

PERSONNEL OFFICE CORP

POSITION DESCRIPTION (Please Read Instructions on the Back)

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|---|--|--|--|--|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other Explanation (Show any positions replaced) <u>Replaces PD# 30100</u> | | 3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field | 4. Employing Office Location <u>TUCSON, AZ</u> | 5. Duty Station <u>VISN 1B</u> | 1. Agency Position No. <u>4514A</u> |
| 7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input checked="" type="checkbox"/> Employment and Financial Interest | | 6. OPM Certification No. | |
| 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CA) | | 11. Position IA <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither | 12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive | 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| 13. Competitive Level Code <u>801</u> | | 14. Agency Use <u>8888</u> | | | |

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|---|--|-----------|-------------------|-----------|------------|---------------|
| 15. Classifier/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 | | | | | | |
| d. First Level Review | <u>Supervisory Contract Specialist</u> | <u>GS</u> | <u>1102</u> | <u>13</u> | <u>law</u> | <u>6/5/06</u> |
| e. Recommended by Supervisor or Initiating Office | | | | | | |

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|---|---|
| 16. Organizational Title of Position (if different from official title) | 17. Name of Employee (if vacant, specify) |
| | |
| 18. Department, Agency, or Establishment <u>VHA</u> | c. Third Subdivision <u>Logistics Office</u> |
| a. First Subdivision <u>VISN 1B</u> | d. Fourth Subdivision |
| b. Second Subdivision <u>SAVAHCS</u> | e. Fifth Subdivision |

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

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| 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 relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) <u>Gloria Garcia</u> <u>Network 19 Contract Manager</u> |
| Signature | Signature |
| Date <u>6/1/06</u> | Date |

| | |
|--|--|
| 21. Classification/Job Grading Certification. 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. | 22. Position Classification Standards Used in Classifying/Grading Position 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 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. |
| Typed Name and Title of Official Taking Action <u>Karen M. Berry, SPHR</u> <u>Human Resources Manager</u> | |
| Signature | |
| Date <u>6/5/06</u> | |

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|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
| a. Employee (optional) | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks
DT: NO Position is at full performance level

25. Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION

Supervisory Contract Specialist, GS-1102-13

Position Number: 04514A

Organizational Code: Resources Management, Acquisition Management

Organizational Location: VISN 18 Southwest Health Care Network, Mesa, AZ. This position has supervisory responsibility for VISN 18 employees.

Primary Purpose: This position provides supervision to purchasing agents, contract specialists and procurement clerks at some of VISN 18 Facilities.

INTRODUCTION

Solicits, evaluates, negotiates, administers awards, analyzes, advises on, and/or terminates contracts for the procurement of supplies and services for the Department of Veterans Affairs.

Performs work related to the contract pre-award process, i.e., the work necessary to secure a contract to acquire goods and services.

Performs contracting work using formal advertising procedures. Prepares an invitation for bid, publicizes the requirements for items and services to be procured, issues the solicitation document, reviews the bids for responsiveness to the solicitation, determines financial responsibility and performance capability of the bidders, and awards the contract.

MAJOR DUTIES

Contract Work: 75 percent

Procures a variety of products and/or services. Serves as contract specialist responsible for procurements that contain a number of different processes or elements resulting in extensive subcontracting. Performs procurement planning. Develops procurement objectives in terms of competition and price range, and constructs the contractual vehicle including use of pricing arrangements, subcontracting policy, set-aside policies, and similar considerations. Prepares current acquisition plans, appropriate milestone charts, and related schedules. Serves as advisor to program officials in procurement planning. Advises program officials of the procurement objectives to be used, and assists in the preparation of statement of work. Prepares determinations and findings and solicitation documents. Explores new or innovative contracting approaches to arrive at an equitable contract arrangement. Determines the responsiveness of bids and determines the responsibility of the apparent low bidder based on an analysis of financial and technical information gained during the pre-award survey, and awards the contract.

Uses Variety of Contract Types

Uses a variety of contract types to procure items and/or services. Contract methods and types used to procure large, highly complex, and significant equipment systems, programs, services, or construction where little or no contractual precedent exists.

Locates Sources for the Products/Services Procured

Locates sources for the products/services procured. Develops new or innovative acquisition plans, source selection plans, and contract terms, conditions, or financial arrangements that may serve as models for future major system acquisitions.

Performs contracting work through use of negotiation techniques. Prepares a written request for proposal, publicizes the requirement, issues the solicitation document, analyzes offers received, prepares a negotiation position, evaluates technical and cost proposals, negotiates costs, fee or profit as well as technical issues, and enters into a formal contract with the offeror

Performs other related duties as assigned.

