

Minimum Qualification Specifications
for the Class:

CONTRACTS SPECIALIST (MED-QUEST)
[(CONTRACTS SPCLT (MED-QUEST))]

Prerequisite Knowledge and Abilities Required

Knowledge of: Health care delivery systems; current principles and practices in health care financing; principles and practices of contract administration; various provisions found in service provider contracts; evaluative techniques; problem solving methods and techniques; and report writing.

Ability to: Learn, interpret, evaluate and explain applicable laws, rules, regulations, policies and other technical materials; monitor and evaluate the performance of contracted parties to ensure compliance with the terms and conditions of the contracts; analyze and evaluate information, identify problems and develop alternative solutions; establish and maintain effective working relationships; communicate effectively orally and in writing; and prepare clear and concise reports and correspondence.

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

Specialized Experience: Two and one-half (2-1/2) years of progressively responsible professional work experience in the development and/or administration of contracts which significantly involved one or a combination of the following:

1. Preparing proposals or formal requests for proposals for contractual services which involved the application of professional judgement and analysis in determining contract terms and conditions and/or developing proposals to meet such requirements.
2. Evaluating, developing, negotiating, or revising the content of proposals and/or contracts.
3. Monitoring and evaluating the performance of contracted parties to ensure compliance with the terms and conditions stipulated in the contracts.

One (1) year of the experience must have involved the development and/or administration of contracts for health care services.

Substitutions Allowed

Possession of a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or course work deemed comparable by a nationally recognized specialized accrediting body) may be substituted for one (1) year of Specialized Experience; however, it may not be substituted for the required one (1) year of experience involving the development and/or administration of contracts for health care services.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class CONTRACTS SPECIALIST (MED-QUEST), [CONTRACTS SPCLT (MED-QUEST)], which were approved on October 8, 1999.

Date Approved: 4/8/15

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