UNIVERSITY OF SOUTHERN CALIFORNIA

Contracts and Change Control Manager

Job Code: 181491

Grade: 00
OT Eligible: No
Comp Approval: 6/17/2014

**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 ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activity</th>
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<tr>
<td>______</td>
<td>______</td>
<td>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.</td>
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<tr>
<td>______</td>
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<td>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.</td>
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<td>Manages critical contractual formation. Establishes high level contract strategy and drives implementation of strategic contract opportunities. Prepares and/or reviews all construction contracts &amp; documents, including development of master contracts. Oversees bid and proposal development and analysis. Acts as liaison with university office such as General Counsel, Senior Vice President Finance and Chief Financial Officer and Facilities Purchasing departments to ensure required approvals for applicable procurements and contracts are obtained.</td>
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<td>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.</td>
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<td>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.</td>
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<td>Provides claims management and defense by reviewing and analyzing project documents and records along with other pertinent information to establish university’s position.</td>
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<td>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.</td>
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</table>
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.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  

Yes  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.

**JOB QUALIFICATIONS:**

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

10 years

Minimum Field of Expertise:


Preferred Education:

Bachelor's degree

Preferred Field of Expertise:
Bachelor's Degree in Engineering, Construction Management or Project Management or related field. Experience drafting, administering and negotiating various contract document types for large construction programs including stipulated sum, design-build, guaranteed maximum price, and architect agreements. Experience analyzing constructions claims on large projects or programs. J.D. degree a plus.

Skills: Other:
- Analysis
- Assessment/evaluation
- Change management
- Coaching
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Customer service
- Documentation and technical writing skills
- Human resource process and employment knowledge
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Research
- Staff development
- Statistical analysis
- Supervisory skills
- Teaching/training

Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
- Supervises employees and/or student workers.

Supervises: Nature of Work:
- Administrative

SIGNATURES:
Employee: _____________________________________  Date: __________________________
Supervisor: ___________________________________  Date: _________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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