

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. AGENCY POSITION NO
4713

2. REASON FOR SUBMISSION <input type="checkbox"/> REDESCRIPTION <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REESTABLISHMENT <input type="checkbox"/> OTHER		3. SERVICE <input type="checkbox"/> ADVERT <input type="checkbox"/> FILL		4. EMPLOYING OFFICE LOCATION Mesa, AZ		5. DUTY STATION VISN-18		6. OPM CERTIFICATION NO.	
EXPLANATION <i>(Please copy number of pages)</i> Full performance level of GS-1102-12, PD#4712		7. FAIR LABOR STANDARDS ACT <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NONEXEMPT		8. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> EXECUTIVE PERSONNEL FINANCIAL DISCLOSURE <input type="checkbox"/> EMPLOYMENT AND FINANCIAL INTERESTS		9. SUBJECT TO IA ACTION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		10. POSITION STATUS <input checked="" type="checkbox"/> COMPLETE <input type="checkbox"/> EXCEPTED <i>(Special or Reserve)</i> <input type="checkbox"/> SES <i>(Senior)</i> <input type="checkbox"/> SES <i>(7)</i>	
		11. POSITION IS: <input type="checkbox"/> SUPERVISORY <input type="checkbox"/> MANAGERIAL <input checked="" type="checkbox"/> NEITHER		12. SENSITIVITY <input type="checkbox"/> 1. NON-SENSITIVE <input type="checkbox"/> 3. CRITICAL SENSITIVE <input checked="" type="checkbox"/> 2. MODERATELY SENSITIVE <input type="checkbox"/> 4. SPECIAL SENSITIVE		13. COMPETITIVE LEVEL CO.		14. AGENCY USE	

11. CLASSIFIED/GRADED BY	OFFICIAL TITLE OF POSITION	PAY PLAN	OCCUPATIONAL CODE	GRADE	INITIALS	DATE
A. U.S. OFFICE OF PERSONNEL MANAGEMENT						
B. DEPARTMENT, AGENCY OR ESTABLISHMENT						
C. SECOND LEVEL REVIEW						
D. FIRST LEVEL REVIEW	Contracting Specialist (Team Leader)	GS	1102	13		
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE	Nonsup. Contract Spec. (Team Leader)	GS	1102	13		

16. ORGANIZATIONAL TITLE OF POSITION *(if different from official title)* _____ 17. NAME OF EMPLOYEE *(if known, specify)* _____

18. DEPARTMENT, AGENCY, OR ESTABLISHMENT Department of Veterans Affairs	C. THIRD SUBDIVISION
A. FIRST SUBDIVISION VISN-18	D. FOURTH SUBDIVISION
B. SECOND SUBDIVISION CCA	E. FIFTH SUBDIVISION

19. EMPLOYEE REVIEW - This is an accurate description of the major duties and responsibilities of my position. SIGNATURE OF EMPLOYEE *(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 relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

A. TYPED NAME AND TITLE OF IMMEDIATE SUPERVISOR?
Sabrina Smith, VISN-18 Contracting Manager

B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER *(optional)*
Sabrina Smith, VISN-18 Contract Manager

SIGNATURE: *[Signature]* DATE: 2/10/2010

21. CLASSIFICATION/JOB GRADING CERTIFICATION: I certify that this position has been classified/graded as required by the standards in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply, in conformance with the most applicable published standards.

22. POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION
FC Flysheet for Contract Series, GS-1102, TS-71 (12/83) and Realty Series, GS-1170, FS-12 (10/93).

TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION
Ted Hill, Human Resources Intern

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.