Procures Products and Services

Procures products and services using negotiation techniques. Serves as Contract Specialist responsible for procurements that contain a number of different processes or elements resulting in extensive subcontracting. Performs procurement planning. Develops procurement objectives in terms of competition and price range, and constructs the contractual vehicle including use of pricing arrangements, subcontracting policy, set-aside policies, and similar consideration. Prepares current acquisition plans, appropriate milestone charts, and related schedules. Serves as advisor to program officials in procurement planning. Advises program officials of the procurement objectives to be used, and assists in the preparation of statements of work. Prepares determination and findings and solicitation documents. Explores new or innovative contracting approaches to arrive at an equitable contract arrangement. Conducts pre-proposal conferences with prospective contractors to arrive at a clear understanding of what is required under the proposed contract. Plans the negotiation strategy, coordinates the strategy with the negotiation team and conducts the negotiations which are conducted with contractors to develop the contract team, and conducts the negotiations which are conducted with contractors to develop the contract prices and terms. Awards the contract.

Uses Variety of Contract Types

Procures items and services through the negotiation process. Contract methods and types used to procure large, highly complex, and significant equipment systems, programs, services, or construction where little or no contractual precedent exists.

Analyzes Sources for the Items/Services Procured

Analyzes sources for the products or services to be procured. Develops new or innovative acquisition plans, source selection plans, and contract terms, conditions, or financial arrangements that may serve as models for future major system acquisitions.

To ensure the procurement will be obtained from responsible sources at a fair and reasonable price, the position evaluates the responsiveness of the contractor's bid or offer to the solicitation, or the contractor's cost or price proposal.

Determines Responsiveness of Bids/Proposals

Evaluates bids or offers for responsiveness to the particular solicitation and ability to perform the contract used to procure large, highly complex, and significant equipment systems, programs, services, or construction where little or no contractual precedent exists.

Price/Cost Analysis

Examines and evaluates the contractor's prospective cost estimates or price proposals to determine the necessity and reasonableness of proposed contract costs. Analyzes proposals that extend for more than one year and require projecting expected changes in labor and material costs and technology that do not permit price comparisons because of restricted competition.

Performs work related to the contract post-award process, i.e., the work accomplished after contract award.

Performs contract administration work such as monitoring of contract performance and negotiation of necessary contract modifications to ensure satisfactory progress and completion of contract activities.

Monitors Contractor's Performance

Monitors outstanding contracts to ensure satisfactory progress, to assure compliance with the terms and conditions of the contract, and to identify problems that threaten contractor performance. Performs contract administration activities for significant, highly specialized procurements. Responsibilities typically include functions such as incremental funding, redirection of effort, coordination of time extension, incorporation of change orders issuance of stop work orders, approval of progress payments, and final payment to the contractor.

Negotiates Contract Modifications

Negotiates contract modifications and the terms and costs of contract changes. Serves as lead negotiator for contract modifications for programs involving several interrelated contracts. Changes to one contract affect other contracts. Decisions involved in

modifications involve uncertainties or problems such as production scheduling, which arise during the performance of the contract.

Performs work related to the termination of contracts for either convenience of the government or default of the contractor.

Negotiates Contract Termination Settlement

Negotiates the termination settlement with the contractor including equitable adjustments, change proposals, costs, profit, and other related matters. Terminates major project contracts after several years of work have been expended. Review termination notices for extent of action (partial or complete), for special conditions or instructions. Analyzes the contract and related documentation and establishes the contract price of items terminated. Issues, monitors, or revokes delegations of authority to settle subcontractor's claims without Government approval. Executes modifications in settling terminations and/or claims and obtains contractor's release of claims. Issues a unilateral determination when an agreement cannot be reached and advises the contractor of appeal rights.

Performs Termination Actions

Performs work associated with the termination of contracts. Terminates highly specialized procurements that are significant to the agency. Analyzes settlement proposals/claims involving disposition of large amounts of Government inventory and/or property.

Plans, analyzes, or evaluates different aspects of procurement policies and programs to develop policies or procedures or provide advice and guidance to agency activities concerning a variety of procurement issues.

Performs work associated with procurement policy research, analysis, and interpretation or review of contract actions for compliance with applicable policies and procedures.

Policy Research, Analysis and Interpretation

Performs work related to the review, analysis, and/or interpretation of procurement policy, concepts, guidance, or procedures for use in the solution of problems or the accomplishment of projects or programs. Formulates new or improved contracting policies in a functional area of procurement, e.g., pre-award or price/cost analysis, including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation to subordinate contracting activities.

Contract Compliance Review

Performs work related to the review of contract actions or provisions to determine regulatory compliance or improve contract competition. Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher level approval.

Performs work associated with the analysis of automated contracting systems, or with providing advice and guidance on contracting and procurement issues including procurement using small/disadvantaged businesses.

Contract/Procurement Advice and Assistance

Provides procurement advice and assistance to program managers, technical and financial specialists, co-workers, and/or other on contract or procurement policies, problems, or issues. As the recognized procurement expert, advises on contracting actions, including policy interpretation, for VISN wide systems or programs.

Small/Disadvantaged Business Program

Reviews, evaluates, or provides advice on the Small/Disadvantaged Business Program. Plans, implements, and manages the small/disadvantaged business program for an activity with subordinate offices carrying out programs for small and disadvantaged businesses. Decisions or recommendations, affect subordinate small and disadvantaged business program goals and operating procedures, contracting operations, private firms, and the accomplishment of program objectives.

