

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. DOIA014						
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		6. OPM Certification No.					
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					
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
a. Office of Personnel Management													
b. Department, Agency or Establishment		Procurement Technician		GS		1106		07					
c. Second Level Review													
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>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</i>						<i>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.</i>							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>							
Signature _____						Signature _____							
Date _____						Date _____							
21. Classification/Job Grading Certification. <i>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.</i>						22. Position Classification Standards Used in Classifying/Grading Position Procurement Clerical and Technician Series, GS-1106 TS-119 September 1992							
Typed Name and Title of Official Taking Action Rena 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 _____													
RENAE LOCKWOOD						Digitally signed by RENAE LOCKWOOD Date: 2017.03.09 13:52:43 -05'00'							
Date 03/09/2017													
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>													

Procurement Technician
GS-1106-07

I. Introduction

This position is located in the <Office/Branch Name> of the <Division Name> within the <Bureau Name> and performs a full range of procurement technician duties, including but not limited to, providing acquisition support for awards, modifications, interagency agreements and/or various complex/non-standard contract related support functions. The incumbent serves as a senior Procurement Technician and may provide technical advice, service, and/or review to lower-graded procurement technicians/clerks within the Group, Region or Bureau.

II. Major Duties

The incumbent serves as a senior Procurement Technician providing complex acquisition support to programs, administrative offices, and/or contract specialists by preparing, verifying, and documenting contract awards, modifications, interagency agreements and various other complex procurement and contract administration functions. The incumbent provides support for pre-award, award, and/or post-award contract actions for various and/or non-standard supplies and/or services, including technical and/or professional services as well as equipment and/or construction.

Pre-Award Duties:

- If required, may serve as the primary requisitions point of contact for coordination among the program offices. Works with program offices to establish clear requirements in the proper format.
- Reviews purchase requests submitted by program offices for completeness and accuracy to ensure they are without errors or omissions through reconciling and/or reconstructing incomplete information (e.g., ensures correct funding lines are used or match the correct User Product Code to its line item description, etc.). Notifies program offices of corrective actions required, as necessary, and provides guidance on how to remedy issues identified.
- Coordinates and tracks the timely movement of requisition documents through the purchase request approval process. Ensures purchase requests are routed to the appropriate programs (i.e., property, information resources, and budget) for approval and reviewers are notified via email to access the purchase request.
- Prepares solicitation packages, including requests for proposals and invitations for bids. Prepares amendments for all solicitations. Prepares solicitation packages for review. Prepares, solicits, acquires and administers complex actions under the oversight of a Contract Specialist. Assures deadlines are met and makes necessary changes.
- Prepares supporting documentation for contract actions, including synopses, Notices of Award of Contract, Notices to Unsuccessful Offerors, Designation of Contracting Officer's Representatives, and/or Requests for Bid Verification by analyzing and abstracting pertinent information from contract files and incoming correspondence.

Post-Award Duties:

- Performs procurement and contract support functions such as processing invoices, monitoring

contract delivery schedules, assuring correct shipping instructions, scheduling post-award orientation conferences, and/or assisting in maintenance of the official file.

- Monitors contractor performance and uses independent judgment to initiate inquiries and corresponds with contractors in order to resolve problem areas when necessary. Investigates nonstandard customer or vendor complaints of errors in shipment, payment, and/or contract documentation and takes necessary actions to resolve.
- Performs data entry and generates reports of various types that support the award and administration of contracts.
- Interprets accepted acquisition policies and procedures and prepares various documents for signature by the Contracting Officer. Prepares complex delivery orders for supplies and/or services required under multi-year indefinite quantity contracts. Prepares both unilateral and bilateral contract modifications to change quantities; extend delivery schedules; change specifications; provide annual funding; and/or effect administrative changes.
- Receives and reviews payment requests for conformance with the payment clause (terms and conditions), and technical and performance requirements of the Statement of Work (SOW) of the contract. Verifies the accuracy of the request, coordinates review and acceptance from the COR. Reviews for acceptance and /or rejection and transmits the request.
- Assists in Contract Close Out activities. Reviews completed official contract file to ensure that all contractual actions are satisfied, no litigation actions are pending, and that contract is completed in every aspect; evaluates and documents contractor performance, ensures appropriate disposition of warranties, and reporting in the agency-mandated automated system; prepares contract closeout documents in accordance with agency requirements; performs records retention and maintenance in accordance with provisions in the FAR.

Recommends improvements to processes and procedures.

