



San Francisco Department of Public Health

Grant Colfax, M.D.
Director of Health

City and County of San Francisco
London N. Breed
Mayor

CLASSIFICATION AND TITLE: 1823 Senior Administrative Analyst (Contracts Administration)

JOB DESCRIPTION: The Department of Public Health, Office of Contract Management and Compliance (OCMC) is seeking interest to work with the San Francisco Department of Public Health, Office of Contracts Management and Compliance (OCMC) to serve as a full-time 1823 Senior Administrative Analyst, aka Contract Analyst. The Department has four primary contracting units, with vacancies in each unit:

- Positions located at 101 Grove (Unit 1), or Department Operations Support (DOS) are focused on negotiating, developing and certifying primarily contracts for services to the DPH San Francisco Health Network (ZSFG), including Zuckerberg San Francisco General Hospital and Laguna Honda Hospital (LHH), and also including DPH Information Technology (IT) contracts; Leasing, Memberships, Intradepartmental and External Memorandum of Understandings, Equipment Maintenance, Contracts Governed Under Group Purchasing Organizations, Commodities, and General Services. Additionally, may prepare and conduct solicitations. Additional functions include obtaining waivers for no-bid/sole source contracts and contracts not in compliance with the Equal Benefits Ordinance, and preparing student training agreements.
- Positions located at 101 Grove (Unit 2) primarily focused on developing, negotiating and certifying contracts with non-profit community-based organizations and/or direct treatment providers, in compliance with all City requirements, primarily for the DPH Population Health Division (PHD), HIV Health Services, and the San Francisco Health Network as needed. Additionally, may prepare and conduct solicitations.
- Positions located at 1380 Howard (Unit 3) primarily focused on developing, negotiating and certifying contracts with non-profit community-based organizations and/or direct treatment providers, in compliance with all City requirements, primarily for the Behavioral Health Services, Primary Care, Maternal Child and Adolescent Health, and other sections as needed.
- Positions in the Pre-Award Unit (Unit 4) (Currently located at 1380 Howard), are primarily focused on OCMC-wide management of pre-award functions, such as the development and issuance of solicitations, (RFPs/RFQ's), assisting with the preparation, submission and monitoring of contract approvals by the City Civil Service Commission (CSC), and overseeing the approval of contracts by the Board of Supervisors.



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LOCATION: 101 Grove Street, San Francisco CA 94102 or 1380 Howard Street, San Francisco CA 94103

SCHEDULE/SHIFT: M-F 40 hours per week

SPECIAL CONDITION (if any): At least one (1) year of the required verifiable experience must be in at least one of the following areas of contract administration: contractor solicitation and selection; contract development and production; or contract maintenance which shall include contract budget review, and contract compliance.

ESSENTIAL DUTIES: Under general supervision of the Supervisor, the Contract Analyst performs the following duties:

- **Contract Development and Approval:** Reviews, analyzes, modifies, amends and creates contract documents as appropriate, by tailoring contracts and other legal documents from boilerplates/templates and from inception, initiating original documents; reviews and/or prepares contract budgets and varying types of contract approval requests; prepares and analyzes other financial documents related to contracts and RFPs/RFQs; prepares requests for approval of Scopes Of Work and contract budgets for review by program staff and approval of the Health Commission, Civil Service Commission, City Attorney, Purchaser, Controller, and other legislative bodies and officials, as appropriate, which involves legal and financial analysis of varying complexity, as well as strong attention to detail and ability to relate diverse elements to implement Department goals.
- Reviews, analyzes, modifies and creates contract Scopes Of Work and budgets in compliance with instructions, policies, procedures, and best practices, ensuring that documents are prepared in the proper form and format, and are complete, accurate, reasonable in terms of cost, scope, and justification, that all parts of the contract and approval documents are consistent and in compliance; ensuring that contracts and process are transparent, tracked, well organized and easily audited; involves financial analysis and document preparation of varying complexity, as well as developing and applying effective standards logically and consistent.
- Manages and facilitates approval of contracts, including approval by executive, program, fiscal and contracts staff and of the Civil Service Commission, Health Commission, City Attorney, Purchaser, and Controller.
- Coordinates with representatives of other departments and agencies to develop routine



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approval processes for contracts and expediting ("walking through") contracts as needed; assist in developing Departmental responses to new legislation and policies, and implement changes in contracting and Purchasing procedures, including revisions to contract boilerplate language.

