TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
invites applications for the position of:

Statement of Work Analyst

JOB POSTING #: 2Q3201.16
STATE CLASSIFICATION #: 1960
STATE CLASSIFICATION TITLE: Contract Administration Manager I
SALARY GROUP: B25
VACANCIES: 2
CLOSING DATE/TIME: 03/08/16 11:59 PM
SALARY: $5,258.66 - $6,000.00 Monthly
LOCATION: Austin, TX (LBJ), Texas
DEPARTMENT: Information Technology

GENERAL DESCRIPTION:
Performs advanced (senior-level) contract administration work. Work involves overseeing the execution and administration of contracts for large scope or high-dollar contracts by defining requirements and negotiating, awarding, developing, and monitoring contracts. May assign and/or supervise the work of others. Specific focus on the development of Statements of Work for IT related procurements. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Prepare solicitations (Statements of Work, RFPs, RFQs) for software, hardware, and/or professional services, and coordinate evaluation and selection of vendor responses.
- Review and negotiate new software licenses, maintenance agreements, and professional services agreements.
- Requisition purchases of IT assets, licenses, maintenance renewals, leases, and/or subscriptions, and process receiving reports and invoices.
- Manage, monitor, and/or renew commercial and interagency agreements and service levels.
- Assist as needed in reviews of bid/contract solicitation documents to ensure consistency and compliance with the Texas Procurement Manual and the Texas Contract Management Guide; offer recommendations to internal and external customers.
- Assists and supports purchasing and project teams as needed in reviewing bids, offers, and proposals.
- Assists end-users, purchasers, and contract managers/monitors with all phases of the procurement process or contract life-cycle.
- Assists with contract renewals, amendments, and negotiations.
- Perform other related duties as assigned.
**MINIMUM QUALIFICATIONS REQUIREMENTS:**

**Education:**

- Graduation from an accredited four-year college or university with a bachelor’s degree.
- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific educational credits.

**Preferred Education:**
Graduation from an accredited four-year college or university with a bachelor's degree in business or public administration, computer science, or law.

**Experience:**

- 5 years' experience in the development of Statements of Work for IT systems, hardware, and software.
- 3 years' experience in contract administration, management, evaluation, or monitoring of contract providers.
- 3 years' experience in reviewing procurement or contract solicitation instruments (RFP, RFQ, RFO).
- 3 years' experience in facilitating meetings and work sessions

**Preferred Experience:**

- 3 years' experience with managing IT procurements and/or contracts.
- 3 years' experience with planning, developing, drafting, managing or overseeing contract instruments or purchase orders per the guidelines and procedures published in the Texas Procurement Manual and the Texas Contract Management Guide.

**Substitution:**

- One additional year of experience in the development of Statements of Work for IT systems, hardware, and software may substitute for thirty (30) semester hours of the required education, with a maximum substitution of 120 semester hours (four years).
- Certification as a Certified Texas Contract Manager (CTCM) may substitute for up to one year of the required experience or thirty (30) semester hours (one year) of the required education, but may not substitute for both experience and education.

**LICENSES / CERTIFICATIONS:**
Certification as a Certified Texas Contract Manager (CTCM ) may be required within 12 months of employment.

**Note:**
Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in Acquisitions, Logistics, Procurement, Contracting or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call Human Resources at 512-475-3560/800-531-5441 for more information or assistance.
KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Statement of Work formats and writing styles
- Facilitation methods
- contract administration and cost monitoring for large scope or high-dollar contracts
- effective business relationship management
- contract and specification review, development, and oversight
- work planning and prioritization

Skill in:

- Coordinating meetings and solving problems
- Planning, coordinating, and executing the development of technical documents
- using effective written and verbal communication to convey information in a clear, concise manner (Communication)
- identifying and resolving problems by using strong analytical techniques, innovative approaches and taking initiative in preventing and solving problems (Problem Solving)

Ability to:

- Use time management techniques effectively and efficiently
- Develop effective plans and follow through implementation
- establish and maintain working relationships with co-workers, agency staff and management to achieve common goals (Teamwork)
- plan, organize, and prioritize multiple assignments to effectively manage a fast paced and changing work environment without compromising accuracy (Adaptability)
- consistently meet internal and external customer needs and expectations in a professional manner (Customer Service)
- act in the best interest of the agency, maintain confidentiality and continually strive to improve self and job performance (Professional Conduct and Development)
- maintain confidentiality and protect the privacy of state employees, taxpayers and other members of the public (Privacy and Information Security)

Work Hours:
Work hours are 8:00 a.m. to 5:00 p.m., 40-hour week, Monday – Friday. Occasionally work additional hours on evenings, weekends or holidays. Hours may change based on business need.

