



CONTRACTS ANALYST

Position Status: Exempt
Reports To: Contracts Manager
Effective Date: 10/11/18
Revised Date: 11/18/18
Job Level: P2

POSITION SUMMARY

Under general supervision, this position:

1. Processes and tracks a high volume of contracts from creation through final execution, including drafting, reviewing, redlining, negotiating with third parties, and finalizing agreements
2. Acts as a subject matter expert and resource to Alliance staff regarding contract processing policies and procedures
3. Assists Contracts Unit leadership with contract program activities
4. Performs other duties as assigned

RESPONSIBILITIES

1. Processes and tracks a high volume of contracts from creation through final execution, including drafting, reviewing, redlining, negotiating with third parties, and finalizing agreements, with duties including but not limited to:
 - Negotiating provisions of contracts and amendments with vendors, contractors and subcontractors, within broad departmental guidelines and the scope of assigned authority
 - Reviewing, redlining, blacklining, negotiating and finalizing a variety of healthcare, business and commercial contracts, such as: non-disclosure agreements, general service contracts, software and hardware support and maintenance contracts, rental contracts, construction contracts, amendments, statements of work, and contract terminations with vendors, contractors and subcontractors
 - Assists with reviewing prospective requests for proposal (RFPs) to provide required Terms and Conditions, as assigned by the Contracts Manager
 - Conducting research and analysis on specific contract provisions, contract terms and language, and applicable laws and regulations in order to evaluate contract content and identify any need for alternative language
 - Researching relevant policies, laws and regulations to inform contractual development or interpretation and utilizing legal research tools and other sources to aid in interpretation or clarification of contracts
 - Identifying issues and communicating with supervisor regarding any barriers or challenges to contract preparation, redlining or negotiation
 - Assisting with assessing and evaluating Alliance risk and liability when negotiating contracts and informing and advising appropriate Alliance staff and leadership of any associated risks
 - Independently managing the contracting workflow to ensure that assigned contracts meet legal and regulatory compliance requirements and applicable deadlines
 - Ensuring complete and accurate contract information and documents are received from contract owner to ensure compliant document preparation
 - Conducting necessary research and analysis to ensure that contracts are prepared correctly,

- applicable attachments are included, and all terms and conditions meet legal regulations and requirements and Alliance policies and guidelines
- Preparing accurate and complete contracts or amendments
 - Evaluating alternative solutions and preparing recommendations for internal stakeholders and relevant leadership
 - Utilizing the electronic contract management system to ensure data and documentation for contracts are recorded
2. Acts as a subject matter expert and resource to Alliance staff regarding contract processing policies and procedures, with duties including but not limited to:
 - Serving as a resource for contract content queries from internal stakeholders
 - Collaborating directly with individual internal stakeholders to provide guidance on the application of Alliance contracting policies and procedures
 - Assisting with the formal and informal training of internal staff on the Alliance's contracting policies and procedures
 - Supporting internal stakeholder communication with external parties regarding contractual inquiries
 3. Assists Contracts Unit leadership with contract program activities, with duties including but not limited to:
 - Assisting with updating contract templates, playbooks, policies and procedures to conform to new laws, regulations, and Alliance business practices
 - Performing continuous quality evaluation and improvement of contracting related functions
 - Assisting with special programs and new contract process development and implementation
 - Conducting audits of plan documents to ensure documentation accurately reflects contractor status
 - Running standard reports to support ongoing audit and oversight of the Alliance contracting function
 4. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Associate's degree in Business, Legal Studies, Healthcare or a related field or possession of a Paralegal Certificate, and a minimum of three (3) years of experience processing contracts from creation through final execution, including drafting, reviewing, redlining, and negotiating with third parties; or an equivalent combination of education and experience may be qualifying

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the principles and practices of contract negotiation
- Working knowledge of the methods, tools and techniques associated with contract development, review, implementation and management
- Working knowledge of the principles and practices of customer service
- Working knowledge of and proficiency with Windows based PC systems and Microsoft Word, Outlook, PowerPoint, and Excel, Adobe Acrobat, and legal research database programs
- Some knowledge of healthcare legislative and regulatory directives
- Ability to independently negotiate contract provisions within the scope of assigned authority

- Ability to prepare, proofread and edit contracts
- Ability to understand, interpret and apply contract language, complex laws, legislative and regulatory directives, policies, standards, and guidelines
- Ability to demonstrate strong analytical and research skills, identify and troubleshoot issues, identify alternative solutions, and make recommendations for action
- Ability to identify and research relevant legal materials
- Ability to assess risk and offer recommendations for mitigation
- Ability to manage a high volume of contracts
- Ability to produce organized, accurate, and detail-oriented work in a fast-paced environment and under the pressure of deadlines
- Ability to recognize and safeguard sensitive and confidential information
- Ability to identify issues, be proactive and demonstrate resourcefulness
- Ability to effectively and clearly document and summarize complex issues
- Ability to maintain accurate records and documentation
- Ability to communicate clearly and effectively with internal and external stakeholders and individuals at all levels of the organization
- Ability to develop and conduct presentations and training sessions related to Alliance contracting policies and procedures
- Ability to exercise sound judgment and discretion
- Ability to work independently with minimal supervision and as a member of a team

DESIRABLE QUALIFICATIONS

- Bachelor's degree in Business, Legal Studies, Healthcare or a related field
- Certified in Health Care Compliance (CHC) or Healthcare Privacy Compliance (CHPC) by the Compliance Certification Board of the Health Care Compliance Association
- Working knowledge of healthcare related contracts

WORK ENVIRONMENT

- Ability to sit in front of and operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to travel to different locations in the course of work

This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.

