

POSITION DESCRIPTION

1. Agency PDCN **80276000**

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input checked="" type="checkbox"/> Exec Pers Financial Disclosure <input checked="" type="checkbox"/> Employment & Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Contract Specialist	GS	1102	09	RMP	26 Nov 97

16. Organizational Title (If different from official title) _____ 17. Name of Employee (optional) _____

18. Dept/Agency/Establishment - National Guard Bureau
 a. First Subdivision - State Adjutant General
 b. Second Subdivision - Air National Guard Base
 c. Third Subdivision - Base Contracting Office
 d. Fourth Subdivision -
 e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. _____ Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____
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21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

 Typed Name and Title of Official Taking Action
 ROGER M. PARRISH
 Personnel Management Specialist
 Signature _____ Date 26 Nov 97

22. Standards Used in Classifying/Grading Position
 USOPM PCS for Contracting Series,GS-1102, Apr 84.

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review

Initials	Date								
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a. Employee (Opt)					
b. Supervisor					
c. Classifier					

24. Remarks:
 Released from NGB-HR-WC, CRA-97-1021

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located in an Air National Guard (ANG) Base Contracting Office. The incumbent is responsible for numerous contracting transactions such as assisting and participating in contract negotiation for supply and services acquisition, and construction to include facility modification, rehabilitation, new construction, and facility maintenance. Assists with the total range of contracting actions from acquisition planning, solicitation actions, contract award, contract administration and contract closeout procedures.

--Assists with pre-award, post-award, and contract closeout functions for a variety of supply, services, and construction contracts within the Air National Guard (ANG). Contracting is established through sealed bidding procedures with some assignments involving negotiated small disadvantaged business program contracts, architect/engineer contracts and Job Ordering Contracting (JOC) delivery orders.

--Assists in the development of, or initiates advance acquisition or contracting plan for projects. Recommends the appropriate contract type and applicable special provisions as they apply to the particular project. Prepares Commerce Business Daily (CBD) synopsis, selects provisions of the solicitation applicable to the particular procurement and prepares the Invitation for Bid (IFB) or Request for Proposal (RFP) for procurements. This includes preparation of solicitation provisions, proposal documents, contract clauses, and plans and specifications. Compiles Bidders Mailing List and issues the solicitation and subsequent amendment(s), if applicable. Ensures that prospective contractor site visits and prebid conferences are conducted where appropriate.

--At the public bid opening, may draft Abstract of Bids and serve as Bid Opening Officer. Determines the responsiveness of all bids and prepares Bid Opening Report for distribution to the organization requirements office. Conducts pre-award survey of apparent low bidder with emphasis on financial resources, stability, past performance and capacity. Prepares responsibility determination for review and approval. Has responsibility for ensuring that funds obligation is in accordance with public law and that the pending contract is not over obligated. Assists in the preparation of the legal review package to contract award for submittal to the state or NGB-AQ.

--Prepares and distributes award package consisting of signed and approved contracts and labor and authority letters. Coordinates or conducts the pre-construction/performance conference; acts as recorder and prepares the minutes. Prepares Notice to Proceed (NTP). Receives and reviews contractor's performance and payment bonds and obtains bond legal review and acceptance. Evaluates contractor's Certificate of Insurance. Drafts Individual Procurement Action Report and award synopsis for Commerce Business Daily publication. Receives request for contract modifications and makes recommendation as necessary. Drafts the request for the contractor's proposal for equitable adjustment and obtains government estimate from project engineer. Prices and

negotiates supplemental agreements when authorized. Writes Price Negotiation Memorandum (PNM).

--Maintains contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend and approve an appropriate established schedule and to recommend and approve appropriate progress payments to contractors. Conducts labor surveys and investigations. Checks payrolls for compliance with applicable wage rates. Monitors insurance certificates, and initiates necessary correspondence. Provides contract administration coordination. Completes contract management, and is the central clearing point for all matters affecting the contract including changes, invoices, payments, funds obligation and adjustments, claims, disputes, travel allowances, quality, services, and terminations.

--Recommends the issuance of suspension of work or stop work orders, as necessary and negotiates equitable settlements for claims between the government and the contractor. If applicable, recommends that contracts be terminated for default or for the convenience of the government. Develops the documentation necessary to support the recommendation. Negotiates equitable agreements for claims arising from the termination. Prepares a draft copy of the final decision regarding a dispute between the contractor and the government. The letter and supporting documentation must be of such clarity and detail as to withstand a review by the Armed Services Board of Contract Appeals or other legal body.

--Coordinates contract completion/closeout including punch-list development and resolution, submission and acceptance of warranties, final inspection and acceptance, as built drawings, release of claims, final payment and construction contract evaluation.

--May be required to perform Base Contracting Automated System (BCAS) Administrator duties in the absence of lower graded employees.

--Performs other related duties as required.

Factor 1 – Knowledge Required by the Position

FL 1-6 950 pts

--Knowledge of federal contracting laws and Department of Defense (DOD), Army, NGB, and local purchasing and contracting regulations, directives and procedures governing contracting activities.

--Knowledge of sealed bidding procedures sufficient to develop contracts for a variety of supply, service and construction requirements.

--Knowledge of contract negotiation techniques sufficient to negotiate and administer contracts where the contracting actions are well defined and precedents are available.

--Knowledge of contract administration principles/practices to monitor contractor performance and solve problems relating to contract modifications, contract progress, contract payments and other similar problems.

