



Position Description

Job Title: Contract Technician
FLSA Status: Non-Exempt/SCA
Contract: HPMC Occupational Medical Services

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Ashley Hissam

Approved: Ashley Hissam, Human Resources & Benefits Administrator

POSITION SUMMARY: This position is responsible for small business reporting and tracking, monitoring organizational regulations and compliance requirements (such as contract, regulatory, DOE directives), providing reports, and tracking dashboards.

POSITION RESPONSIBILITIES:

1. Solicits, negotiates, places, and administers purchase orders for the purchase of goods and services as requested by Management, including medical equipment, services and supplies less than or equal to the Micro purchase threshold in accordance with HPMC OMS Procurement Procedures and Federal Acquisition Regulation requirements.
2. Identify potential sources for required materials or services, develop and issue Request for Proposals (RFPs). Receive, review and negotiation Subcontractor proposals. Manage source selection process by leading the evaluation team. Negotiate Purchase Order and Subcontract Terms and Conditions including estimated cost/price, delivery quantity, service performance requirements
3. Ensure post award compliance on the Supplier/Subcontractor's performance (cost, schedule, technical, terms and conditions, policies and procedures, and all other requirements) of the awarded agreements. Ensure Purchase Order/Subcontract documents comply with established Terms and Conditions
4. Analyze Purchase Order and Subcontract requirements, special provisions, terms and conditions to ensure compliance with appropriate laws, regulations, Subcontract and Procurement Policies and Corporate Policies. Must be able to manage and prioritize multiple assignments (simple or complicated), and work under strict deadlines
5. Performs supplier analysis including supplier screening, financials, and capability assessments to support supplier selection process.
6. Tracks order status and manages efforts to expedite and/or resolve identified or anticipated issues.
7. Updates requestors with delivery information using various methods of communication.
8. Maintenance of purchase order files in electronic media.
9. Maintain Prime Contract Deliverables Matrix tracking, ensuring responsible individuals prepare and

submit assigned deliverables in a timely manner.

10. Assist with development of assessments, dashboards, reporting templates, and communication.
11. Execute department audits as requested by management.
12. Run reports weekly, monthly, and as requested.
13. Provide administrative support to the Business & Contracts Compliance Manager, Subcontracts & Procurement Manager and Subcontract Administrators.
14. Complete administrative tasks as requested in a timely manner.
15. Process Travel requests.
16. Exhibit a highly motivated, can-do approach.
17. Demonstrate initiative, discretion, and tact in managing email, telephone calls and other requests.
18. Assure administrative detail on all projects: update and status delegated tasks to ensure progress to deadlines; handle all inquiries within capacity; provide meeting backup data as needed.
19. Adhere to all company policies and procedures.
20. Perform other related duties as assigned.

ESSENTIAL SKILLS & EXPERIENCE: To perform this job successfully, an individual must have the minimum educational credentials from an accredited school, college or university and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

1. High School Diploma/GED
2. Minimum of 2 years of experience administering Prime and Subcontracts.
3. Knowledge and Familiarity with GCS Costpoint.
4. Experience working with Department of Energy Orders and Federal Regulations.
5. Proficiency in working with complex databases, planning and/or scheduling software, and Microsoft Windows.
6. Demonstrated ability to interpret regulations, regulatory guidelines, and professional standards related to quality, business practices, health care, or related fields.
7. Knowledge and application of laws and regulations governing health information (i.e. Privacy Act of 1974, HIPAA, etc.).
8. Demonstrated ability to collect and summarize data into comprehensive reports.
9. Demonstrated proficiency with personal computers and other standard office equipment.
10. Strong skills in computer software applications including, but not limited to, Microsoft Word, Excel, PowerPoint, Outlook, Access; ability to learn other programs and custom applications.
11. Excellent interpersonal skills including working with customers and clients in a multi-contractor environment.
12. Demonstrated ability to interact with employees at all levels.
13. Good analytical skills, attention to detail, and organizational skills.
14. Strong verbal and written communication skills.

DESIRED SKILLS & EXPERIENCE: The following skills or experience are highly valued, but not required to perform the essential functions of this position.

1. Experience in an occupational health services organization.

SUPERVISION RECEIVED: This position reports to the Subcontracts and Procurement Manager.

SUPERVISION EXERCISED: This position does not directly supervise any employees.

TYPICAL PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee may be required to walk, sit or stand for extended periods of time; reach with hands and arms; balance; stoop; talk or hear; have sufficient manual dexterity to operate a keyboard, calculator, telephone and other such office equipment as necessary; may occasionally move and/or lift up to 25 pounds. Ability to drive to various project sites and offices is required; specific visual abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Mental limitations:* Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines. Must be mentally adaptable and flexible in dealing with a variety of people and able to answer questions and provide guidance in a professional and friendly manner.
- *Work environment:* Work will mainly be performed at the HPMC Hanford Occupational Health Services Clinic and will involve frequent contact with other HPMC and project employees, customers, clients, representatives and vendors; work may be stressful at times; interaction with others is frequent and may be interruptive; may occasionally work hours outside of typical work schedule to accommodate needs; opportunities for local and domestic travel may occur; the noise level in the work environment is usually minimal.