

Missouri Department of Transportation

Code: R04019

Title: Contract Monitoring Coordinator

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date 01-16-2020

Replaces
(Effective Date) 04-01-2008

General Summary The contract monitoring coordinator oversees the construction contract monitoring function, monitors the construction industry for contractor fraud, waste and abuse, and performs complex special reviews requiring a high level of analytical, audit, business or construction expertise. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Business Administration, Public Administration, Criminal Justice, Economics, Finance, Statistics or related field

Six years of experience in positions demonstrating knowledge and application of business practices, statistical analysis, and construction industry practices.

Supervisory Responsibilities Full Supervision

Location Central Office - Audits and Investigations

Special Working Conditions/Job Characteristics Job requires occasional, statewide and out-of-state, overnight travel.

Examples of Work

- (1) Conducts comprehensive market analysis through analyzing bids, price trends, business relationships, and contractors' market behavior and assesses the impact of monthly construction contract awards on general competition.
- (2) Oversees the monitoring of competition in the construction industry, including policies and procedures related to statistical analysis, record keeping and reporting of pre-letting, pre-award and post-award bid programs.
- (3) Participates in the review of itemized bid tabulations against bidders' proposals, including reviewing contractors' bids after letting to compare cost estimates, detect unbalancing, locate other discrepancies and make recommendations to management for award or rejection of bids based on competition related issues.
- (4) Provides opinions to management concerning the relevance of specific awards to anti-trust concerns and fraud in the construction industry.
- (5) Works with other divisions and units to sustain accurate, complete data from proposal, bidding and contract management activities.

- (6) Plans, conducts, and oversees complex audits and special reviews of construction contracts; writes reports summarizing work performed, problems noted, and recommended corrective action.
- (7) Plans, directs, and conducts complex monitoring of suspected fraud, waste and abuse; assists the investigation unit with interviewing witnesses and subjects and in the preparation of cases; testifies at hearings and other legal proceedings as necessary.
- (8) Acts as a liaison with federal, state, and local law enforcement agency officials, as well as professional and regulatory organizations and unions to gather information and evidence and resolve contracting issues and concerns.
- (9) Coordinates the development or implementation of new software systems and analytical tools as necessary; manages and coordinates information technology improvement projects.
- (10) Develops and conducts training programs on anti-trust violations and fraud, waste and abuse in the construction industry; provides support and coordination for users of databases and computer systems used to detect fraud.
- (11) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (12) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.