



[Home](#) > [HR Practitioners](#) > [Classification & Position Management](#) > [PD Library](#)

Contract Specialist 11

GS-1102-11

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

Procures supplies and services that may require specialized handling provisions, terms and conditions; advises technical personnel on the development of statements of work, formulates contracting approach, secures supplies, services or construction through use of both formally advertised and negotiated procurements, administers contracts; and/or plans and conducts contract price/cost analyses of a variety of preaward and/or postaward procurement actions; and/or reviews procurement actions to determine cost effectiveness and compliance with legal and regulatory requirements; 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 1-7, 1250 pts.

Knowledge of a wide range of contracting procedures, methods and contract types including formal advertising, negotiation, fixed-price, cost contracting, and use of special provisions and incentives to plan and carry out contracting assignments related to preaward or postaward functions, and/or price/cost analysis. 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 2-4, 450 pts.

The supervisor defines overall objectives and resources available; the employee and supervisor jointly develop deadlines, projects and work to be done. The employee plans and carries out assignments independently, keeping the supervisor informed of progress, potential controversies, or matters that may affect policy or set precedent. Completed work is reviewed in terms of feasibility, compatibility with other work, or effectiveness. Because the employee may have delegated contracting officer authority within prescribed limits, certain formal reviews may be required to assure compliance with prescribed regulatory requirements.

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 4-4, 225 pts.

The work typically involves planning and carrying out preaward, postaward, price/cost analysis, and/or staff functions that require full operating competence in the well-established aspects of contracting. The employee generally performs or reviews a variety of activities related to procurement of goods or services with specialized requirements using formal advertisement or negotiations, where competition is limited and/or market conditions are unfavorable, and which require inclusion of special contract provisions. Decisions are based on analysis of alternatives, adaptation, or modification of procedures, or resolution of incomplete or conflicting technical or contractor data.

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 7-3, 120 pts.

Internal agency contacts are to advise on the development of specifications and evaluation criteria, to evaluate proposals, and prepare pre-negotiation positions, or equivalent. External contacts are to conduct conferences, obtain information for evaluations, conduct fact-finding, negotiate contracts, resolve problems, or equivalent. Contacts are generally to persuade or influence others with diverse and conflicting opinions.

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 = 2540 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

[Website Feedback](#) [About OHRM](#) [Contact Us](#) [DOCHROC](#) [FOIA](#) [Site Map](#)
[Privacy Policy](#) [Commerce Homepage](#) [Careers at Commerce](#)
[Commerce Employees](#) [HR Practitioners](#)