

DESCRIPTION: Under limited supervision, performs technical work associated with consultant designed projects involving agreement preparation and management, interpretation of agreements, regulations, and policies, and provision of guidance and advice to agency employees and others for projects conducted or administered/overseen by the Nebraska Department of Roads (NDOR); performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third full performance classification level of the Highway Agreements class series. Positions at this level perform a full range of agreement functions involving more diverse projects. Functions assigned include scope of work, planning meetings, consultant selection and negotiation sessions and associated activities, agreements preparation and projects scheduling, and preparation of city covenant and financial agreements and other specialized agreements.

Work at this level is distinguished from the lower levels of the class series by decision-making requiring application of more complex criteria and/or multiple factors, and selection of a course of action from alternative options, and by resolution of problems involving incomplete or conflicting technical or consultant data and program directives. There is a greater independence of action in developing agreement language and applying requirements and administrative directives. Positions in this classification are not expected to supervise other employees on a regular, on-going basis.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares agreements for consultant designed roadway, bridge, and right-of-way projects, by: identifying the scope-of-work, setting up scope-of-work meetings, scheduling project site field trips, reviewing work-hour estimates for agreements with consultants, setting up negotiation meetings, and conducting negotiations; prepares supplements to agreements, as needed.

Prepares information and coordinates meetings and other activities; participates in the consultant selection process by: preparing legal notices and agendas, preparing for and assisting at consultant briefings, interviews, and selection meetings, serving on behalf of absent selection committee members, and responding to inquiries on the selection process and projects advertised by NDOR.

Prepares city covenant and financial agreements, agreements with irrigation districts and other special agreements by researching and gathering information, preparing exhibits, and reviewing the agreements with requesting division and with the NDOR financial administration division.

Reviews, and modifies as needed, agreements prepared by other NDOR divisions to ensure conformance with federal, State, and NDOR requirements, language, and policies.

Prepares payment requests for irrigation districts and other special projects.

Researches and reviews previous local government agreements, attends meetings, and prepares reports to complete special assignments requested by the agreements Engineers, NDOR division managers, or other senior management.

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Prepares consultant reports as requested by the agreements Engineer.

Researches databases and documents, and answers inquiries from consultants and other entities and NDOR construction or audit employees on active or completed projects.

Monitors NDOR project scheduling system to determine progress status of projects, and determines and communicates needed adjustments in the agreements tracking system.

Assigns and guides the work of other agreements employees, as directed by supervisors, to ensure completion of technical or administrative coordination activities.

Provides technical assistance and advice to agreements Engineers and other engineers, as needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: functional relationships between various NDOR divisions/districts; roadway design principles and practices; phases of a project from conception through construction; negotiation principles and techniques; agreement preparation requirements and legal protocols and issues relative to agreements between NDOR and consultants, other governmental agencies, and private firms; federal regulations, State statutes, and NDOR policies and standards governing agreement development and administration processes.

Skill in: using and caring for assigned technical and computer equipment.

Ability to: examine legal issues and offer advice involving agreements between NDOR and other entities in relation to federal regulations, State rules, and NDOR policies; use personal computer and associated programs to access the project monitoring and agreements tracking systems and databases; use various computer applications software for project scheduling and estimating; prepare scope-of-work assessments for different types of projects; negotiate the hours for projects or studies as designed.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Coursework/training in business administration, legal, transportation, or accounting processes, and experience in negotiation, construction, estimating, or agreement preparation/coordination work involving roadway or similar projects.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).