SIGNATURE: *[Signature]* DATE: 2/10/10

23. POSITION REVIEW	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
A. EMPLOYEE <i>(optional)</i>								
B. SUPERVISOR								
C. CLASSIFIER								

24. REMARKS
Full Performance Level (from GS-1102-12, PD# 4712)

25. DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES *(if applicable)*

Incumbent only

NONSUPERVISORY CONTRACT SPECIALIST (TEAM LEADER) GS-1102-12/13
LEASE CONTRACTING TEAM

SUPERVISORY (15%)

PROGRAM SCOPE AND EFFECT

The employee will serve as a Contract Specialist – 1102-12/13 (Team Leader) for the Lease Contracting Team at the VISN 18 Consolidated Contracting Activity. The employee does not have direct authority over other members but is appointed on permanent basis to represent the team to the next higher reporting level, (2) make decisions in the absence of a consensus or next level supervisor, (3) resolve conflict between team members, and (4) coordinate team efforts. The incumbent serves as a Realty Specialist within the VISN 18 Consolidated Contracting Activity. The office has responsibility for the acquisition of leasehold interests in real property including projects requiring construction or alteration within the thresholds as outlined in VA Lease Handbook 7815 of less than 10,000 occupy able square feet; and for complete lease administration for leases assigned to the incumbent by the VA Chief, Real Property Service (00CFM3C), VA Central Office to act in behalf of VISN18. In addition, the incumbent reviews and executes VBA requests for Vet Center leases within the authority of the VISN 18 Realty Specialists. As such, the incumbent performs the following duties: pre-award and post award functions, including limited signatory authority, to plan, coordinate and direct all phases of specialized lease procurement contracting to include but not be limited to (1) negotiating or advertising necessary for the acquisition of services, materials and equipment associated with the acquisition of Real Property; (2) execution of specialized contractual arrangements on contracts of all types; (3) modification of major contract terms and negotiations of changes on other contractual documents on behalf of the Government; and (4) settlement of any cost and technical problems with contractors.

ORGANIZATIONAL SETTING:

The employee will be at located the VISN 18 Consolidated Contracting Activity in Mesa, Arizona, and will be under the supervision of the Network Contracts Manager (NCM), Deputy Network Contracts Manager or Service Area Organization (SAO) West. The Lease Contracting Team at the Consolidated Contracting Activity for VISN 18 will handle a wide variety of Real Property issues for all stations within VISN 18. Recommends or issues changes to contracts, highlighting conditions that could jeopardize contract performance. The Incumbent also makes determinations on problems of lease acquisition, delivery, quality assurance, acceptance or other areas affecting the contract.

SUPERVISORY AUTHORITY EXERCISED

The employee will be the team leader for approximately seven (7) FTET, at the GS-7 to GS-13 grade level. The employee will be responsible for explaining team goals and objectives to assigned team members and assist team in organizing to accomplish work. Coach, facilitate, solve work problems and participate in the work of the team. Provide information to the supervisor on performance of the team. Communicate assignments, milestones and deadlines to the team and individuals based on supervisor's instructions. Observe training needs and relay training needs and requests to supervisor. Inform supervisor of attendance and behavioral problems. Relay request for resources and supplies to the NCM. Responsibilities also include interpreting and implementing procedure and policy directives or changes (through formal or informal training and preparation of written directives); review of subordinate work for accuracy, sound judgment, compliance with policy and acquisition rules and regulations.

PERSONAL CONTACTS

Incumbent must possess the capability to communicate both orally and in writing, which may occur on a daily basis, with staff within the Consolidated Contracting Activity, other staff within VISN 18, Facility Directors, research staff, District Counsel and Headquarters staff. The employee will be required to interact with other VA Facilities using service officials and non-VA representatives.

DIFFICULTY OF WORK DIRECTED

The employee must possess a thorough working knowledge of VA regulations, policies, directives and Federal Regulations, General Services Administration Acquisition Manual (GSAM) General Services Administration Regulations (GSAR) as they apply to Purchasing and Contracting. Serves as team leader during contract negotiations within the framework of the pre-negotiation position. Develops and negotiates individual contracts for different phases of the program. Assures coordination with the Supervisor, representatives from the program office, General Counsel's Office, Small Business Advisor and Comptroller's Office and analyzes and evaluates data provided by them. Conducts post-award conference with contractors to arrive at a clear understanding of what is required under the awarded contract and to preclude unauthorized changes or alterations in contract provisions. Obtains data from engineers, medical, fiscal, legal counsel and other support personnel.

