

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **CONTRACT COMPLIANCE SPECIALIST – HUMAN SERVICES**

Spec No. 3392

#### **BASIC FUNCTION**

To assist in the coordinating and administering of grants and contracts that supports the Core Contract Management Program for the Department of Human Services.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Provides information to program managers and other county staff with Human Services on home care contracts within Aging and Disability Services, other divisions of Human Services, and outside agencies.
2. Monitors and tracks contracts and other governmental agreements on home care and waived services with Aging and Disability Services and outside agencies which includes preparing, interpreting, billing, invoicing, researching, reviewing and summarizing information.
3. Prepares and tracks billings to outside agencies being monitored by itemizing all expenditures and revenues on contracts; develops spreadsheet to track related costs.
4. Reviews and researches invoices for accuracy and compliance with regulations and limits of funding/grant contracts.
5. Supports contract managers with enforcing contractor compliance with prevailing wage law and agency worker health insurance regulations.
6. Uses spreadsheets and ledgers to review payments and documenting quantities/dollars on home care and waiver contracts.
7. Compiles and maintains contract records according to DSHS Standards.
8. Produces specialized financial reports on contracts to maintain compliance with funding regulations and limits; answers questions and helps interpret information on financial reports related to home care agency and waiver service reimbursable activities.
9. Prepares and completes accurate written monitoring reports. Reviews applicable plans of correction sections for compliance.
10. Keeps informed of and provides interpretation of federal, state and local regulations and guidelines related to fiscal compliance of vendors.
11. Serves as primary contact with vendors to monitor agency staff for fiscal and personnel requirements related to the contract requirements; provides training to vendor staff for assigned areas when needed.

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **CONTRACT COMPLIANCE SPECIALIST – HUMAN SERVICES**

Spec No. 3392

#### **STATEMENT OF OTHER JOB DUTIES**

12. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

Graduation from a two-year vocational or college accredited course in business administration or accounting; AND, two (2) years office experience in human services supporting contract administration; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid State of Washington Driver's License may be required for employment.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- accounting principles, practices and techniques related to area of assignment;
- budgetary principles, practices and procedures;
- billing and invoicing principles, practices and procedures;
- the use of computer technology as it relates to standardized reporting concepts;
- production of specialized financial reports and usage of information;
- human services contract terminology;
- state and federal laws, regulations and guidelines pertaining to human services contract administration;
- federal, state and local contracts and grants.

Ability to:

- work independently with a minimum of supervision;
- organize workload, handle multiple tasks, and prioritize duties;
- work under pressure and meet deadlines;
- understand and apply applicable contract and auditing requirements;
- coordinate financial and contract activities;
- establish effective working relationships with county staff, governmental agencies, contractors, consultants, and with the general public.

#### **SUPERVISION**

Employee receives general supervision from a supervisor and/or an administrative superior as assigned. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure accuracy.

**SNOHOMISH COUNTY JOB DESCRIPTION**

**CONTRACT COMPLIANCE SPECIALIST – HUMAN SERVICES**

Spec No. 3392

**WORKING CONDITIONS**

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 2013  
EEO Category: 5 – Paraprofessionals  
Pay Grade: 236 – Classified Pay Plan  
Worker's Comp: 5306 Non-Hazardous