Travel:
5%

Physical Requirement:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires extensive computer, telephone and client/customer contact. The incumbent primarily performs sedentary office work; however, mobility (standing and walking) is routinely required to carry out various duties. This position requires the ability to bend, stoop, kneel and reach as needed to perform filing and other similar routine office duties. Some lifting and moving, up to 35
lbs. of office equipment and/or materials may be required on a limited basis. The job also requires normal cognitive abilities requiring the ability to learn, recall and apply certain practices and policies. It requires the stamina to maintain attention to detail despite interruptions. Marginal or corrected visual and auditory requirements are required for reading printed materials and computer screens and communicating with internal and external customers. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

NOTES:

- Applicants may be asked to participate in a skills demonstration and/or presentation.
- Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.
- CPA employees in the same job classification, if selected, will be laterally transferred with no increase in salary. (An example might be an Accounts Examiner III in Revenue Administration who moves to an Accounts Examiner III in the Enforcement division.)
- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions requiring a college degree, and/or specific educational credits.

VETERANS:

We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

IMPORTANT NOTE TO ALL APPLICANTS:

Unless otherwise indicated on specific postings, regular attendance is an essential job requirement of all positions. Your application for employment with the Comptroller of Public Accounts may subject you to a criminal background check. All positions requiring a degree and/or licensing require proof of degree and/or license at time of interview. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

Thank you for considering employment at the Comptroller of Public Accounts! The Comptroller’s office is an equal employment opportunity employer.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.comptroller.texas.gov/careers/
111 East 17th Street #124
Austin, TX 78774
512-475-3560
human.resources@cpa.texas.gov

Statement of Work Analyst Supplemental Questionnaire

* 1. Your responses to the questions below must also be stated in the appropriate sections of your state application. For example, if the position requires experience using MS Word and/or MS Excel, that experience must be indicated in the Duties and Responsibilities section. Please certify that all the information concerning your application is true and complete, and that you understand that any misstatement, falsification or omission may be grounds for refusal to hire or if hired, termination. Click "Yes" that you have read and understand this statement.

☐ Yes

* 2. Which best describes your level of education?

☐ High School or GED
3. Do you have a four-year degree in one of the following preferred?

- Business
- Law
- Public Administration
- Computer Science
- Management Information Systems
- Computer Information Systems
- Related Field
- None of the above

4. How many years of experience do you have developing Statements of Work for IT systems, hardware, and software?

- Nine years or more of experience
- Eight years but less than nine years of experience
- Seven years but less than eight years of experience
- Six years but less than seven years of experience
- Five years but less than six years of experience
- Four years but less than five years of experience
- Three years but less than four years of experience
- Two years but less than three years of experience
- One year but less than two years of experience
- Less than one year of experience
- No experience

5. How many years of experience do you have in contract administration, management, evaluation, or monitoring of contract providers?

- Three years or more of experience
- Two years but less than three years of experience
- One year but less than two years of experience
- Less than one year of experience
- No experience

6. How many years of experience do you have reviewing procurement or contract solicitation instruments (RFP, RFQ, RFO)?

- Three or more years of experience
- Two years but less than three years of experience
- One year but less than two years of experience
- Less than one year of experience
- No experience

7. How many years of experience do you have facilitating meetings and work sessions?

- Three or more years of experience
- Two years but less than three years of experience
- One year but less than two years of experience
* 8. How many years of experience do you have managing IT procurements and/or contracts?
   - Three or more years of experience
   - Two years but less than three years of experience
   - One year but less than two years of experience
   - Less than one year of experience
   - No experience

* 9. How many years of experience do you have planning, developing, drafting, managing or overseeing contract instruments or purchase orders per the guidelines and procedures published in the Texas Procurement Manual and the Texas Contract Management Guide?
   - Three or more years of experience
   - Two years but less than three years of experience
   - One year but less than two years of experience
   - Less than one year of experience
   - No experience

* 10. Do you have the Certified Texas Contract Manager (CTCM) certification?
   - I have the CTCM certification
   - No, I do not have the CTCM certification

* Required Question