

POSITION DESCRIPTION SUMMARY

PD Tracking 11274
Series, Title and Grade 1102 Contract Specialist GS-12
Department Veterans Affairs

Introduction Statement

The incumbent serves as the Training Officer for the Network Contracting Activity (NCA). In this capacity, incumbent will have direct responsibility for the NCA planning, formulation, and execution of the annual training program to insure the Acquisition Workforce under the NCA is fully trained and meets all applicable warranting training and FAC-C Certification requirements. This will also include oversight of customer focused training provided to VISN and Medical Center employees. The incumbent will report to the NCM and will work closely with the Quality Assurance & Compliance (QA&C) Officer in the development and execution of the training plan to compensate for training gaps identified during contract reviews.

Major Duties

Network Contracting Activity Training Officer 70%

Performs long-range planning and development of annual training programs; reviews and evaluates all training development and evaluations for the NCA. Incumbent makes overall assignments of training duties and responsibilities ensuring that the NCA employees have clearly defined training objectives. Plans, integrates, and schedules workload, sets priorities, and furnishes advice and assistance as required to resolve problems and ensure efficiency of training operations. Defines training procedures and makes recommendations to ensure training support is effective and efficient. Keeps management apprised of status and quality of training programs and researches and recommends more effective and efficient training processes. As a technical authority, formulates, coordinates and secures approval for complex training products. Evaluates impact of training programs on NCA resources and independently researches and develops programs.

Develops and provides COTR training, ratification training, statement of work/specification writing training, Government contract estimate development training, on the job procurement training, and acquisition process training. The target audience will include both acquisition and non-acquisition personnel.

The incumbent serves as the principal advisor to the NCM on all matters affecting contracting training, systems, and procedures. Incumbent explores the use of on-line technology to enhance internal collaboration and knowledge sharing as well as investigates software tools for efficient training processes. Develops and presents contract training concepts and strategies to the NCM and promotes the total contracting vision by soliciting commitments from functional areas within VA and other government agencies and private entities.

Incumbent will participate on national work groups to develop standardized training plans and training presentations for customer and continuing education purposes.

Exercises responsibilities involving work assignment to insure a standard approach is used for training and to identify additional training opportunities. Incumbent coordinates training activities throughout the NCA to streamline processes and to consolidate training resources and classes, thereby using all training resources in the most efficient manner. The incumbent establishes guidelines and training expectations for all

acquisition staff, which are clearly communicated through the formal employee performance management system. Provides formal feedback and periodically evaluates employee training to the appropriate supervisors. When required or when requested by a supervisor, assists with the development of an individual training improvement plans for acquisition staff and provides advice and counsel to supervisors related to staff training matters.

Implements acquisition training data base for all acquisition personnel and COTRs. Elements to be tracked will include FAC-C training, Continuous Learning Points, Warrant levels, and required COTR training.

Contracting Specialist

30%

Incumbent serves as the Preceptor for Contracting Specialist Intern programs. Also, engages in recruitment and outreach efforts to raise awareness among targeted groups in the Contracting Officer career field. An example of this would be to represent the NCA at career days on college campuses, VET Centers, HIRE VET events and other local job and career fairs held in the geographic areas.

Incumbent maintains Contract Specialist proficiency by performing minimal 30% contract workload, as assigned by the Network Contract Manager. Incumbent is responsible for pre-award and post-award functions, including price/cost analysis, negotiation, and administration for services, materials, and equipment of a wide variety and complexities to fulfill the requirements of the Network Contracting Office. Incumbent solicits, evaluates, negotiates, and awards contracts with various vendors for the purpose of furnishing products and services. Incumbent administers contracts and assures compliance with their terms and conditions; and terminates contracts if necessary by analyzing, negotiating, and settling claims.

Incumbent must meet all eligibility requirements to receive and maintain a Level II FAC-C certification and be eligible for a Level II Contracting Officer warrant. Although work leading to contract award can be accomplished without a contracting officer warrant, in many instances incumbent will be required to execute their own contract awards and provide signatory authority for staff that lack requisite warrant authority i.e. Contract Specialist Interns. When requested by supervisor, incumbent must apply for up to a Level II Contracting Officer Warrant, accept contracting officer warrant, and provide the signatory authority for contracts within their warrant authority. Warrants will be granted based on workload, needs of the agency, and upon recommendation of the supervisor.

Factor Levels

Factor 1 Knowledge Required by the Position Factor Level 1-7 1250 pts.

Incumbent will be required to evaluate current and emerging instructional technologies for their applicability to Contracting Officer training activities and have expert technical knowledge to review proposed solutions for estimated costs and technical feasibility to support specific training designs is required. Current knowledge of industry standards for both IT hardware and software utilized in a training environment is required.

Incumbent must possess expert knowledge of the training value of visual information systems and designs that support state-of-the-art learning strategies and review and

approve proposed technical solutions to ensure they adequately support training requirements.

In order to have a full understanding of the training requirements of a complex acquisition staff, the incumbent must have working knowledge of a wide range of contract types, special cost and performance provisions, incentives and techniques used to structure contracts to achieve the emphasis desired by the Government between cost expenditures, desired performance characteristics, and delivery requirements. Incumbent must fully understand all procurement special emphasis programs, such as Small and Disadvantaged Business considerations at the prime and subcontractor levels, Buy American policies, funding constraints, and numerous other considerations sufficient to evaluate their impact on complex procurement transactions and to assure their use by prime contractors.

