

Class Codes

JOB ORDER CONTRACTING SPECIALIST I  
JOB ORDER CONTRACTING SPECIALIST II

2368  
2369

## DEFINITION

The Job Order Contracting (JOC) Specialist is responsible for the review, support, and validation of the JOC Program activities from the initiation process to the procurement, pre-construction, and close-out phases.

## TYPICAL DUTIES

Assists in the review and approval of Job Order initiation Form requests relative to the work proposed and determines if the project meets the criteria for JOC use.  
Reviews and analyzes scopes of work, architectural or engineering drawings and sketches, contractor proposals, and job estimates.  
Validates contractor cost proposals against scope of work and fair cost estimates.  
Attends joint-scope meetings with the Owner Authorized Representative and Contractor.  
Provides justifications and recommendations to contractors when proposals exceed the independent cost estimates for cost-savings analysis.  
Conducts close-out actions and verifications for individual job orders and the master JOC contract.  
Participates and provides technical feedback at pre-bid, post-bid, and job-site meetings.  
Monitors projects in Construction Task Catalog and internal District databases for tracking and compliance purposes.  
Coordinates resolutions to procurement and pre-construction project issues in accordance with the Program requirements, District policies, applicable laws, and regulations.  
Conducts trainings for JOC owner authorized representative certifications and presentations to District staff and contractors related to the JOC policies, procedures, and statutory/legislative requirements.  
Attends meetings and acts as a liaison on behalf of the JOC Contracts Unit.  
Assists in responding to internal and outside audits and performs validation of job order projects relative to audit or management requests.  
May participate in meetings related to contractor prequalification as it relates to contractors' performance of the work or evaluations received from end-users of projects.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Job Order Contracting Specialist I reviews and supports JOC Program activities during the procurement, pre-construction, and close-out phases liaising between contracts and construction in order to enforce JOC Legislation and Public Contract Code.

A Job Order Contracting Specialist II provides technical work direction to JOC Specialist I, oversees technical audits and may assist higher-level personnel in performing the more complex assignments.

A Supervising Job Order Contracting Specialist performs the more complex technical Job Order Contracting (JOC) program activities and assists a higher-level administrator in supervising the overall operations of the JOC unit.

## SUPERVISION

General supervision is received from the Supervising Job Order Contracting Specialist. Work direction may be exercised over the work of lower-level staff

## CLASS QUALIFICATIONS

### Knowledge of:

- Job order contracting legislation and Public Contract Code
- Job order contracting general conditions
- District job order contracting policies and procedures
  - District construction project management and procedures
- Construction means and methods according to craft/specialty trades
- District standards and legal provisions governing school building construction, maintenance, budgeting, estimating, and finance
- Principles of budgetary planning and control
- Pertinent provisions of labor contracts
- Local and State building codes and safety regulations
- Computer software to develop spreadsheets, databases, project schedules and reports
- Principles of facilities planning
- General characteristics and relative costs of various methods of construction, architectural features, and building and room designs for all types of school uses
- Classroom and administrative office equipment and supplies procedures

### Ability to:

- Analyze and interpret statutes pertaining to the JOC Program as well as technical materials such as architectural plans, building standards, and project schedules accurately and effectively
- Estimate material and labor costs
- Plan, coordinate, and provide leadership in complex activities involving many participants
- Express self clearly and concisely, orally and in writing and make effective oral presentations to Groups

### Special Physical Requirement:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, and pull

## ENTRANCE QUALIFICATIONS

### JOB ORDER CONTRACTING SPECIALIST I

#### Education:

Graduation from high school or evidence of equivalent educational proficiency.

#### Experience:

Two years of informal contracts, formal contracts, or job order contracting experience in initiating, reviewing, and validating job orders and three years of craft experience performing a specific specialty/trade above the journey level. Experience may be concurrent.

## JOB ORDER CONTRACTING SPECIALIST II

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Four years of informal contracts, formal contracts, or job order contracting experience in initiating, reviewing, and validating job orders and three years of craft experience performing a specific specialty/trade above the journey level. Experience may be concurrent.

### Special:

A valid California Driver License  
Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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MHO