; 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 may also supervise lower level staff.

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

Supervision Received: A higher level position provides general supervision and guidance concerning unusual problems, work is reviewed to ensure that goals and objectives are met.

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; current principles and practices in health care financing; principals and practices of contract administration; various provisions found in contracts; evaluative techniques; problem solving methods and techniques; and report writing.

Ability to: Understand, 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 highly 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 and/or participates in contract work which includes reviewing requests for purchase of goods or services, including clinical practitioners of all types, developing specifications in cooperation with the requester, determining appropriate method of procurement, soliciting bids/quotes/proposals from potential vendors, assisting with the selection process, and developing and establishing contracts with the selected vendor. Draft specifications and requests for proposals and highly complex contracts in accordance with State and federal laws, rules and regulations, and Medicaid program objectives and requirements; provide guidance, policies and procedures for procurement contracting and purchasing functions; participate in the evaluation and review of selected high dollar value and highly complex contract proposals for technical and/or program requirements, identify problems and concerns, and recommend additional terms and conditions after careful consideration of the issues and concerns and the goals and requirements of Hawaii Health Systems Corporation; develops specifications and scope of services of highly complex contractual documents; coordinates and participates in contract cost reviews/negotiations and provides evaluation of bids/proposals; provide background information/justification, gather information, and provide written clarification to questions/concerns, etc.; participate in 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; serve as liaison between HHSC, other staff offices, and other agencies and/or individuals; provide clarification regarding the terms and conditions of the contracts administered; receive complaints regarding contracts, investigate and resolve problems, or refer to other staff; respond to inquiries; reviews

and processes contract claims, protest, appeals, alleged irregularities in coordination with Legal Counsel; participate in the review and evaluation of highly complex contract proposals (e.g., financial risk, quality of care, administrative requirements); develops new programs; determines the parameters of new programs; notify supervisor of needed resources and available options to meet program needs; drafts request for proposals to obtain services for new programs and for construction projects; acts as contract manager for construction projects through completion; discusses objectives with supervisor, interprets directives and/or new policies, implements changes; develops guidelines, policies and procedures for acquisition management and 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.

This is an amendment to the class specification for the class, CONTRACTS MANAGER I & II, to change administration of contracts entered into by a facility/region or system-wide for 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, CONTRACTS MANAGER I & II.

DATE APPROVED: November 23, 2007

JANICE WAKATSUKI
VP/Director of Human Resources