

POSITION DESCRIPTION (Please Read Instructions on the back)										1. Agency Position No S0322		
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 Yes - K			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	7	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-07

Based on PD Tracking Number 0002190

PD Tracking Number 0002234

Introductory

As an advanced trainee, the incumbent performs limited contract negotiation and administration work.

Major Duties

Evaluates acquisition requests and prepares acquisition milestone plans in determining whether the request package is complete, and that the purchase description, statement of work, specifications, and any other drawings are sufficient to conduct the acquisition. Determines the type of award (contract, cooperative agreement, or grant); ascertains whether additional documentation is required, e.g., justification for other than full and open competition, and documentation for other acquisition for other acquisition approvals; and determines the most effective method of acquisition, e.g., acquisition by use of negotiation methods, sealed bidding, commercial items, or by delivery order issued under an existing contract vehicle.

Procures off-the-shelf materials that are available from numerous commercial sources, and are easily identified by common names for which standard price lists are available. Responds to customer needs to procure repetitive items or services for which specifications have become standardized and where established competitive markets and price competition exists.

Performs search of the market or uses sole source suppliers as required or necessary to complete procurement actions. Selects clauses to cover special conditions, such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs. Contacts technical personnel to resolve questions of applicability of specifications, classifications of terms, or acceptance of substitute items. Evaluates bids or proposals for compliance with specifications or purchase descriptions and applicable clauses. Considers financial responsibility of suppliers by evaluating contract performance on previous contracts.

Meets with commercial representatives to discuss procurement needs, quality of items or services, current market prices, or delivery schedules pertaining to common off-the-shelf items. Ensures completed actions are in compliance with regulatory requirements and responsive to customer needs. Determines 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.

Prepares Invitation for Bid (IFB) or Request for Proposal (RFP), ensuring that technical descriptions and appropriate contract clauses are included. Develops source lists of responsible contractors, coordinating with the small business specialist. Uses primarily firm fixed-price, time and materials, indefinite delivery, or similar contracts using standard clauses. Performs analysis of responses to solicitations, including price reasonableness, adequacy of competition, compliance with solicitation, and probability of meeting requirements. Evaluates prospective contract price utilizing basic price analysis techniques to analyze common contracts by research and review of available historical and precedent data, manufacturers catalogs, current labor rates, and standard industrial cost and price data.

Reviews performance and financial capability of negotiated acquisition offerers through review of past awards, requests for performance and/or analysis of preaward survey information, and/or limited price or cost analysis for which a considerable amount of historical and precedent data are available. Prepares recommendation for award, documenting reasons for decisions and justifying basis for award.

Performs basic analyses for firm fixed-price or similar contracts when historical pricing data and precedents are applicable.

Assists in monitoring contract performance and/or contract termination. 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. Prepares administrative change order documents or supporting memoranda. Assists higher grade specialists by performing a variety of tasks related to contract termination. Identifies potential problems and makes recommendations for consideration by the supervisor or a higher grade specialist.

Provides limited advice and assistance to others relating to contracting work and prepares correspondence. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations.

Factor 1, Knowledge Required By The Position (Level 1-6, 950 points)

Knowledge of commonly used contracting methods sufficient to perform procurement functions.

Knowledge of contract negotiation techniques, and the laws, regulations and precedents governing procurements by this method, to perform varied pre-award functions.

Knowledge of sealed bidding sufficient to solicit bids to procure a variety of requirements ranging from standard to specialized supplies, services, or construction.

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

Knowledge of business practices and market conditions as they relate to program and technical requirements sufficient to evaluate bid responsiveness, contractor responsibility, and contractor performance; and to perform limited price/cost analyses.

Ability to use the Internet, word processing software, and the Interior Department Electronic Acquisition System (IDEAS) to access required resources, conduct market research, and create all documents related to the award.

Skill in solving practical problems relating to supplies, services, and/or contracting as they relate to the development of specifications and to contract administration involving product quality.

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 2-2, 125 points)

The supervisor or team leader provides continuing or individual assignments by indicating generally what is to be done, applicable policies and procedures, quality and quantity expected, priorities and time frames for completing the work. The supervisor or team leader provides more detailed instructions on new, difficult, or unusual assignments. Some assignments are selected to ensure further development of the employees skills and knowledge. The employee completes recurring assignments independently without specific instruction. On the more difficult assignments, or when problems or unfamiliar situations arise, the employee obtains guidance from supervisor or team leader. Completed work is reviewed for technical accuracy and for completeness in terms of compliance with instructions and with applicable procurement procedures and policies. Review of the work increases with the more difficult assignments if the employee has not previously performed similar work.

Factor 3, Guidelines (Level 3-2, 125 points)

Guidelines include procurement regulations, procedural manuals, and established contracting procedures and precedents. The employee uses judgment in selecting among authorized contracting methods and techniques, and in the application of regulations and procedures. The supervisor or team leader is consulted when guidelines are not directly applicable or deviations are necessary.

Factor 4, Complexity (Level 4-3, 150 points)

Assignments are designed to provide diversified experience as a foundation for future

responsibility. The employee performs complete procurement transactions for commodities involving few complexities, i.e., items covered by standardized specifications where established competitive markets exist. Items are procured through formally advertised bid procedures and firm fixed-price contracts using standard clauses. Also included are developmental assignments for the acquisition of technical items, and transactions requiring the use of basic negotiated procedures. The employee solicits sources of supply and analyzes prices, discount rates, delivery dates, transportation charges, previous performance of suppliers, current commitments, and indications of financial responsibility; and recommends the most advantageous offer based on findings.

Factor 5, Scope and Effect (Level 5-2, 75 points)

The purpose of the work is to procure a variety of standard or technical supplies, services, and/or construction through formal advertising or limited negotiation. The work involves analyzing a variety of factors and conditions to make recommendations concerning such matters as proper preparation of invitation for bid, inclusion of special provision clauses in proposed contracts, evaluation of bids and proposals, and apparent responsibility of contractors based on previous performance. The employees recommendations regarding the most advantageous offer facilitate logistic supply support to the organization or the work of higher level specialists.

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

Contacts are primarily with other workers within the organization or with program organizations. Occasional contacts are with representatives of commercial contractors or with other Government agencies, usually occurring in a moderately structured setting, e.g., the contacts are established on a routine basis.

Factor 7, Purpose of Contacts (Level 7-2, 50 points)

Contacts are to discuss interpretations of contracting precedents; coordinate work assignments; and to furnish information on clarity of specifications, potential sources, prices, and substitution of items.

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

Work is primarily sedentary.

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

Work is performed in an office setting.

TOTAL POINTS: 1510

GRADE: GS-07

GS-1102, Contracting Series 12/83