

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

An Equal Opportunity Employer

Contract Analyst

Job Announcement

Summary:

We are looking for a responsible Contract Analyst to join our team. Our ideal candidate has previous experience managing contracts, is familiar with legal requirements and terms of use, is able to demonstrate a strong attention to detail along with the ability to analyze contracts with an eye toward reducing errors and ensuring compliance with the law. Ultimately, the Contract Analyst will be responsible for ensuring that their assigned contracts are up-to-date and conform to legislative requirements while meeting our company goals.

Salary & Benefits:

This is a full-time position (40 hours/week) with a starting hourly wage of \$25.03. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 65% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All **full-time** employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

Minimum Qualifications:

Graduation from an accredited college with a degree in Business Administration or other related field and at least 1 year of experience in a similar position (education may be substituted for experience on a year-for-year basis); Must have great analytical and organizational skills; must have good communication, writing, and reading skills; should also have good working knowledge of administrative procedures, as well as various computer applications and programs. Must also be able to work collaboratively and positively with others, have the ability to manage multiple tasks and projects in a timely manner and work well under pressure.

Essential Duties and Responsibilities: Under the direction of the Procurement Manager, the duties of the Contract Analyst include, but are not limited to, the following:

- Assist in the preparation and review of training provider contract proposals for public institutions, for-profit vocational schools and non-profit organizations.
- Ensure that training provider proposals are properly evaluated based on SBWIB criteria.
- Secure necessary approvals and ensure that the standard procedures are followed.
- Conduct site evaluations of new training providers.
- Conduct monitoring evaluation visits of approved training providers to ensure continued compliance with SBWIB criteria and with state, federal and local laws.
- Assist in resolving complaints and issues related to contract performance.
- Draft and negotiate contracts for all assigned training providers.

- Ensure that files are maintained with required documents for all assigned training providers.
- Maintain online databases (ETPL and I-TRAIN) of training providers, including entering, reviewing and updating data of approved sites and training programs for assigned training providers.
- Provide assistance to potential training providers via phone, email or in-person to assist in completing contract proposals.
- Compile quarterly activity reports for assigned training providers.
- Provide clerical support to Contracts Department as necessary.
- Other duties as assigned.

Working Conditions

Performing duties of the Contract Analyst may require spending the majority of the day walking, standing, sitting and regularly driving back and forth to off-site locations. Reliable transportation, a valid driver's license and insurance is a must. The Contract Analyst must also be able to work well under stress and meet deadlines.

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.