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**California Human Development**

**Job Description**

**Job Title:** Contract Compliance Manager

**Department:** Administration

**Reports To:** Chief Executive Officer
**FLSA Status:** Exempt

**Location:** Santa Rosa, Airway
**Revised Date:** 2/22/2021

**Summary Description**: The Contract Compliance Manager is responsible for the compliance of all CHD contracts. This includes federal, state and local program contract as well as vendor contracts. The Contract Compliance Manager will review, analyze and track all contracts for the organization ensuring that the CEO is apprised of any regulatory changes or noncompliance issues. This position works with the Executive Team to identify and mitigate any potential risks that may affect the reputation, safety, security, financial sustainability and existence of the agency. This position is expected to provide a quality assessment of the risk management policies, procedures and protocols. This position reports to the CEO.

**Duties and Responsibilities:**

Under the supervision of the CEO, the Contract Compliance Manager is responsible for:

**CONTRACT MANAGEMENT**

* Review contracts, grants, facility leases, and purchase documents to reduce risk exposure through hold harmless provisions and funding out clauses.
* Support efforts to complete and present timely summaries of funding opportunities; develop outlines and proposal drafts; coordinate development of proposals with relevant internal and funding source staff.
* Formulate and complete narrative needs statements, goals and objectives, work plans, evaluation components, required charts and tables, as well as budgetary elements as needed and directed by supervisor.
* Support the Development team with packaging and submitting complete proposals, concept papers and other funding documents in a timely manner.
* Responsible for tracking of MOU’s, letters of support, contracts and commitments related to CHD programs.
* Actively participate in the safety program and provide meaningful suggestions for working safely

**RISK & COMPLIANCE**

* Conducts risk assessments, collecting and analyzing documentation, statistics, reports, and market trends.
* Responsible for CHD’S Safety Program “Safety Begins with Me”
* Manages workers’ compensation insurance.
* Manages all other insurance policies.
* Establishes policies and procedures to identify and address risks in the organization’s programs and departments.
* Reviews and assesses risk management policies and protocols; makes recommendations and implements modifications and improvements.
* Recommends and implements risk management solutions such as property and casualty insurance, safety and security policies and practices, business continuity plans, and recovery measures.
* Reviews and analyzes metrics and data such as cash flow, inventory, and employee activity that could uncover fraudulent behavior.
* Drafts and presents risk reports and proposals to executive team.
* Ensure expenditures are properly controlled.
* Develop and maintain a claims administration program for prompt notification of all losses and to see all claims through to settlement.
* Monitor CHD compliance with provisions of Cal OSHA and other applicable laws and regulations.
* Perform and report on the annual Risk Assessment.
* CARF accreditation contributor.

**Supervisory Responsibilities**

No supervisory responsibilities.

**Required Skills and Abilities**

* Ability to read, analyze and interpret general service contracts or governmental regulations in English.
* Ability to communicate effectively verbally and in writing.
* Spanish-speaking ability highly desirable
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratio, and percent and to create and interpret charts and graphs.
* Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
* Ability to use effective judgment in crisis situations
* Ability to solve problems and resolve conflicts effectively
* Ability to recognize and manage personal bias.

**Education and/or Experience**

* Bachelor’s degree in Business or related field preferred. Four years of relevant experience may be substituted provided the experience is sufficient to complete essential duties.
* Minimum three years of related Contract Administration, Finance or Legal experience.

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.

**Physical Requirements**

Regularly*:* Sitting, standing, walking, seeing, hearing, speaking

Frequently: Lift up to 25 lbs.

Occasionally: Lift up to 40 lbs. pushing, pulling

Vision: No special vision requirements.

**Work Environment**

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

Occasionally: May have exposure to hazardous materials/conditions.

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_