

**ANNOUNCEMENT OF POSITION VACANCY**

[www.enterprises.csus.edu](http://www.enterprises.csus.edu)

**Contract Analyst**  
**Sponsored Programs Administration**  
**REQUISITION #604416662**

*University Enterprises, Inc. (UEI) at Sacramento State is seeking a Contract Analyst for Sponsored Programs Administration. As Sacramento State's non-profit business auxiliary, UEI creates and manages programs and services that enhance the University's educational mission. The SPA office through its Post-Award Administration team supports the research and sponsored activity efforts of Sacramento State faculty and staff through the administration of grants and contracts funded by the federal and state government as well as private foundations and other organizations. The Post-Award team provides services such as account and financial management, expenditure processing, budget management, compliance and audit oversight, and serves as a liaison with funding agencies and various university and UEI offices.*

**RATE OF PAY:** \$5,720 - \$8,229 per month

**BENEFITS:** UEI offers an excellent benefits package that includes:

- Participation in CalPERS Retirement Program
- Paid Vacation Time – starting at 10 hours accrued/month
- Paid Sick Time – 8 hours accrued/month
- Paid Holidays – 14 paid holidays per year including paid time off the week between Christmas Day and New Year's Day as the CSUS campus is closed
- Excellent medical benefits – 100% employer-paid medical & dental for employee-only coverage and low cost for family coverage
- Educational Assistance Program for employees and/or dependents
- Work from home for up to two days per week with supervisor approval following a successful 6-month probationary period
- Child care subsidy
- View a comprehensive list of all of the benefits at <https://simplebooklet.com/benefitsataglance>.

**FILING DEADLINE:** This position closes to new applicants on February 2, 2025. Your application will be reviewed after this date.

**APPLY ONLINE:** To be considered, all applicants must apply through the UEI website at <https://secure6.saashr.com/ta/6158859.careers?ShowJob=604416662>. Applicants who apply outside of this link will not be considered.

**CONDITIONS OF EMPLOYMENT:**

This is a full-time, exempt from overtime, benefited position, covered under the California Public Employees' Retirement System. Continued employment in this position is dependent upon the mutual consent of University Enterprises, Inc. (UEI) and the employee, and either University Enterprises or the employee can, at any time, terminate the employment relationship at will, with or without cause.

The selected candidate must furnish proof of eligibility to work in the United States. University Enterprises, Inc. is not a sponsoring agency (i.e. H-1B Visa).

It is strongly recommended that all University Enterprises, Inc. employees follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications.

### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in business administration, public administration, pre-law or related area, or equivalent combination of work experience and/or education (including paralegal studies).
2. Demonstrated experience drafting, editing, and completing contracts, and subcontracts. Excellent attention to detail as to content as well as proper use of grammar, format, spelling, and punctuation when drafting or editing documents.
3. Experience with and ability to read complex documents, understand a wide variety of legal, financial, and administrative concepts, and analyze complex data using logic and quantitative reasoning.
4. Knowledge of standard contract administration and business or public administration principles and practices.
5. Ability to make independent decisions, exercise initiative, maintain confidentiality, exercise discretion and sound judgment, and utilize diplomacy in all communications.
6. Demonstrated experience creating reports and analyses to compare and summarize contract activity data.
7. Demonstrated experience performing administrative duties of varying complexity requiring the exercise of initiative and judgment.
8. Demonstrated ability to establish and maintain strong working relationships.
9. Ability to work independently or as part of a team, and to respond effectively to changes in priorities and deadlines.
10. Excellent oral, written, and interpersonal communication skills, experience working respectfully and tactfully with a variety of internal and external stakeholders across a range of positions, and the ability to function effectively and efficiently in situations requiring a high level of tact and diplomacy.
11. Demonstrated experience using word processing, spreadsheet, database, presentation, and video conferencing software such as the programs in the Microsoft Office Suite.
12. Must be fingerprinted and pass a background check. Must continue to meet the established standards.

### **PREFERRED QUALIFICATIONS**

1. Master's degree in related area or Juris Doctorate or equivalent combination of education and/or work experience.
2. Experience working with or for California state agencies, experience with the California State Administration Manual (SAM), the California State Contracting Manual (SCM), and the California Public Contract Codes.
3. Experience working with legal counsel to draft, review, and modify contracts.
4. Experience with applications such as SmartSheets and Finance Enterprise.

### **PHYSICAL REQUIREMENTS**

With or without a reasonable accommodation: Sit for extended periods; frequently stands and walks; manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, printers, scanners, and fax machines.

