

**CLASS SPECIFICATION**  
**Legal Contract Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, independently performs difficult and responsible activities in the review, analysis, drafting and approval as to form of a wide variety of legal documents; coordinates document and contract reviews on behalf of the City Attorney's Office; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

A Legal Contract Analyst is responsible for performing complex and highly responsible work associated with the review and approval as to form of contracts for various types of services, major construction projects, interagency and financing arrangements, real estate sales and leases, asset sales and purchases, certificates of insurance and the review and drafting of other types of specialized legal documents and agreements. Assignments require an understanding of contract and insurance law, legal terms and conditions, legal drafting, City functions and associated financing, technology, engineering, public works construction and professional services requirements. The incumbent is expected to exercise initiative, sound professional judgment and a thorough knowledge of public agency legal and contracting requirements in carrying out highly detailed reviews of a large volume of intricate documents through to completion, frequently within tight deadlines.

Legal Contract Analyst is distinguished from other professional classes by the incumbent's specialization in the development and review of contracts, insurance and other legal documents, knowledge of contract and insurance law and familiarity with City contracting and administrative procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Reviews and approves as to form a wide variety of contracts, agreements and other legal documents; ensures documents are in proper legal form, contain essential and required information, is acceptable as to legal requirements such as the City Charter, Code, State Constitution, Oregon Revised Statutes, federal law and other authorities; checks components developed by the City Attorney's Office or that are otherwise appropriate for the contract or document concerned; coordinates document and contract review on behalf of the City Attorney's Office; reviews technical sections of contracts to ensure provisions are clear and consistent with specifications; drafts contract amendments; drafts and recommends modifications to contract language to protect the City's interests; notes apparent issues as to the City's financial and public business interests; reviews language for clarity, drafts contract correspondence and develops other related managerial materials.

2. Negotiates contract terms with city employees and outside parties; represents the Office of the City Attorney and the City in negotiating with outside city, county, state and federal agencies.
3. Reviews, evaluates and approves insurance certificates and forms of endorsement including general, professional liability, automobile and worker's compensation.
4. Develops and maintains policies and procedures for office operations in the areas of assigned responsibility; anticipates and plans for large projects that will entail contract and other legal document review.
5. Evaluates new information and trends occurring in other jurisdictions and agencies for impact on city policies, projects and future work programs.
6. Periodically reviews and makes improvements to model contract terms and conditions.

#### **OTHER DUTIES**

1. Conducts special studies and analyses; develops and prepares reports and documentation; performs special projects as requested.
2. Consults and assists city bureau staff, answers questions and troubleshoots procedures.
3. Stays abreast of legal information and administrative trends applicable to development and enforcement of contracts and insurance.
4. Conducts training on contracting issues, legal requirements and procedures for City staff.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principal methods and practices in drafting legal terms and conditions for standard and non-standard contracts and reviewing and writing language for insurance and other legal documents.
2. Federal, state and local laws, regulations and case law concerning contracts, insurance, garnishments, workers' compensation law and other issues pertaining to documents handled.
3. Principles, practices and methods used in public agency and public works contract development and administration.
4. Principles and practices of sound business and legal writing.
5. Contract development, review and approval processes and procedures, as applied to the City.
6. Office and records management practices and procedures.

7. Current trends and developments in contract review and negotiations.

**Ability to:**

1. Understand and edit legal writing and language in contracts, insurance certificates and policies and other legal documents.
2. Analyze and make sound recommendations on complex technical data and legal requirements associated with contract development and administration.
3. Draft clear, well-defined contracts and agreements consistent with all applicable legal requirements.
4. Plan, organize and integrate a variety of technical and administrative support services and activities.
5. Understand, interpret, explain and apply detailed and complex City, local, state and federal laws and regulations applicable to areas of responsibility.
6. Plan, coordinate, set priorities and manage a large volume of time sensitive work affecting diverse interests and agencies.
7. Prepare clear, concise and comprehensive reports and written materials.
8. Exercise sound independent judgment within general policy.
9. Communicate effectively, both orally and in writing.
10. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned individuals.
11. Establish and maintain effective working relationships with bureau managers, staff, contractors, consultants, vendors and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business or public administration or a related field; and five years of progressively responsible experience in developing, reviewing and/or administering purchasing, business or insurance contracts; or an equivalent combination of training and experience. Experience in a law firm or legal department and extensive exposure to public sector legal operations is highly desirable.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

## **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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### **Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0971 PROGRAM MANAGER III. Adopted: 01-01-00; Revised: 05-09-00, 06-05-00, 09-18-00, 10-03-00.

June 2009 - Change Job Class number from 7489 to 30000601, due to system change.