

POSITION DESCRIPTION (Please Read Instructions on the back)								1. Agency Position No S0321			
2. Reason for Submission NEW		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No			
Explanation		7. Fair Labor Standards Act Non Exempt			8. Financial Statements Required			9. Subject to IA Action YES			
		10. Position Status		11. Position is NON-SUPERVISORY	12. Sensitivity 1 - Nonsensitive/Low	13. Competitive Level Code 100		14. Agency Use			
		15. Drug Test Required NO					16. ADP Status NO				
17. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Contract Specialist				GS	1102	5	L . P	11/03/2004	
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
18. Organizational Title of Position (if different from official title)						19. Name of Employee (if vacant, specify)					
20. Department, Agency or Establishment U.S. DEPT. OF THE INTERIOR						c. Third Subdivision					
a. First Subdivision U.S. GEOLOGICAL SURVEY						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
<p>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 relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</p>											
a. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature /s/Mark Sogge				Date 07/30/2015		Signature				Date	
23. Classification/Job Grading Certification <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>						24. Position Classification Standards Used in Classifying/Grading Position GS-1102, Contracting Series					
Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist						Information for Employees <i>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 the U.S Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S Office of Personnel Management.</i>					
Signature Lorilee Penn /s/				Date 11/03/2004							
25. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)											
b. Supervisor											
c. Classifier											
26. Remarks											
27. Description of Major Duties and Responsibilities (See Attached)											

1102,Contract Specialist,GS-05

Based on PD Tracking Number 0002232

PD Tracking Number 0002233

Introduction

As a basic trainee, the incumbent performs developmental assignments in support of office contract negotiation and administration work.

Major Duties

Performs procurement tasks usually consisting of specific, related tasks that are selected to orient the employee in the practical application of contracting methods, contract types, the Federal Acquisition Regulations, etc. Receives formal and on-the-job instruction and training, designed to familiarize the employee with functions and operations of the organization, and to provide experience in the practical application of basic contracting principles, techniques, and concepts.

Participates in the procurement of standard supplies or services primarily through formal advertising and negotiation procedures. Reviews requisition package for adequacy, consistency, and compliance with administrative, regulatory, and procedural requirements; examines bids or proposals for compliance with specifications or purchase descriptions and applicable clauses. Contacts requesters to obtain clarification and resolve discrepancies and ambiguities. Provides routine guidance to customers in the development of the statement of work and data requirements. Learns methods for determining appropriate contract type and method of procurement (formal advertising or negotiation) based on nature of service required, urgency of need, estimated cost, market conditions, and applicable procurement policies and regulations.

Develops source lists of responsible contractors. Following specific directions of a higher-grade specialist or supervisor, determines method of procurement to be used, and prepares Invitation for Bid (IFB), or Request for Proposal (RFP), ensuring that technical descriptions and appropriate contract clauses are included. Releases solicitation after review by the supervisor or higher-grade specialist. Arranges and observes pre-bid and pre-negotiation meetings. Observes public bid opening and reviews responses to solicitations for compliance with specifications, terms, and conditions of the solicitations. Checks offers for mistakes and ambiguities and refers problems with recommendations to the supervisor for resolution. On negotiated procurements, contacts potential sources for more favorable considerations. Learns to review performance and financial capabilities of low bidders and to develop a position in respect to the contractors responsibility. Participates in discussions with contractors to resolve misunderstandings. Assists in drafting the final contract, including specifications and other special and standard clauses for signature.

Assists in monitoring contract performance. Following detailed guidance by the supervisor or a higher grade specialist, monitors contract performance through telephone conversations, correspondence, site visits, inspections, progress reports, and analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract. Attends conferences with contractors to learn contractual and negotiation requirements such as clarifying billing procedures, material submittals, and socioeconomic clauses; and negotiating extensions of delivery schedules, price adjustments, modifications to the contract, and similar agreements. Learns to prepare administrative change order documents or supporting memoranda.

Provides information and assistance to others relating to contracting work and prepares correspondence. Provides information and assistance to technical personnel, sales representatives, and/or contractors local suppliers. Establishes working relationships with program and contractor management personnel. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations.

Factor 1, Knowledge Required By The Position (Level 1-5, 750 points)

Knowledge and skill to apply procedures, laws, regulations, and precedents governing acquisitions to perform basic developmental assignments or small segments of larger acquisition actions.

Knowledge and skill to draw conclusions and make recommendations by analyzing facts and conditions; and making comparison of prices, discounts, delivery dates, or handling charges.

Knowledge of arithmetic pricing practices used in business (e.g., discounts and warranties) sufficient to compare prices on recurring types of procurements.

Knowledge and skill to apply guideline material by reading and interpreting procurement regulations and technical material, and translating the guidance into specific actions, e.g., assisting in the preparation of solicitation documents.

Knowledge of report writing techniques to present factual information clearly, write procurement memoranda, and draft simple contract provisions and supporting documentation.

Ability to use the internet in order to search and locate regulations, wage information, legal decisions, and a wide range of related information.

Factor 2, Supervisory Controls (Level 2-1, 25 points)

The supervisor, team leader, or higher-grade specialist assigns work along with specific instructions as to what is required, problems to be anticipated, and the results expected. The incumbent completes assignments in close coordination with the supervisor or higher-grade

specialist; and receives assistance on all matters not specifically covered in the original instructions or guidelines. The work is closely checked in progress. Completed work is reviewed for conformance with the initial instructions, as well as for accuracy and adequacy.

Factor 3, Guidelines (Level 3-1, 25 points)

Specific, detailed guidelines covering all aspects of the procurement actions are provided to the employee, who is serving in a basic trainee capacity. Typical guidelines are instructional material, procurement regulations, and standard operating procedures of the office. Guidelines are applicable to a variety of standard tasks relating to one or more of the functional areas of contracting, and are designed to familiarize the employee with the basic laws governing the procurement process, and with applicable procedures.

Factor 4, Complexity (Level 4-2, 75 points)

Assignments involve a variety of specific, related tasks designed to instruct the employee in procurement procedures and practices, such as gathering and providing factual information, and performing tasks in support of higher-level specialists. Typical assignments include developing lists of local suppliers or searching catalogs for common items, and comparing prices from published price lists. Items procured are generally off-the-shelf materials that are readily available from numerous commercial sources, are easily identified by common names, and for which standard price lists are available. Decisions involve choosing from among a few clearly recognizable alternatives, such as selecting from among standard items based on price, and ensuring that information is complete.

Factor 5, Scope and Effect (Level 5-1, 25 points)

The purpose of the work is to perform a few specific, simple contracting tasks. Tasks are selected primarily for training purposes to orient the employee in the principles and practices of contracting and to equip him/her to assume more responsible duties. The work products facilitate the work of other contract specialists within the immediate organization in completing contracting actions.

Factor 6, Personal Contacts (Level 6-2, 25 points)

Contacts are with employees in the immediate organization and with technical, program, and financial personnel in other organizations outside the contracting office. Some contacts are also made with suppliers, contractors, and suppliers of services. The interests of parties are usually well defined.

Factor 7, Purpose of Contacts (Level 7-1, 20 points)

Contacts are to give, obtain, or clarify facts, which may range from easily understood to highly

technical information. Contacts provide the employee with a general familiarity with the procurement process and procedures. Contacts with other members of the contracting organization are for the purpose of orientation in the procurement process.

Factor 8, Physical Demands (Level 8-1, 5 points)

The work is primarily sedentary.

Factor 9, Work Environment (Level 9-1, 5 points)

The work is performed in an office setting.

TOTAL POINTS: 955

GRADE: GS-05

GS-1102, Contracting Series 12/83