

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. DOIA004	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station	
Explanation <i>(Show any positions replaced)</i> Standard PD		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
13. Competitive Level Code		14. Agency Use					
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code	
a. Office of Personnel Management							
b. Department, Agency or Establishment		Contract Specialist		GS		1102	
c. Second Level Review						09	
d. First Level Review							
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>			
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision			
a. First Subdivision				d. Fourth Subdivision			
b. Second Subdivision				e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>			
Signature _____ Date _____				Signature _____ Date _____			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position Position Classification Standard for Contracting Series, GS-1102, December 1983			
Typed Name and Title of Official Taking Action Renae Lockwood, Sr. HR Specialist (Class/Comp)				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature _____ <div style="display: flex; justify-content: space-between;"> <div>RENAE LOCKWOOD</div> <div> <small>Digitally signed by RENAE LOCKWOOD Date: 2017.03.09 13:52:43 -05'00'</small> </div> </div>							
23. Position Review		Initials Date		Initials Date		Initials Date	
a. Employee <i>(optional)</i>							
b. Supervisor							
c. Classifier							
24. Remarks							
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>							

**Contract Specialist
GS-1102-09**

I. Introduction

This position is located in the <Office/Branch Name> of the <Division Name> within the <Bureau Name> and serves as a specialist supporting a Contracting Officer in performing a full range of contract activities. The incumbent provides acquisition support to Bureau/Agency for a wide range of contracting types and methods, and performs the full range of pre-award and/or post-award functions for contracting types.

II. Major Duties

The incumbent provides formal advertising and/or negotiated methods of contracting support to Bureau/Agency customers and team members. The incumbent performs pre-award and/or post-award functions using a range of contracting types and methods to procure purchases in supplies, systems, services, equipment, and/or construction. The incumbent prepares contracting documents for contracting actions that are clearly defined and preceded (e.g., firm fixed-price, time and materials, indefinite delivery, or other contracts of similar complexity). Contracts administered are typically for terms of six months or less. Work may be reviewed and/or signed by a senior Contracting Officer.

Pre-Award:

- Performs work related to the contract pre-award process (i.e., the work necessary to secure a contract to acquire goods and/or services). Performs contracting work using formal advertising and/or limited negotiation procedures. Prepares and issues the solicitation document; reviews the offers for responsiveness to the solicitation; determines financial responsibility and performance capability of the bidders; and awards the contract.
- Performs all aspects of contracting transactions from initiation to recommendation of award for off-the-shelf items and/or services that are available from numerous sources. Reviews requisitions and determines the appropriate method of procurement. Develops procurement plans by reviewing previous history, market conditions, and specifications or technical data packages. Compiles bidders' list from qualified bidders' applications, knowledge of suppliers, contacts with trade associations, or other sources. Prepares and issues solicitation documents. Performs detailed analysis of bids received to determine bid responsiveness and responsibility of the offer. Drafts final contract including specifications, packing and shipping requirements, inspection instructions, and all other special and standard clauses.
- Uses a variety of contract types to procure goods and/or services. Utilizes common contract methods and types for clearly defined and preceded contract actions. Locates sources for the products and/or services procured. Insures adequate price competition is available for the items or services procured. If required, may negotiate contracts and/or agreements when precedents are well-established and the bargaining positions are close.

- Analyzes sources for the products or services to be procured. Adequate price competition is available for the items or services procured. To ensure the procurement will be obtained from responsible sources at a fair and reasonable price, the incumbent evaluates the responsiveness of the contractor's bid or offer to the solicitation or the contractor's cost or price proposal.

Post-Award:

- Performs work related to the contract post-award process (i.e., the work accomplished after contract award). Performs contract administration work such as monitoring of contract performance and negotiation of necessary contract modifications to ensure satisfactory progress and completion of contract activities.
- Monitors outstanding contracts to ensure satisfactory progress, to assure compliance with the terms and conditions of the contract, and to identify problems that threaten contractor performance. Recommends actions when the contractor is not in compliance with contract provisions. Investigates circumstances to determine alternative courses of action, such as the extension of delivery schedule. Renders routine determinations and interpretations on such matters as payments, claims, and contractual changes, to insure the requirements of the contract are met. Reviews completed contract files to determine whether routine administrative matters are resolved or completed and advises the senior Contracting Officer of findings and recommendations.
- Negotiates contract modifications (e.g., extension of delivery schedules, price adjustments, labor hours etc.). Negotiates changes to agreements when precedents are well-established and the bargaining positions are close. Prepares determinations and findings of fact relative to negotiations and pricing actions. Coordinates contractor's requests for deviations with requesting activities and makes recommendations.
- Recommends issuing cure or show-cause notices when the contractor is not in compliance with contract provisions. Investigates circumstances to determine alternative courses of action, such as extension of delivery schedule for consideration flowing to the Government.
- Performs work related to the termination of contracts for either convenience of the Government or default of the contractor. Prepares contract termination files for use in contracts.
- Reviews completed official contract file to determine that all contractual actions are satisfied such that there are no pending administrative actions to be resolved, that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed.

