

POSITION DESCRIPTION

1. Agency PDCN 70259000

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) Replaces 70003000, GS-1102-9	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 type="checkbox"/> Exec Pers Financial Disclosure <input 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	
				13. Competitive Level 14. Agency Use OFF

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	9	ajl	3 Aug 01

16. Organizational Title (If different from official title)
 System Administrator

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau

a. First Subdivision - State Adjutant General
b. Second Subdivision - USPFO

c. Third Subdivision - Purchasing and Contracting Div.
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.

<p>a. Typed Name and Title of Immediate Supervisor</p> <p style="text-align: center;">Signature _____ Date _____</p>	<p>b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)</p> <p style="text-align: center;">Signature _____ Date _____</p>
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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

A. J. LIEPNIEKS
 Personnel Management Spec.

Signature _____ Date 3 Aug 01
 //Signed//

22. Standards Used in Classifying/Grading Position
 OPM PCS for Contracting Series, Dtd. Mar '90;

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

24. Remarks:
 Released from NGB-HR-CA, CRA 01-1027, dtd. 3 Aug 01

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

25.

DUTIES:

This position is located in the Contracting Division of the United States Property and Fiscal Office (USPFO). Incumbent is responsible for numerous contracting transactions, such as conducting and/or participating in contract negotiation, supply and service acquisition, and construction. Initiates contracting actions from acquisition planning, solicitation actions, contract award, contract administration, to contract close-out. Procures a variety of supplies, services, and construction projects to include facility modification, rehabilitation, maintenance and new construction.

This position requires military membership. It is designated for National Guard officer incumbency only. The incumbent provides subordinate guidance and team leadership to NDS and DS employees. Incumbent plans, organizes, manages, and performs duties necessary to accomplish contracting functions to provide for supplies and services in support of programs essential to state Army and Air National Guard daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state Army and Air National Guard requirements.

-- Performs pre-award, post-award, and contract close-out functions for a variety of supply, services, architect/engineering services and construction contracts within both the Army and Air National Guard (NG). Contracting is established through sealed bidding procedures with some assignments involving negotiated small disadvantaged business program contracts, architect/engineer contracts, and Job Order Contracting (JOC) and Task Order Contracting (TOC) delivery orders.

-- Initiates advance acquisition or contracting plans for projects. Determines the appropriate contract type and applicable special provisions as they apply to the particular project. Prepares Pre-solicitation Notice and Commerce Business Daily (CBD) synopsis. Prepares the Invitation for Bid (IFB) or Request for Proposal (RFP) for procurements including solicitation provisions, proposal documents, contract clauses, and plans and specifications. Prepares Determination to use Warranty Clause and calculates Liquidated Damages. Compiles Bidders Mailing List and issues the solicitation and subsequent amendment(s), if applicable. Ensures that prospective contractor site visits and pre-bid conferences are conducted where applicable.

-- At the public bid opening, may serve as the Bid Opening Officer, and prepares the Abstract of Bids. Determines the responsiveness of all bids and prepares the Bid Opening report for distribution to the organization requirements office. Conducts pre-award survey of apparent low bidder with emphasis on financial resources and stability, past performance, and capacity. Prepares responsibility determination for review and approval. Ensures that funds obligation is in accordance with public law and that the

pending contract is not over obligated. Prepares the legal review package to contract award for submittal to the state and/or NGB JAG.

-- Prepares and distributes award package consisting of signed and approved contracts, labor standards notification, and authority letters. Coordinates and/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 legal review and acceptance. Evaluates contractor's Certificate of Insurance. Prepares Individual Procurement Action Report and awards synopsis for Commerce Business Daily publication. Receives request for contract modifications or change orders. Obtains necessary documentation to support the request. Analyze the contractor's proposal for equitable adjustment and obtains government estimate from the project engineer. Conducts pre-negotiation meetings to establish negotiation objectives and prepares the pre-negotiation memorandum. Prepares and negotiates change orders and/or supplemental agreements. 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 approval of appropriate progress payments. Conducts labor interviews, reviews payrolls for compliance with applicable wage rates, monitors insurance certificates, and initiates necessary correspondence. Provides contract administration coordination, complete 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 contract termination.

-- Recommends issuance of 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/close-out 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.

-- Analyzes and determines the data support needs of the office. Assists the Supervisory Contracting Specialist to identify potential computer applications. Determines requirements by conducting fact-finding studies in contracting and purchasing.

-- Directs and monitors the operation and maintenance of the local Automated Contracting System. Advises supervisor on system technical matters. Analyzes system outputs to evaluate data flow and reporting integrity. Reviews contract data from the system for statistical reporting purposes and transmits data electronically. Validates data accuracy and implements procedures to close out and archive purchasing and contracting actions. Performs continuous systems backups of both operating system and procurement database as needed.

-- Develops procurement matrices to create formats for purchase/delivery orders, solicitations and contracts in accordance with current acquisition regulations and supplements. Develops contract language as required by local regulations and procedures. Trains field and office employees in the operation and maintenance of the procurement system. Provides continuous automated procurement system training to users.