- Leads and coordinates contract negotiations, including: scheduling and coordination of negotiation meetings and follow up; representing the Contracts Office in negotiation meetings; assisting in determining negotiation issues, parameters, and strategies; and finalizing agreements.
- Assists in preparing requests for approval of contracts for review by program staff and approval of the Health Commission, Civil Service Commission, City Attorney, Purchaser, Controller, and as needed, other legislative bodies and officials, including the Board of Supervisors.
- Assists with preparation, submission and monitoring of contract approvals by the City Civil Service Commission (CSC), working with program directors and staff to ensure prompt and accurate documentation submission.
- Analyzes and/or drafts and prepares to final form complex legal and financial documents, including RFPs/RFQs; narrative and spreadsheet responses to questions regarding services, contracts, funding and budgets; contract budgets, and various appendices and compliance documents needed to establish contracts.
- Ensures compliance with applicable laws, regulations, policies, programs, procedures and practices, including Federal laws and regulations, especially those related to Medi-Cal/Medicare and intergovernmental revenue transfers; State laws and regulations, especially those related to public records and public meetings; local laws and regulations, especially those related to City contracts and/or purchasing; Departmental policies, programs, procedures and practices, especially those related to contracts, grants, revenue generation, and/or mental health, substance abuse, HIV disease, health prevention/promotion, and/or primary health care.
- Uses required computer software proficiently, including MS Windows applications (Word, Excel, Outlook, SharePoint), common internet browsers (Internet Explorer, Google Chrome), and applications tailored specifically for the City and/or Department, including databases such as the City's FSP (PeopleSoft) and the Department of Human Resources' PSC database (Drupal).
- **RFPs/RFQs:** May Conduct competitive solicitations (RFPs/RFQs), which will include
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drafting solicitations and related attachments (including detailed, complex compliance information); posting notices and other documentation in compliance with laws and procedures; outreach to insure competition and comply with labor organization MOUs; issuing any needed addenda and notices; facilitating and securing approval of technical review panels; responding to questions from potential proposers; convening, facilitating, and recording minutes of any pre-proposal meetings and/or walk-throughs; convening and facilitating technical review panel meetings and product demonstrations; preparing and correctly administering use of scoresheets, conflicts of interest statements, and other compliance/legal documentation; preparing selection reports and securing approval of selections by executive and senior staff; sending selection notifications; assisting in responding to any protests/appeals; tracking and publishing all RFP/RFQ information; preparing ongoing reports and other documentation as needed

- **Waivers/Exceptions:** Drafts and secures approval of requests for waivers of ordinances, primarily those requiring competitive solicitations, Equal Benefits, or the Local Business Enterprise Ordinance; gathers information from program staff and personal research to prepare request; plans/assists with planning and strategies to align requests with contracts and RFPs/RFQs; tracks and reports on requests and processing.
- **Board of Supervisors:** Will develop the materials and conduct preparation, submission and approval of contracts to the Board of Supervisors (BOS), including working with Contract Analysts and Budget staff, responding to BOS Budget Analysts Office and Clerk of the Board questions and requests with complex contract and financial information; monitors and manages submission and approval tracking and prepares complex reports as needed.
- **Public Information Requests:** Ensures proper responses to public information requests in compliance with applicable public records laws and in accordance with DPH policies and procedures.
- Performs related duties as required.

DESIRED QUALIFICATIONS (if any):

- Knowledge of community-based organization contracting and funding sources, or;
- Knowledge of direct and ancillary support contracts in support of EPIC Electronic Health Record Systems implementation;
- Development of complex contracting systems and administration of competitive bid



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processes and complex contractual agreements; development and evaluation of complex management/administrative policy