OTHER CONDITIONS

The employee must possess the ability to make decisions based on personal judgment alone, set priorities and address other unique situations that will arise in the unit. Incumbent must also be capable of motivating subordinate staff, enforce Customer Service concerns, answer all oral and written inquiries, including responses to formal protests. Prepares award, makes verbal presentations of facts to a contract review board of others. Makes determinations on contractor's ability to perform, evaluates offers submitted on the basis of price analysis when competition, historical data, established commercial prices, or other comparative data are available.

NON-SUPERVISORY -85%

PRINCIPAL DUTIES AND RESPONSIBILITIES

Serves as a Contract Specialist overseeing and managing several initiatives for Community Based Outpatient Clinic lease acquisition projects, and Vet Center lease acquisition projects. This involves coordinating the acquisition processes for facilities of less than 10,000 occupy able square feet. As such, the incumbent is the primary point of contact in establishing milestones, schedules, and funding requirements to gain appropriations for new Outpatient Clinics. Incumbent also serves as the primary point of contact between the Director and VACO Real Property Service in administration of leases at or above 10,000 occupy able square feet as assigned by VACO Real Property Service.

Incumbent will be required to obtain all necessary training to qualify for FAC-C certification and lease warrant authority within the VA.

Works with the Director and staff members of the parent facility to establish the justification and the roadmap to establish relocate or expand clinics. Conducts assessments the project site to determine items such as surrounding and use, competition in the market place, barriers to construction, local planning and zoning regulations, and economic factors affecting potential buyers. Conducts field trips to obtain information at the sites and compiles property data to develop a Benefits Cost Analyses (BCAs). Upon review of with local zoning regulations, develops strategic marketing plans and collects data to develop position papers and formulates the justifications for the best Departmental Options to include data on options, price points and other considerations to maximize the best and highest use for that market area.

Based on findings, develops positions papers to support various options (lease, purchase or build) and outlines associated implications and costs.

Manages the financial aspects of Real Estate development such as working with project revenue projections, reviewing and recommending floor plans and structural aspects of construction. Floors plans are achieved through the application of space planning methodologies to delineate and define VA functional needs.

Upon approval works with the Facility Planning Office to assist and establish research information for developing white papers, executive briefs and executive decision papers through the congressional appropriation process to the various phases of development and acquisition processes involved with real estate development – whether pre-construction, redevelopment, or repositioning of a property to meet missions needs. Coordinates the progression of the conceptual plans through the departmental decision making process coordinating all legal and agreement issues through the appropriate Regional Counsel review.

Participates in developing decision papers and in the preparation of executive decision briefs. Responds to public, congressional, state and internal inquiries on the status of projects and possible implications. Interaction and close coordination also involves interested offerors, city planners, real estate agents and developers, and Congressional staffs in close coordination with the Director's Office.

Ensures that internal clearances are obtained to proceed. As the contracting officer's technical representative (COTR) if not a Contracting Officer, the incumbent discusses contract issues and concerns throughout the duration of the project with the Contracting Officer or confers with the Regional Counsel. Monitors the project progress and conducts period inspections to assure compliance with contract provisions.

Conducts reviews on related documents through the various phases of real estate development including: environmental assessments, renderings, vendor agreements (architects, contractors), purchase and sale agreements, and surveys. Ensure compliance with legal requirements and to support litigation arising from defective construction practices.

Develops solicitation and public notices through newspapers and through public hearings and formal meetings with city offices to ensure all parties are abreast of VA's intent. Representing the Department, responds to questions from persons from the general public, special interests groups, city and public officials.

Participates on site selection teams to view the properties, gather data needed to support the basis for the final departmental decision as well as to determine if they meet the general requirements of the project. Develops a Solicitation for Offers (SFO) for the project, based on the requirements of the VA and customized to the needs of the particular VISN/facility. Obtains concurrences on the SFO from VISN/facility and Headquarters staff. Supervises distribution of the approved document to offerors whose properties qualify and explains provisions of the SFO to interested offerors. Negotiates terms of the offer with potential offerors after the SFO has been issued and before Best and Final offers are obtained. Analyzes individual offers for responsiveness and adequacy.

Interprets cost and price data, using present worth value techniques, to rate offers. Investigates offerors' qualifications through reference to local banks, Dun & Bradstreet, financial statements, and other means. Obtains, reviews, and approves appraisals to verify that negotiated lease considerations are commensurate with market value. Recommends the acceptance of the proposal determined to be in the best interest of the VA.