-- Identifies cause and means of recovery from operational failures. Researches and resolves hardware, software, and application program problems. Performs interface processing with other interrelated application programs such as the Commercial Accounts Processing System (CAPS) and other related applications. Troubleshoots problems that arise with these interrelated programs. Loads regulations and program updates as received. Performs administrative utility management to update the database. Sets systems defaults through the administrative utility functions. Adds and/or deletes both system users and peripherals. Serves as the division Information Management Officer. Develops systems security procedures and internal controls in accordance with current security regulations. Serves as the contracting office representative at regional group conferences. Participates in the recommendation of changes, Engineering Change Proposals (ECP's) and Software Trouble Reports (STR's) to the MACOM representative.

-- Performs other duties as required.

Factor 1 - Knowledge Required by the Position

FL 1-6 950

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

-- Knowledge of the Automated Contracting System to perform system administration; to analyze system outputs; to backup the operating system and databases; to troubleshoot system failures; and to implement system security procedures and controls.

--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 and practices to monitor contractor performance and to solve problems relating to contract modifications, contract progress as well as contract payments and other similar problems.

--Knowledge of business and industry 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, 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 and capability to perform market survey techniques.

Factor 2 - Supervisory Controls

FL 2-3 275

--Works under the general supervision of the Supervisory Contract Specialist, Purchasing and Contracting Division, USPFO. May receive technical guidance from a higher graded specialist. The supervisor assigns work in terms of objectives, deadlines and priorities. Assistance is provided on new or unusual assignments. Incumbent exercises initiative and judgment in developing and coordinating the procurement package up to recommendation for award. Supervisor reviews recommendations for documentation, judgment and compliance with policies and procedures. Manages and administers the contracts independently within established procedures. Major deviations from precedent are discussed with the supervisor for resolution. Searches the regulations and recommends a solution. Completed work and recommendations are reviewed for technical proficiency, soundness of judgment, compliance with policies and procedures, and overall effectiveness achieved.

Factor 3 - Guidelines

FL 3-3 275

--Includes agency policies, regulations, directives, labor laws, procurement regulations, Comptroller General Decisions, and Army Services Board of Contract Appeals and other legal board's decisions. Guidelines are frequently changing and many cannot be applied directly.

--Employee uses judgment in interpreting guidelines, in adapting procurement procedures, or in recommending approaches or solutions for specific problems.

Factor 4 - Complexity

FL 4-4 225

--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 priced 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 a variety of problems. Because of the lack precedent, unique and innovative techniques may need to be developed with regard to the application of cost and price analysis in the acquisition of services, supplies, and construction. Acquisitions are further complicated because the construction site or point of services may be geographically removed from the contracting office. In addition, procurements are more complex because acquisition are made for both Army and Air National Guard (NG) requiring familiarity with finance, engineering, and administrative procedures for both organizations.

Factor 5 - Scope and Effect

FL 5-3 150

--The purpose of the work is to perform a variety of contracting actions encountered throughout the pre-award, post-award, and close-out phases of the contracting process. The results play significant role in accomplishing the mission of both the Army and Air National Guard (NG) within the state.

Factor 6 - Personal Contacts

FL 6-3 60

--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 7-3 120

--Contacts are to conduct conferences, obtain necessary information for pre-award evaluation, conduct fact finding, monitor contractor compliance with the contract, 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

--Visits construction sites on a regular basis 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, 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

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

EVALUATION STATEMENT

- A. Title, Series and Grade: Contract Specialist, GS-1102-9
- B. References: USOPM PCS for Contract Series, GS-1102, dated March 1990.
- C. Background: This position description was written as part of an overall package to update all positions in the Purchasing and Contracting Division of the USPFO. The writing was part of an organizational review that included a manpower study. It recognized and validated new functions and identified changes in methods and procedures.
- 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 closeout 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 and meet the definition of work covered within that series.
 2. Title: The appropriate specified title of positions properly classified in the GS-1102 series which require a knowledge of pre-award and post-award procedures to plan and conduct the contracting process and which also require a knowledge of two or more contract functions with none predominant is Contract Specialist.
 3. Grade: Evaluation of the factors involved in the duties and responsibilities of the position is reflected in the appended FES Factor Evaluation Sheet. The grade level of the position is GS-9.
- E. Conclusion: Based on the above evaluation, this position is classified as Contract Specialist, GS-1102-9.

CLASSIFIER: A. J. Liepnieks

DATE: 3 Aug 01

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-6	950	
2. SUPERVISORY CONTROLS	2-3	275	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-4	225	
5. SCOPE AND EFFECT	5-3	150	
6. PERSONAL CONTACTS	6-3	60	
7. PURPOSE OF CONTACTS	7-3	120	
8. PHYSICAL DEMANDS	8-2	20	
9. WORK ENVIRONMENT	9-2	20	
TOTAL POINTS ASSIGNED:		2095	GRADE: GS-9

FINAL CLASSIFICATION: Contract Specialist, GS-1102-9.

CLASSIFIER: A. J. Liepnieks

DATE: 3 Aug 01