May develop materials to support meetings and presentations at government and non-government conferences, seminars, and meetings for pre-award and/or post-award acquisition matters.

Keeps management informed of anticipated workload demands. Anticipates problems and escalates issues and/or problems for resolution to supervisor and/or the senior Contracting Officer.

Performs other similar duties as assigned.

Other Significant Facts:

The incumbent may be required to obtain and maintain an appropriate FAC-C level and to hold and maintain a Contracting Officer Certificate of Appointment (COA) commensurate with the workload of the office.

III. Factor Levels

Factor 1 - Knowledge Required by the Position Level 1-6 950 points

The position requires a knowledge of commonly used contract methods and types, such as firm fixed-price, time and materials, indefinite delivery, or other contracts of similar complexity, and required clauses to plan and/or carry out the procurement.

Knowledge of formal advertising and negotiated bid procedures sufficient to obtain specialized supplies, equipment, services, or construction for the client. This includes skill in techniques to negotiate contract prices and terms with contractors.

Skill in solving practical problems, (e.g., pricing matters, transportation, etc.) as they relate to the development of the specifications or delivery of supplies or services.

Familiarity with business practices and market conditions applicable to program and technical requirements is required sufficient to evaluate such actions as bid responsiveness, contractor responsibility, and/or contractor performance.

Ability is required to communicate both orally and in writing the technical specifics of the contracts and the contracting and procurement process to managers, employees and contractors.

Factor 2 - Supervisory Controls Level 2-3 275 Points

The supervisor assigns work in terms of objectives and priorities. Assistance is provided on new or unusual assignments. The employee exercises initiative and judgment in developing and coordinating the procurement package up to recommendation for award, in accordance with standard practices and established procedures. Award recommendations are reviewed prior to signature for documentation, judgment, and compliance with policies and procedures.

Factor 3 - Guidelines Level 3-3 275 Points

Guidelines include Federal and Department contract regulations, procedure manuals and established precedent. Guidelines, regulations, precedents, and written policies exist for procurements or contracts assigned. Historical data are pertinent to the evaluation of prices and basic elements of cost. Contractual actions, however, generally require adaptation to the particulars of the assignment. The employee uses judgment in analyzing and evaluating data, such as determining the appropriate procurement method, preparing justifications, selecting and adapting contractual provisions, identifying sources, determining price reasonableness, and evaluating responsibility of the contractor to perform successfully based on pre-award surveys or past procurement histories.

Factor 4 - Complexity**Level 4-3****150 Points**

The work includes various duties involving different and unrelated contracting processes and techniques in a relatively standardized or controlled work situation. The employee performs complete procurement transactions (both pre-award and post-award) involving few complexities as a foundation for future responsibility.

Assignments typically involve: repetitive items or services where specifications have become standardized or well-established; use of firm fixed-price contracts, indefinite delivery, or similar contracts; inclusion of standard clauses or routine supplemental stipulations; availability of adequate price competition or published price lists; general availability of suppliers, although searching of the market and use of sole source suppliers are sometimes required; and a time period typically under six months.

Determining what needs to be done requires substantive analysis, such as reviewing the procurement request for completeness, obtaining additional information from the requirements offices, preparing the invitation for bid, identifying sources of supply (including mandatory sources or sources eligible for set-asides), preparing administrative change order documents and supporting memoranda, reviewing contractor's requests for payment for compliance with specific contract terms, and making initial review of inventories in termination actions. The employee must select appropriate techniques and procedures. The employee identifies interrelationships which affect the procurement such as availability of funds, discount rates, transportation charges, or previous performance of suppliers.

Factor 5 - Scope and Effect**Level 5-3****150 Points**

The purpose of the work is to perform a variety of contracting actions encountered throughout pre-award and/or post-award phases of the contracting process using established contracting procedures. The work of the employee supports the operation of the activity or several activities, such as providing equipment and facilities, and thereby contributes to the timely and economical accomplishment of organizational objectives.

Factor 6 - Personal Contacts**Level 6-3****60 Points**

Personal contacts are with employees in the same Bureau/Agency but outside the immediate organization, usually specialists representing the various disciplines involved in the procurement process, such as technical, program, and financial. Contacts outside the agency 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; and legal and technical staff from within the Bureau or Agency. The interests of the respective parties are usually well defined.

Factor 7 - Purpose of Contacts**Level 7-2****50 Points**

Contacts are to plan and advise on procurement actions with requiring offices, to coordinate actions with support offices, and to resolve related procurement problems. Contacts outside the Bureau/Agency are to follow up on procurements or resolve routine problems.

Factor 8 - Physical Demands**Level 8-1****5 Points**

The work is sedentary. No special physical demands are required to perform the work.

Factor 9 - Work Environment

Level 9-1

5 Points

The work is performed in an office setting and involves everyday risks or discomforts, which require normal safety precautions.

Total Points: 1920

Point Range: 1855 – 2100 = GS-09

