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Contract Specialist 13

GS-1102-13

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 operating unit-wide or agency-wide procurement programs, or the audit/review of those programs or their components.

II. MAJOR DUTIES AND RESPONSIBILITIES

- Plans, negotiates, leads, and/or administers complex procurements of goods, systems or services with specialized, state-of-the-art, critical or scarce requirements and characterized by a lack of any previous cost data, use of a wide variety of cost and fixed-price contracts, multi-year contracts and extensive use of subcontractors, frequent changes in terms, conditions or funding arrangements, and similar difficulties;
- Develops and/or reviews complex contractual pricing arrangements and incentives characterized by multiple incentives requiring sophisticated contracting techniques, sharing arrangements such as cost-plus-incentive-fees or fixed-price-incentive-fees where the agency and the contractor share cost risk, or economic price adjustment clauses for adjusting labor and material costs where price can not be reasonably predicted at the time of negotiation;
- Audits or reviews major acquisitions of similar complexity, presents findings, recommends corrective actions and policy or procedure improvements; and/or
- Reviews, advises on, develops and recommends operating unit-wide or agency-wide procurement processes and systems, procedures and policies; or equivalent assignment.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-8, 1550 pts.

Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Skill in technical and coordinative activities sufficient to lead work on a variety of highly complex procurement and contractual processes or reviews. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, analyses, and recommendations, or to compose bureau/agency guidelines.

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 3-4, 450 pts.

Guidelines include Federal and agency procurement regulations, procedures, case law and precedent decisions. These guidelines typically cannot be applied directly and require a significant degree of interpretation to determine the extent of relevance to a procurement. The employee uses judgment and initiative in applying principles that underlie guidelines, in deviating from traditional techniques, or in developing new approaches or procedures.

Factor 4 - Complexity FL 4-5, 325 pts.

The work typically involves developing and implementing or reviewing complex contracting plans for preaward, postaward, price/cost analysis, and/or staff functions characterized by requirements for extensive coordination, a wide variety of procurement activity, and unknown factors, changes or conflicts in the issues. The employee generally leads, performs, or reviews activities related to procurement of goods or services with specialized, critical or scarce 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 involve responsiveness to continuing changes in programs or technological developments, the interests of contractors, statutory/regulatory requirements, and prevailing socioeconomic climate.

Factor 5 - Scope and Effect FL 5-4, 225 pts.

The purpose of the work is to advise on a variety of complex contracting problems, projects, or programs when unusual questions, conditions or issues exist and extensive analysis is required; plan and carry out procurements under similar conditions; or to plan and conduct reviews of procurements or procurement programs of similar variety and complexity. Work products affect a wide range of procurement activities and programs, affect the timely support of serviced organizations, and have significant economic impact on contractors or their geographic areas.

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 = 3190 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

