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Contract Specialist 14

GS-1102-14

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 significant operating unit acquisitions of nationwide magnitude, or the agency-wide procurement program, or the audit/review of those acquisitions or that program and its components.

II. MAJOR DUTIES AND RESPONSIBILITIES

- Plans, negotiates, leads, and/or administers complex procurements of goods, systems or services with specialized, state-of-the-art, critical or scarce requirements and characterized by a lack of any previous cost data, use of a wide variety of cost and fixed-price contracts, multi-year contracts and extensive use of subcontractors, frequent changes in terms, conditions or funding arrangements, and similar difficulties;
- Develops and/or reviews complex contractual pricing arrangements and incentives characterized by multiple incentives requiring sophisticated contracting techniques, sharing arrangements such as cost-plus-incentive-fees or fixed-price-incentive-fees where the agency and the contractor share cost risk, or economic price adjustment clauses for adjusting labor and material costs where price can not be reasonably predicted at the time of negotiation;
- Audits or reviews major acquisitions of similar complexity, presents findings, recommends corrective actions and policy or procedure improvements; and/or
- Reviews, advises on, develops and recommends operating unit-wide or agency-wide procurement processes and systems, procedures and policies; or equivalent assignment.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-8, 1550 pts.

Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Skill in technical and coordinative activities sufficient to lead work on a variety of highly complex procurement and contractual processes or reviews. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, analyses, and recommendations; or to compose agency guidelines.

Factor 2 - Supervisory Controls FL 2-5, 650 pts.

The supervisor provides administrative direction and makes assignments in terms of broadly defined programs or functions, or long-range acquisition and agency objectives; requirements stem from program or mission goals, or from agency policy. The employee plans and carries out assignments, including negotiation, independently, coordinating all elements of the assignment. Work products or recommendations

made by the employee are considered technically authoritative and reviewed for compatibility with program objectives and agency goals. Some of the employee's work is reviewed by formal review board.

Factor 3 - Guidelines FL 3-5, 650 pts.

Guidelines include procurement laws, Federal regulations, case law and agency contracting directives and policies. These guidelines are only generally applicable and require extensive judgment and interpretation for the employee to develop agency procurement regulations and policies, develop complex procurement strategies, and/or review and recommend/direct changes to the same.

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 5-5, 325 pts.

The purpose of the work is to advise on, and develop new approaches to resolving, a variety of complex contracting problems, projects, or programs that affect agency-wide procurement policy or the acquisition of operating unit or agency-wide goods/services/systems that are mission-critical. Work products affect a wide range of procurement activities and programs, contribute to the accomplishment of significant agency or operating unit projects or programs, 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 7-4, 220 pts.

Internal contacts are to review, plan, develop, and advise on the development of agency, or equivalent, strategy and policy. External contacts are to justify, negotiate, defend or settle procurement decisions as a representative of the agency.

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 = 3790 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

