

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SUPERVISOR OF PROGRAM INTEGRITY AND CONTRACT MANAGEMENT **GRADE:** 16

TITLE ABBREVIATION: SUP PROG INT/CONT MGT **TITLE NO.:** 567360

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: SOCIAL SERVICES

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for monitoring contractual services and departmental programs to ensure financial accountability and compliance with regulations. The incumbent leads the development, implementation, and oversight of the contractual aspects of the Department's procurement processes and programs. The incumbent coordinates all aspects of contract functions for the Department from reviewing and approving terms to coordinating deadlines. The position acts as a liaison between other units of the Department on procurement matters. Work is performed under the general direction of the Deputy Commissioner of Social Services with wide latitude permitted for the exercise of independent judgment in planning and meeting the objectives of the Commissioner and Deputy Commissioner of Social Services. Supervision is exercised over assigned contracts staff.

TYPICAL DUTIES AND TASKS:

Interprets and communicates federal, state, and local policies and regulations as they relate to financial accountability and contractual compliance;

Participates in the formulation of local policies and procedures relating to monitoring of contractors and departmental programs;

Plans, coordinates, supervises, and manages all activities associated with financial, programmatic, and contractual compliance;

Develops and prepares specifications for all Applications (RFA's) Bids (RFB's), Proposals (RFP's) and Quotes (RFQ's) as they may pertain to the Department;

Reviews the scope of work and other materials related to contracts and procurement; drafts Request for Proposals (RFP), Request for Quotes (RFQ), Request for Applications (RFA) and Request for Bids (RFB); ensures alignment between the proposal and narrative, scope of work, evaluation criteria and other procurement documents;

Supervises the issuing and awarding of RFA's, RFB's, RFP's and RFQ's on behalf of the Department in accordance with established Federal, state, and local procurement procedures;

Confers with appropriate members of the County Department of Law on contractual and procurement matters requiring legal interpretation;

Oversees negotiation of programmatic contractual agreements;

Reviews and approves contract terms, along with coordinating their deadlines;

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Evaluates Social Service programs, as assigned, by performing administrative functions to identify and implement improvements to facilitate and ensure the delivery of quality services;

Establishes criteria for determining program performance and financial accountability for contractors, monitors compliance and provides feedback;

Keeps abreast of program regulation changes and provides technical assistance for implementation;

Audits department programs to ensure compliance with internal security procedures;

Ensures staff receives instruction regarding regulations and methodology to maximize State and Federal reimbursement;

Reviews, recommends, and implements guidelines and instructions to staff concerning program and procedure modifications and implementation;

Provides training and supervision to affected employees during the implementation of new or revised programs and procedures;

Reviews monthly, quarterly, and annual reports from program vendors as necessary to ascertain whether the program / service is meeting the goals for consumer outcomes, process milestones, and other statistical data such as number of consumers served, timely submission of forms and progress notes, claims processing, etc.;

Conducts problem solving reviews and investigates complaints in an assigned program area;

Performs a variety of special budget and cost studies as assigned;

Audits internal processes and makes recommendations for changes;

Acts as liaison to County Departments of Law, General Services and Risk Management pertaining to Procurement and Contractual matters for the Department;

Maintains records and documentation in relation to established contracts and those in-progress;

Oversees record retention of department contracts in compliance with state regulations;

Maintains cooperative relationships with department staff, vendors, and community groups to facilitate service delivery;

Monitors program changes, and provides technical assistance to vendors and division heads to ensure continued contract compliance;

Assists with audits conducted by State Offices of Temporary Disability Assistance, Children and Family Services and Department of Health auditing units;

Provides necessary information for Legislative Requests pertaining to acceptance of State and Federal Grants / Funding;

Monitors contracts and processes contract renewals, extensions or terminations;

Coordinates the execution process of approved contracts including required signatures, routing of documents to appropriate parties, and filing executed contracts;

Prepares and disseminates information regarding contract modifications; analyzes modification impact and communicates recommendations to management;

Supervises staff involved in contract monitoring and establishes necessary controls for determining staff performance;

Prepares reports as required;

May perform duties of FOIL officer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of federal, state and local laws and regulations related to fiscal management practices; comprehensive knowledge of accounting and auditing practices; comprehensive knowledge of agency's overall programs, policies and procedures; skill in using personal computer for record keeping and reports; ability to audit accounts; ability to plan and direct the work of others; ability to write clear and concise reports; ability to establish and maintain successful relationships with people; ability to interpret and communicate agency goals and policies; good judgment; resourcefulness; initiative; tact; sensitivity to the reactions of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Bachelor's Degree or higher and three (3) years of experience in auditing government contracts for fiscal and programmatic compliance, one (1) year of which shall have involved supervisory responsibilities.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ADOPTED 6.15.24 at