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## Contract Specialist 09

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### GS-1102-09

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 local or centralized procurement activity, or in the audit/review of that activity.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Solicits bids to procure a variety of requirements and negotiates and administers contracts; and/or assists higher level employees with contract termination procedures; and/or performs basic analyses for firm fixed-price or similar contracts; and/or participates 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 related to preaward, postaward, and/or price/cost analysis functions to perform well defined and precedent contract 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, minutes, and reports, and draft contract provisions and supporting documents.

Factor 2 - Supervisory Controls FL 2-3, 275 pts.

The supervisor assigns work in terms of objectives, priorities, and deadlines, and provides additional assistance with new or unusual assignments. The employee plans and carries out recurring work using established procedures, conferring with the supervisor or higher level specialists as necessary on technical problems. Completed work is reviewed prior to signature or to negotiation to ensure completeness, soundness of recommendations, compliance with regulation, adequacy of results.

Factor 3 - Guidelines FL 3-3, 275 pts.

Guidelines include Federal and agency procurement regulations, procedure manuals and established precedent; however, they are not always clear, sufficient, or applicable to problems that surface. The employee uses judgment when selecting, interpreting, adapting and applying guidelines, and when developing recommendations for alternatives or solutions when significant problems are encountered.

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

The work typically involves planning and carrying out preaward, postaward, price/cost analysis, and/or staff functions in a relatively standardized or controlled work situation. The employee generally performs or reviews a variety of 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 5-3, 150 pts.

The purpose of the work is to perform a variety of contracting actions encountered throughout the preaward and/or postaward phases of the contracting process using established contracting procedures. Effective and timely procurements provide the equipment, facilities and services that enable serviced organizations to accomplish their objectives.

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 7-2, 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 = 1920 pts.

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

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

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