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## Contract Specialist 12

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### GS-1102-12

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located in

This position performs assignments in support of local or centralized procurement activity, or the audit/review of that activity.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Procures supplies and services with the most complex and difficult requirements; advises technical personnel on the development of statements of work, formulates contracting approach, secures supplies, services or construction through use of both formally advertised and negotiated procurements, administers contracts; and/or plans and conducts detailed contract price/cost analyses; and/or reviews procurement actions to determine cost effectiveness and compliance with legal and regulatory requirements; and/or any equivalent assignment. May specialize and/or serve a team leader on any of these assignments.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-7, 1250 pts.

Knowledge of a wide range of contracting procedures, methods and contract types including formal advertising, negotiation, fixed-price, cost contracting, and use of special provisions and incentives to plan and carry out contracting assignments related to preaward or postaward functions, and/or price/cost analysis, and/or the review of these functions. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information; compose memoranda, minutes, and reports; and draft contract provisions and supporting documents.

Factor 2 - Supervisory Controls FL 2-4, 450 pts.

The supervisor defines overall objectives and resources available; the employee and supervisor jointly develop deadlines, projects and work to be done. The employee plans and carries out assignments independently, keeping the supervisor informed of progress, potential controversies, or matters that may affect policy or set precedent. Completed work is reviewed in terms of feasibility, compatibility with other work, or effectiveness. Because the employee may have delegated contracting officer authority within prescribed limits, certain formal reviews may be required to assure compliance with prescribed regulatory requirements.

Factor 3 - Guidelines FL 3-4, 450 pts.

Guidelines include Federal and agency procurement regulations, procedures, case law and precedent decisions. These guidelines typically cannot be applied directly and require a significant degree of interpretation to determine the extent of relevance to a procurement. The employee uses judgment and initiative in applying principles that underlie guidelines, in deviating from traditional techniques, or in developing new approaches or procedures.

Factor 4 - Complexity FL 4-5, 325 pts.

The work typically involves developing and implementing or reviewing complex contracting plans for preaward, postaward, price/cost analysis, and/or staff functions characterized by requirements for extensive coordination, a wide variety of procurement activity, and unknown factors, changes or conflicts in the issues. The employee generally leads, performs, or reviews activities related to procurement of goods or services with specialized, critical or scarce requirements using formal advertisement or negotiations, where competition is limited and/or market conditions are unfavorable, and which require inclusion of special contract provisions. Decisions involve responsiveness to continuing changes in programs or technological developments, the interests of contractors, statutory/regulatory requirements, and prevailing socioeconomic climate.

Factor 5 - Scope and Effect FL 5-4, 225 pts.

The purpose of the work is to advise on a variety of complex contracting problems, projects, or programs when unusual questions, conditions or issues exist and extensive analysis is required; plan and carry out procurements under similar conditions; or to plan and conduct reviews of procurements or procurement programs of similar variety and complexity. Work products affect a wide range of procurement activities and programs, affect the timely support of serviced organizations, and have significant economic impact on contractors or their geographic areas.

Factor 6 - Personal Contacts FL 6-3, 60 pts.

Contacts are with officers and technical representatives of local and national firms, small businesses, disadvantaged business firms, non-profit institutions such as universities and scientific organizations, and other suppliers; legal and technical staff from within the agency or other agencies. Contacts occur in moderately unstructured settings.

Factor 7 - Purpose of Contacts FL 7-3, 120 pts.

Internal agency contacts are to advise on the development of specifications and evaluation criteria, to evaluate proposals, and prepare pre-negotiation positions, or equivalent. External contacts are to conduct conferences, obtain information for evaluations, conduct fact-finding, negotiate contracts, resolve problems, or equivalent. Contacts are generally to persuade or influence others with diverse and conflicting opinions.

Factor 8 - Physical Demands FL 8-1, 5 pts.

The work is primarily sedentary, requiring no special physical demands.

Factor 9 - Work Environment FL 9-1, 5 pts.

Work is performed in a typical office setting.

TOTAL = 2890 pts.

This position is exempt from coverage under the Fair Labor Standards Act.

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

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