Incumbent must have knowledge of cost analysis requirements and techniques, including (1) audit requirements and substantiation of the contractor's cost data; (2) in-depth analysis of proposed costs and conditions; (3) evaluation of technical competency and/or capacity of the contractor and skill sufficient to (a) prepare or review documentation prepared by professionals such as accountants; (b) assemble complete documentation that supports the results of the audits; analysis, and evaluations; and discuss these cost estimates or allocations with corporate professionals.

Knowledge of Federal Acquisition Regulations, Department of Veterans Affairs Acquisition Regulations, contract law, and procedures applicable to acquisition and contract administration including change orders, supplemental agreements, terminations, claims, and close out of contracts.

Knowledge of negotiation techniques sufficient to negotiate prices, terms and conditions, contract modifications and settlements. Incumbent must have knowledge of cost analysis requirements and techniques, including (1) audit requirements and substantiation of the contractor's cost data; (2) in-depth analysis of proposed costs and conditions; (3) evaluation of technical competency and/or capacity of the contractor and skill sufficient to (a) prepare or review documentation prepared by professionals such as accountants; (b) assemble complete documentation that supports the results of the audits; analysis, and evaluations; and discuss these cost estimates or allocations with corporate professionals.

Sufficient knowledge of program objectives, technical terminology, and uses of equipment, architect-engineering services, or construction services to be procured to plan, negotiate and administer the contract.

Knowledge of the market and sources to include identification of offerors in specific socio-economic categories eligible for set-asides.

Knowledge of contract administration principles and practices sufficient to monitor contractor performance and compliance with all terms and conditions of the contract.

Ability to communicate orally and in writing in a clear and concise manner. Maintains good interpersonal skills when communicating with internal and external customers.

Knowledge of electronic contract writing and management systems used to fully solicit, award, and administer contracts.

Factor 2 Supervisory Controls

Factor Level 2-4 450 pts.

Work assignments are made by the supervisor in terms of objectives and resources available. The employee and supervisor discuss the time frames and work plans. The employee is responsible for planning the procurement approach, initiating actions required, overseeing ongoing actions, and coordinating with other offices such as technical program offices. The employee resolves most problems and appraises the supervisor of potentially controversial matters. Supervisory review is general in nature and is performed to assure the attainment of established objectives and conformance with policies, regulations, and laws.

Factor 3 Guidelines**Factor Level 3-4 450 pts.**

Numerous and varied guidelines are available but are not completely applicable to many aspects of the work because of the unique or complicating nature of the requirements or circumstances. Guidelines are often conflicting and considerable judgment is utilized to determine the most appropriate course of action.

The employee uses judgment to interpret guidelines, adapt procedures, decide approaches, and resolve specific problems. This includes, for example, reviewing detailed non-standardized statements of work for adequacy, developing technical ranking factors for award determinations, and negotiating terminations for convenience or default.

Factor 4 Complexity**Factor Level 4-4 225 pts.**

Incumbent is responsible for the review, analysis, monitoring, and compliance for acquisition workforce training (including formal education, on-the-job, continuing education, FAC-c required courses, etc.) required by acquisition professionals in VHA. This includes management of all FAC-C and FAC-COTR certification, Purchasing Agent certification, formal degree programs, interns/preceptors oversight and continuing educations in accordance with federal acquisition regulations, VA acquisition regulations, Office of Federal Procurement Policy (OFPP) and related policies, directives and handbooks. It also includes utilization of existing systems, databases, online training materials, etc. used to deliver and deploy acquisition training. Systems and processes are diverse and not well integrated, thus requiring a high level of expertise in utilizing diverse approaches to developing and deploying training.

Factor 5 Scope and Effect**Factor Level 5-4 225 pts.**

The purpose of the work is to provide administrative and technical support in all aspects of the planning, coordination and direction of the NCM Training Program. This position will be assisting in the growth and development of current and future contracting officers for the VA and have a direct impact on Acquisition Workforce throughout the Network. The overall consolidated program supported by the employee's work is critical to the successful accomplishment of the Health Care System and VISN missions. Unique, innovative training and education plans developed by the employee serve as models for future acquisitions.

Factor 6 Personal Contacts**Factor Level 6-3 60 pts.**

The employee has contacts with a wide variety of contractors and businesses in a large geographical area. Typical contacts with VA leadership, contractor's representatives, managers, attorneys, accountants, technical experts, salesmen, and others as required. The employee also works with supervisors and technical staff from the VISN and with attorneys and auditors within the agency or from other agencies.

Factor 7 Purpose of Contacts**Factor Level 7-3 120 pts.**

The purpose of contacts is to justify, defend, negotiate, or settle training plans, training class content, identified areas needing improvement, usefulness of training conducted, etc., with some of these contacts involving controversial issues. Other contacts are to persuade managers, subject matter experts, or other professionals on the use of alternative methods of training solutions, the allocation of limited resources, or controversial interpretation of policies and procedures.

Factor 8 Physical Demands**Factor Level 8-1 5 pts.**

The work requires some physical exertion. Some ability and dexterity is required in inspecting equipment located in poorly accessible areas.

Travel may be required.

Factor 9 Work Environment**Factor Level 9-1 5 pts.**

Work is normally performed in an office setting with periodic visits to the field offices.

Factor Points 2790

Position Classification Standard Used

Contracting Series, 1102, TS-71 December 1983