



JOB TITLE: Contract Analyst

BUSINESS TITLE: Contract Analyst

LOCATION OF JOB: Santa Rosa, CA

DATE: May, 2010

DEPARTMENT: Clinical Contracts & Alliance Management

REPORTS TO: Sr. Contract Manager

MAIN PURPOSE OF JOB (BRIEF SUMMARY)

The Contract Analysts primary responsibility will be to negotiate and finalize clinical research contracts between company and other parties, investigators and institutions, clients and partners. He/She will also assist with budget preparations, cost proposal development and management, project level cost development, and tracking contract activity in departmental Access database.

MAIN JOB DUTIES/RESPONSIBILITIES (Please list most important duties first)

The incumbent works with the Senior Contract Analyst and Clinical staff on all matters pertaining to the proper form and content when establishing a contractual relationship. The incumbent is also responsible for training to the contracting process as to ethics, regulations and company policies and procedures related to contracting actions. The incumbent must be an experienced individual with good people skills and excellent attention to detail. Internal Responsibilities include contracts management and to act as the primary contact person within Clinical Operations for their assigned contracting. Negotiate contract terms and conditions, and cost proposals with clinical research sites. Prepare, review and approve contractual documents. Maintain contract files, including updating databases and spreadsheets with current contract information. Participate in meetings as necessary with clinical teams and technical personnel in all matters pertaining to contracts and related issues. Assist in establishing and maintaining an effective contract compliance capability. Assist in establishing and maintain monitoring and control systems to ensure all company personnel are complying with the established policies and procedures. Coordinate with the Senior Contracts Analyst on the appropriate contracting strategy, pricing and instruments to be used for contracting actions. Advise the Senior Contract Analyst on actions taken before committing the company to any contracting actions that may have serious implications to ensure appropriate risk management. Assist in reviewing and approving all contract actions between the company and all other parties, ensuring that provisions of offers are in accordance with relevant contracting policies and procedures, regulations, laws and agreements. Develop detailed end-to end cost analyses for all site contracting efforts using Excel, and provide updates as required. Maintain electronic and hardcopy contract files. Review model contract agreements. Review and maintain files for all non-disclosure agreements.

If interested, please contact Paula Cameron at paula.cameron@docsglobal.com or call at 352-688-5688.