



Contracts And Change Control Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	181491
<i>Job Title:</i>	Contracts And Change Control Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Construction
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Develops and implements policies, processes, and procedures that support timely contracting and change management services. Has responsibility for contracts and change control activities for major capital construction projects including tracking system, reviewing, and writing and reviewing contract documents, amendments and change orders. Provides senior-level professional technical expertise regarding change control management and contract administration and serves as a liaison between Capital Construction Development and university General Counsel and Facilities Purchasing Department.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
	X	Bachelor's degree	Engineering	Or
	X	Bachelor's degree	Construction	Or
	X	Bachelor's degree	Project Management	
	X	Juris Doctor (JD)		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in construction management work including reviewing and writing change orders and contracts.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		General working knowledge of California Contract Code.
X		Significant knowledge of theories, principles, and practices of contract administration and change management.
X		Knowledge of bid and contract analysis and preparation techniques.
X		Knowledge of management and organization of complex construction projects.
X		Practical problem solving ability with experience in claims mitigation and risk management.
X		Ability to communicate effectively orally and in writing.
	X	Experience drafting, administering and negotiating various contract document types for large construction programs including stipulated sum, design-build, guaranteed maximum price, and architect agreements.
	X	Experience analyzing constructions claims on large projects or programs.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops and implements the capital construction project change control policies, procedures, reporting and tracking systems. Ensures project meets cost/budget, schedule and document management requirements and goals in accordance with state and federal compliance requirements. Supports contract policy and procedure vision and improvements.				
Oversees and manages change control management activities for major construction projects. Monitors staff and contractor compliance with change control requirements, policies, and procedures as well as compliance to contract requirements such as substantial completion, final completion, warranties, insurance and bonding.				
Manages critical contractual formation. Establishes high level contract strategy and drives implementation of strategic contract opportunities. Prepares and/or reviews all construction contracts & documents, including development of master contracts. Oversees bid and proposal development and analysis. Acts as liaison with university office (e.g., General Counsel, Senior Vice President Finance, Chief Financial Officer) to ensure required approvals for applicable procurements and contracts are obtained.				
Analyzes and evaluates the construction project change orders for merit. Researches and resolves any problematic matters. Interprets contract provisions to help mitigate or resolve disputes and claims.				
Provides claim prevention through periodic monitoring of, and feedback on, the management of projects and the administration of construction contracts with an emphasis on resolving issues and avoiding disputes.				
Provides claims management and defense by reviewing and analyzing project documents and records along with other pertinent information to establish university's position.				
Establishes risk management protocols and procedures. Reports project risk, including change and potential claim costs. Assesses risk occurrence as it pertains to the budget. Provides forecasts and projections used for Estimate at Completion related to change orders and construction cost risk.				
Develops policies and procedures to track and monitor contractors insurance certificates and bonds.				
Supervises subordinate staff and student workers, as assigned. Recruits, screens, hires, and trains staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. May provide leadership, guidance and direction to other staff members.				
May conduct training sessions regarding contracts, contract administration, change control, claims avoidance, claims mitigation and dispute resolution and related policies and procedures.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.