Exercises supervisory and/or managerial authorities 25 percent

Supervises a group of employees performing work at various GS levels. Provides administrative and technical supervision necessary for accomplishing work of the unit.

Performs the administrative and personnel management functions relative to staff supervised. Establishes guidelines and performance expectations for staff, which are clearly communicated through the formal employee performance management system. Observes workers' performance; demonstrates and conducts work performance critiques. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Reviews and approves or disapproves leave requests. Assures that subordinates are trained and fully comply with the provisions of the safety regulations.

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action

objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

Supervises a staff of employees to accomplish the work of the organizational unit. Exercises supervisory authorities and responsibilities involving work assignment and review, as well as the administrative and personnel management functions relative to the staff supervised.

This position directs more than one kind of work, each kind representing a requirement for a distinctly different additional body of knowledge, and for which this position provides both technical and administrative supervision.

A substantial portion of the workload directed by this position is carried out at one or more locations that are physically removed from the main unit under conditions that made day-to-day supervision difficult to administer.

Factor 1: Program Scope and

Directs a program segment that performs technical, administrative, and complex work. The program segment and work directed typically have coverage which encompasses a small metropolitan or rural area, or when most of an area's taxpayers or businesses are covered, coverage comparable to a small city. Activities, functions, or services accomplished directly and significantly impact a wide range of local or regional activities, the work of other agencies, or the operations of outside interests (e.g., a segment of a regulated industry), or the general public. At the field activity level (involving large, complex, multi-mission organizations and/or large serviced populations) the work directly involves or substantially impacts the provision of essential support operations to numerous, varied, and complex technical, professional, and administrative functions.

Factors 2: Organizational Setting

The position is accountable to a position that is two levels below the first (i.e., lowest level in the chain of command) SES, or equivalent, or higher level position in the direct supervisory chain.

Factor 3: Supervisory/Managerial Authority Exercised

In addition to elementary supervisory authorities and responsibilities, this position plans and schedules ongoing production-oriented work on quarterly and annual basis, or direct assignments of similar duration. Adjusts staffing levels or work procedures within the organizational unit(s) to accommodate resource allocation decisions made at higher echelons. Justifies the purchase of new equipment. Improves work methods and procedures used to produce work products. Oversees the development of technical data, estimates, statistics, suggestions, and other information useful to higher level managers in determining which goals and objectives to emphasize. Decides the methodologies to use in achieving work goals and objectives, and in determining other management strategies.

OR

Contracted work involves a wide a wide range of technical input and oversight tasks comparable to all or nearly all of the following:

- Analyze benefits and cost of accomplishing work in-house versus contracting; recommend whether or not to contract;
- Provide technical requirements and descriptions of the work to be accomplished;
- Plan and establish the work schedules, deadlines, and standards for acceptable work; coordinate and integrate contractor work schedules and processes with work of subordinates or others;
- Track progress and quality of performance; arrange for subordinates to conduct any required inspections;
- Decide on the acceptability, rejection, or correction of work products or services, and similar matters that may affect payment to the contractor;

OR

Carries out a least three of the first four, and a total of six, or more of the following ten supervisory authorities and responsibilities:

- Plans work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
- Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
- Gives advice, counsel, or instruction to employees on both work and administrative matters.
- Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignments to such positions;
- Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
- Effects minor disciplinary measures, such as warning and reprimands, recommending other actions in more serious cases;

- Identifies developmental and training needs of employees, providing for an arranging for needed development and training;
- Finds ways to improve production or increase the quality of work directed;
- Develops performance standards

Factor 4A: Nature of Contacts

Contacts include those that take place in meetings and conferences and unplanned contacts for which the employee is designated as contact point by higher management. They often require extensive preparation of briefing materials or up to date technical familiarity with complex subject matter. Frequent contracts are comparable to any of the following:

- High ranking military or civilian managers, supervisors, and technical staff at bureau and major organization levels of the agency, with agency headquarters administrative support staff; or with comparable personnel in other Federal Agencies;
- Key staff of public interest groups (usually in formal briefings) with significant political influence or media coverage;
- Journalists representing influential city or county newspapers or comparable radio or television coverage;
- Congressional committee and subcommittee staff assistants below staff director or chief counsel levels;
- Contracting officials and high level technical staff of large industrial firms;
- Local officers or regional or national trade associations, public action groups, or professional organizations; and/or State and local government managers doing business with the agency.

Factor 4B: Purpose of Contact

The purpose of contacts is to justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations, or contracts. Contacts at this level usually involve active participation in conferences, meetings, hearing, or presentation involving problems or issues of considerable consequence or importance to the program or program segment(s) managed.

Factor 5: Difficulty or Typical Work Directed

The highest grades non-supervisory work directed, which requires at least 25 percent of this position's duty time, are GS-12 or equivalent.

Factor 6: Other Conditions

Supervision involves substantial coordination and integration of a number of major work assignments, projects, or program segments of professional, scientific, technical, or administrative work comparable in difficulty to the GS-12 level

OR

This position directs subordinate supervisors and/or contractors who each direct substantial workloads comparable to GS-7, GS-9 or GS-10.

Customer Service

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, and all VA staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

ADP Security

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.