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Contract Specialist 07

GS-1102-07

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 advanced 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 training and performs developmental assignments designed to increase skill and knowledge. Developmental assignments may include: reviewing requisitions to determine that proper specifications/purchase descriptions are included in solicitation documents; evaluating bids or proposals for compliance with specifications/purchase descriptions and applicable clauses; administering already negotiated and formally advertised contracts; monitoring progress of contractors; participating with higher level specialists in procurements using formal advertisement; participating as a team member on an Acquisition Management Review Team; or any equivalent assignment.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 pts.

Knowledge of basic procurement procedures and techniques and commonly used contracting methods and contract types to carry out recurring assignments and perform developmental assignments or segments of large procurement actions. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, compose memoranda and minutes, and draft contract provisions and supporting documents.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

The supervisor assigns work in terms of the results desired and the methods and procedures to be employed, providing specific instructions for new, difficult, and unusual assignments. The incumbent performs recurring assignments independently and seeks guidance from the supervisor for new or unusual assignments. The supervisor monitors work in progress and reviews completed work for technical accuracy and compliance with instructions and guidelines.

Factor 3 - Guidelines FL 3-2, 125 pts.

Guidelines include procurement regulations, procedural manuals, and established contracting procedures and precedents. The employee uses judgment in selecting among prescribed methods and techniques, and in the application of regulations and procedures.

The supervisor is consulted when guidelines are not directly applicable or deviations are proposed.

Factor 4 - Complexity FL 4-3, 150 pts.

Assignments are designed to provide developmental experience. The employee generally performs or reviews a variety of preaward or postaward activities related to procurement of goods or services covered by standardized specifications where established competitive markets exist and firm fixed-price contracts with standard clauses are used. However, developmental assignments may involve procurements of technical items and transactions requiring sealed bid and basic negotiated procedures. The employee solicits sources of supply and analyzes prices, discount rates, delivery dates transportation charges, previous performance, commitments, indications of financial responsibility, and recommends the most advantageous offer.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

The purpose of the work is to perform or review routine contracting or contract administration functions. The work affects the quality and timeliness of contracts awarded or administered by higher level specialists, and the timely support to the procuring 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 7-2, 50 pts.

Internal agency contacts are to plan and advise on procurement actions, coordinate actions with support offices, resolve related problems, answer questions and provide assistance. External contacts are to follow up on procurements or resolve routine problems, answer bidder questions, discuss contract requirements, advise on obligations, analyze termination claims, and perform limited negotiations. Those contacted are typically working toward mutual goals and generally cooperative.

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 = 1510 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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