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Contract Specialist 05

GS-1102-05

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 trainee position performs developmental and/or recurring assignments in support of local or centralized procurement activity, or in the audit/review of that activity.

II. MAJOR DUTIES AND RESPONSIBILITIES

Receives on-the-job and classroom training in the application of concepts, principles, practices, and procedures pertaining to the contract process.

Assists higher level employees by performing routine but developmental tasks associated with any phase of the procurement process.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-5, 750 pts.

Skill in performing trainee and developmental assignments and learning substantive work; knowledge and skill to draw conclusions and make recommendations by analyzing facts and making comparisons; knowledge of business arithmetic sufficient to compare prices on recurring procurements; ability to present factual information, compose memoranda and minutes, and draft simple contract provisions and supporting documents.

Factor 2 - Supervisory Controls FL 2-1, 25 pts.

The supervisor assigns individual segments of procurements, providing clear, detailed and specific instruction. The employee completes assignments in close coordination with the supervisor, works as instructed, and consults the supervisor as needed and on all matters not specifically covered in original instructions. Work is checked both in progress and upon completion for conformance with initial instructions, accuracy and adequacy.

Factor 3 - Guidelines FL 3-1, 25 pts.

Specific, detailed guidelines are available for all aspects of the work, including instructional material, procurement regulations, and standard operating procedures. Tasks are performed in accordance with provisions of available guidelines.

Factor 4 - Complexity FL 4-2, 75 pts.

Assignments involve a variety of specific, related tasks designed to instruct the employee in procurement procedures and practices.

Decisions involve making choices from among a few clearly recognizable alternatives.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

The purpose of the work is to perform a few specific, simple contracting tasks selected primarily to train the employee in the principles and practices of contracting and to equip the employee for more responsible assignments. Work products facilitate the work of other contract specialists in the immediate organization.

Factor 6 - Personal Contacts FL 6-2, 25 pts.

Contacts are with employees in the immediate organization and requisitioning and financial personnel in client organizations. Contacts are related to specific procurements. The employee may also deal with salesmen or local suppliers of common, off-the-shelf items.

Factor 7 - Purpose of Contacts FL 7-1, 20 pts.

Contacts are to give, obtain or clarify facts which range from easily understood to highly technical information. Contacts typically provide the employee with general familiarity with the procurement process.

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.

The work is performed in a typical office setting.

TOTAL = 955 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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