Responsible for complying with safety instructions and regulations, ensuring individuals' safety, promptly reporting potentially unsafe acts, unsafe conditions, and accidents to the appropriate supervisor.

Performs other similar duties as assigned.

III. Factor Levels

Factor 1 - Knowledge Required by Position

FL 1-4

550 Points

In-depth knowledge of procurement and contract administration policies, practices, and procedures and a thorough understanding of the terms and conditions contained and required in contract documents. This includes knowledge of a wide variety of interrelated steps and procedures required to assemble, review, and maintain acquisition files.

Knowledge of what constitutes acceptable delays for individual items or services to monitor contractor performance and coordinate/recommend corrective action.

Knowledge of federal procurement and contract documentation requirements and procedures related to acquisitions. Ability to read, interpret, and apply procurement procedures, regulations, and policies.

Knowledge of the requirements of various contract clauses and special laws, e.g., Davis-Bacon, Service Contract, Prompt Payment Acts, etc., to ensure the inclusion of necessary information or supporting documentation in bid and solicitation packages, and to monitor contractor compliance with contracts that contain these or similar provisions.

Knowledge of standard spelling and English grammar rules.

Knowledge of basic arithmetic processes to verify calculations by adding and multiplying figures.

Knowledge of workflow processes and procedures sufficient to route messages and work to appropriate personnel, and to track requisition or contract status using the computer.

Knowledge of, and skill in using, automated acquisition databases to access, enter, retrieve, and/or correct routine information from a limited number of data fields.

Ability to communicate effectively orally and in writing in order to prepare requisitioning documents and correspondences.

Factor 2 - Supervisory Controls

FL 2-3 275 Points

Works under the general guidance of a supervisory Contract Specialist and/or senior Contract Specialist within the assigned team who assigns work in general terms, advises the incumbent of procedural changes, and is available for assistance when required. The supervisor or other designated authority assigns work with standard instructions on objectives, priorities, and deadlines, and provides guidance for unusually involved situations. Work is performed independently following application of judgment to incorporate procedures. Contractual documents and recommendations submitted for final approval are expected to be complete and accurate. Completed work is reviewed for completeness, accuracy, technical soundness in applying guidance, and compliance with prescribed policy and procedures. Effectiveness is evaluated in terms of accomplishment of assigned work and soundness of actions and decisions.

Factor 3 - Guidelines

FL 3-3 275 Points

Written and oral guidance provides general instructions for completing work. These guidelines may not be completely applicable to many aspects of the work. These instructions include the Federal Acquisition Regulation (FAR) and agency and office regulations. The incumbent uses experienced judgment to interpret and assimilate guidance, adapt procedures, decide approaches, and resolve specific problems when dealing with issues such as reconstructing fragmented information, automating procedures, and preparing summaries for protests. The incumbent analyzes the results of applying guidelines and recommends changes.

Factor 4 - Complexity

FL 4-3 150 Points

The work involves performing various procurement support duties involving different procedures that may result from non-standardized transactions, continually changing deadlines, and assignment of functions. The incumbent identifies the nature of the problem, question, or issue and determines the need for and obtains additional technical information through oral or written contacts and by reviewing regulations and manuals; then makes recommendations, prepares findings, or takes action based on a case-by-case review of the issues or problems in each assignment or situation.

Factor 5 - Scope and Effect

FL 5-3 150 Points

The purpose of the work is to apply conventional practices to treat a variety of problems in acquisition transactions related to investigating errors, reviewing and processing contract documents, creating computerized contract files, and providing support throughout the acquisition process. The work includes reconstructing fragmented information in contract files, assisting in the creation of automated procedures and reviewing contract packages for regulatory adequacy. Work products such as official contracts correspondence, memos to the file, summarizations of discussions, and corrections of errors significantly affect the accuracy and reliability of the work of contract specialists and personnel in related technical functions.

Factors 6 and 7 - Personal Contacts and Purpose of Contacts **FL 2-b 75 Points**

Contacts are with co-workers, employees throughout the bureau and agency, other government employees, contractors, manufacturers, distributors of supplies, salespersons, and owners of small businesses.

The purpose of contacts is to clarify instructions, plan and coordinate actions, and correct or prevent errors, delays or other complications occurring during the acquisition process.

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

The work is primarily sedentary, but may require some physical effort, such as standing, walking, bending, or sitting. There are no special physical demands.

Factor 9 - Work Environment **FL 9-1 5 Points**

The incumbent works in an office setting. Normal safety precautions are required.

Total Points: 1485

Range: 1355-1600 = GS-07