--Knowledge of business practices necessary to analyze the contractor's ability to perform the contract.

--Knowledge of specific contractual requirements, terms and conditions, and pricing provisions necessary to evaluate costs, to analyze effects of contractor change proposals, and to develop positions for negotiating fair and reasonable settlements.

--Knowledge of procurement monitoring and management control techniques necessary to monitor the contractor's financial and business conditions and to detect indicators having an adverse impact on contract performance.

--Knowledge of technical, oral, and written communications skills. Must be capable of acting as a team chief and lead negotiator when contract negotiation is necessary.

--Knowledge of the Base Contracting Automated System (BCAS).

Factor 2 – Supervisory Controls

FL 2-3 275 pts

--Works under the general supervision of the Supervisory Contract Specialist, Base Contracting Office. The supervisor assigns work in terms of objectives and priorities. Assistance is provided on new or unusual assignments. Utilizes initiative and judgement in developing and coordinating the procurement package up to recommendation for award. Award recommendations are reviewed by the supervisor for documentation, judgement and compliance with policies and procedures. Manages and administers the contracts independently within established procedures. Major deviations from precedent are discussed with the supervisor. Completed work and recommendations are reviewed for technical proficiency, soundness of judgement, compliance with policies and procedures, and overall effectiveness achieved.

Factor 3 – Guidelines

FL 3-3 275 pts

--Guidelines consist of agency policies, regulations, directives, labor laws, procurement regulations, Comptroller General decisions, and Armed Services Board of Contract Appeals and other legal boards decisions. Guidelines are frequently changing and many cannot be applied directly. Judgement is required for interpretation and adaptation to specific procurement actions.

Factor 4 – Complexity

FL 4-4 225 pts

--Assignments involve many varied and unrelated contractual actions performed on the full range of contracting activities from pre-award through post-award. The contracts assigned to the incumbent are firm fixed-price containing some special provisions.

Acquisitions are further complicated since the individual must handle numerous contracts that are in varying stages of development and activity and are often of long duration. Analyzes issues arising out of assigned procurements and develops recommendations or initiates actions to resolve the issue.

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 pre-award, post-award, and closeout phases of the contracting process. The results play a significant role in accomplishing the mission of the ANG within the state.

Factor 6 – Personal Contacts

FL 6-3 60 pts

--Contacts include co-workers, legal personnel, engineers, officials and managers of the using activity, personnel from NGB, and high ranking personnel within the contractor's operation. The contacts occur in moderately unstructured settings. The purpose and extent of each contact is usually different with the roles and authorities being developed during the negotiation or discussion.

Factor 7 – Purpose of Contacts

FL 7-2 50 pts

--Contacts are to conduct conferences, obtain information necessary for pre-award evaluation, conduct fact finding, monitor contractor compliance, negotiate contract changes, and investigate and resolve a variety of contract performance problems. Incumbent must be skillful in dealing with personnel with highly divergent points of view and must be persuasive in the pre-award and post-award phases of the contract cycle.

Factor 8 – Physical Demands

FL 8-2 20 pts

--Visits construction sites to check work progress, inspect for compliance with contract provisions, evaluate claims pertaining to changed site conditions, and resolve differences. Site visits require working around machines, moving equipment, visits to construction in progress, and involve walking, bending and climbing. Work requires ability to handle heavy workload, extreme pressure, and occasional long hours.

Factor 9 – Work Environment

FL 9-2 20 pts

--Subject to moderate risks which require safety precautions. May be required to use safety hats, glasses, breathing apparatus, and shoes during on site visits.

ADDENDUM TO PD# D1434000
Contract Specialist – GS-1102-09

OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

EVALUATION STATEMENT

- A. Title, Series and Grade: Contract Specialist, GS-1102-09
- B. References: USOPM PCS for Contracting Series, GS-1102, Apr 84
- C. Background: The authorization of eighty eight Contract Specialist positions (by canceling purchasing and procurement positions) establishes new positions (one at each ANG base). Contract Specialist PD# 80009000 cannot be used for these base positions as it was specifically established for use in the USPFO. The new Contract Specialist authorization is precipitated by two unrelated events. The first event involves an expected increase in workload proposed to be in the GS-1102 series. This represents an expanded use of formal advertising and negotiation procedures, and the potential increase in workload, as contracting work performed in the United States Property and Fiscal Office gravitates to the ANG Base Contracting Office. The time envisioned for this to take place may be FY02. The second event is the decrease in purchasing and procurement work resulting from expanded use of the organizational IMPAC card, leading to a decrease in manpower requirements for procurement and purchasing.
- D. Series, Title and Grade Determination:
 - 1. Series: Positions which include duties and responsibilities involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts requiring knowledge of business and industry practices, sources of supply, cost factors, and the legislation, regulations, and methods used in contracting are classified in the GS-1102 occupational series.
 - 2. Title: The appropriate specified title of positions properly classified in the GS-1102 series is Contract Specialist.
 - 3. Grade: Evaluation of the factors involved in the duties and responsibilities of the position are reflected in the appended FES Factor Evaluation Sheet. The grade level of the position is GS-09.
- E. Conclusion: Based on the above evaluation, this position is classified as Contract Specialist, GS-1102-09.

Classifier: Roger M. Parrish Center: NGB-HR-WC Date: 26 Nov 97