### **WORKING CONDITIONS**

Work is performed in an office environment, continuous contact with staff, campus community, and the public. Some travel may be required.

### **DUTIES AND RESPONSIBILITIES**

The Sponsored Programs Administration (SPA) Contract Analyst routinely performs duties related to the post-award administration for the California State University, Sacramento (Sacramento State) sponsored programs grants and contracts. The Contract Analyst is responsible for amendments, tracking and executing renewals of all awards that come to University Enterprises, Inc. (UEI), for ensuring that the terms and conditions are acceptable, and that contracts are executed in compliance with the policies and procedures of UEI, Sacramento State, and the CSU Office of the Chancellor.

The Contract Analyst has the primary responsibility for developing and executing all Sacramento State faculty, centers, and institutes (FCIs) subagreements and Independent Consultant/Contractor agreements, and the related amendments, including securing all appropriate backup documentation and performing required regulatory checks. In addition, the position routes, reviews, and drafts UEI and Sacramento State memoranda of understanding as needed.

The position reports directly to and receives general direction from the Contract Counsel and works in close coordination with the SPA Director and Associate Director, UEI General Counsel, and the Office of Research, Innovation, and Economic Development (ORIED). May provide work direction to a graduate student assistant.

The specific duties and responsibilities are as follows:

1. Facilitates negotiations and drafts subcontracts following UEI subrecipient procedures including collecting the pertinent documents and obtaining approvals. Assists ORIED and SPA staff and clients with subcontracts; works with the Senior Financial and Operations Analyst with risk assessment and the Contract Counsel with classification of subrecipients and contractors.
2. Negotiates and drafts professional services agreements and independent contractor agreements; reviews independent contractor forms for completeness, appropriateness, and compliance with UEI purchasing policy when applicable.
3. Works closely with the Contract Counsel and/or the UEI General Counsel to ensure that all sponsored programs agreements are executed in the best interests of UEI and the University, and to address risk areas and liability matters.
4. Reviews contracts, agreements, and amendments including language and budget for FCIs to ensure compliance with University and UEI policies, procedures, applicable laws, and regulations; drafts revised language as needed; coordinates with internal and external partners as needed.
5. Assists department staff and various clients with questions regarding contracts. Provides analysis of complex awards and subawards and proposes solutions in cases without precedent; ensures actions in all matters are performed timely to prevent delays to project timelines. Identifies potential contractual issues, additional needs, opportunities, and makes recommendations on the resolution of issues to staff, faculty, clients, or sponsors.
6. Enters, tracks, and updates contract data in electronic management systems.
7. Maintains knowledge of required and related federal and state regulations such as Federal Uniform Guidance and the California State Contracting manual (SCM). Maintains knowledge of applicable California law regarding independent contractor determinations.
8. Makes recommendations on the development and refinement of policies and procedures related to contract development administration including acceptable terms and conditions, in consultation with Contract Counsel, UEI General Counsel, ORIED, and SPA.
9. Works in collaboration with the graduate student assistant on specific tasks and projects.
10. Provides direction on Requests for Proposals (RFPs) to project personnel.
11. Participates in client, faculty, and sponsor meetings as needed and presents workshops and/or trainings.
12. Maintains and updates departmental templates related to contracts, subawards, and similar areas as appropriate.
13. Provides assistance on special projects and other job-related duties as assigned.

**Note: This position vacancy is with University Enterprises Inc., an auxiliary organization of California State University, Sacramento. This is not a University position; the incumbent will be an employee of University Enterprises.** *University Enterprises operates commercial enterprises on the California State University, Sacramento campus; it is responsible for grant and contract management and fiscal services for University research and sponsored programs and provides fiscal services to University related agencies and activities. University Enterprises is a non-profit corporation governed by a board of directors in conformance with the appropriate State of California codes and policy directives of the Board of Trustees and the campus administration.*

University Enterprises is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of University Enterprises that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placement, and promotions will be on a basis of qualifications of the individual for the position being filled, regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual orientation, marital status, medical condition (diagnosis or history of cancer)\*, citizenship, veteran status, or physical or mental disability. Any persons who feel that they have been discriminated against in connection with an application for employment should contact University Enterprises' Director of Human Resources at (916) 278-7003. \*As defined in Section 12926(F), Government Code 12990.

**\*\*\*AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER\*\*\***

In compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, California State University, Sacramento has made crime reporting statistics available on-line at [www.csus.edu/police/cleryact.htm](http://www.csus.edu/police/cleryact.htm). Print copies are available in the CSUS library and by request from the CSUS Office of Public Safety and the Office of the Vice President for Student Affairs.