Notifies successful and unsuccessful offerors when the award is made. Converts the provisions of the successful offer into a final lease document. Supervises the VA team after award, meeting with the lessor to ensure a full understanding of the contract.

Directs the efforts of architects, facility planner, and the medical center director and staff in designing the preliminary plans. Review drawings at specific stages of completion to ensure that the space satisfies the general and special requirements of the project. Investigates problems and disputes, and makes final recommendations to the contracting officer and Regional Counsel.

Participates in the final inspection of newly constructed or altered spaces to ensure that all contractual specifications have been met prior to acceptance. Retains responsibility for administrative oversight over the term of the lease and ensures that all services and building maintenance required under the lease are provided by the lessor. Participates in the negotiation of the terms of the final settlement agreement with the lessor, when vacating the space. Determines the disposition of fixed equipment and interprets the restoration rights contained in the lease. Interprets existing lease acquisition laws, regulations, and procedures.

Reviews and approves appraisals and other market analyses to verify the accuracy of data used to establish the value of real property. Maintains liaison between Facilities Management and other VA Department offices in assigned area on issues involving real property management.

FACTOR — KNOWLEDGE REQUIRED BY THE POSITION

A knowledge of a wide range of procurement principles, policies, and procedures to plan and carry out activities relating to complex pre-award and/or post-award functions, to analyze difficult procurement issues and identify alternative courses of action, to modify and adapt procurement problems, including those requiring significant departures from previous approaches.

Thorough knowledge of Real Estate development and price analysis sufficient to compile property data and transition data into a comprehensive Benefits Cost Analyses for a variety of options to include lease, design/lease.

Knowledge of advanced quantitative and qualitative methodologies sufficient to develop various costs implications to support various options (lease, purchase or build) and outline associated implications/project revenue options to develop options for executive decisions.

Thorough knowledge of commercial structural aspects of construction, space planning and floor plans sufficient to determine feasibility of proposed structures for customer needs. Analyzes and delineates customer's data to define VA functional needs.

Ability to communicate orally and in writing sufficiently to write and develop decision papers and executive decision briefs as well as hold public hearing, responds to public; congressional, state and internal inquiries on the status of projects and possible implications. Skill set is required to communicate and interact with interested offerors, city planners, real estate agents and developers, and Congressional staffs.

Knowledge of Federal and VA acquisition laws, regulations and procedures sufficient to apply regulations and ensure compliance with overall acquisitions components pertaining to processes for land acquisition and disposal, attaining legal documentation and signatures for agreements, rights of way, and lease agreements for lease, design/lease projects.

Ability to interpret cost and price data; to investigate offerors' qualifications; and to obtain, review, and approve appraisals on proposed real property assets.

FACTOR 2 — SUPERVISORY CONTROLS

Supervision is provided by the Network Contracts Manager (NCM), Deputy Network Contracts Manager or Service Area Organization (SAO) WestVISN 18, who outlines general objectives of assigned projects. The employee plans and carries out assignments; resolves conflicts that arise; coordinates the work with others; and interprets policy on own initiative in terms of established objectives. The employee keeps the supervisor informed of progress and potentially controversial matters such as strong community opposition to a project. Contracts, leases and other legal documents are reviewed for conformance to realty program goals and requirements.

FACTOR 3 — GUIDELINES

Guidelines include Federal property management and disposal, and acquisition, public land use, procurement and standard real estate process and procedures, market trends for various geographic areas within the United States, VA policies and procedures, and other related regulatory guides that may apply to any given project. Guidelines include Federal Acquisition Regulations (FAR), General Services Administration Acquisition Manual (GSAM) General Services Administration Regulations (GSAR), VA Acquisition Regulations (VAAR), agency policies, contract clause books, precedents, standard procurement practices, VA controller or Fiscal Regulations, Department of Labor, Small Business Administration, and General Accounting Office regulations. These guidelines outline general contracting methods and requirements, but they have limited applicability to the wide variety of problems and situations encountered. For example, a considerable amount of judgment and originality are required in planning the procurement strategy for consolidated acquisition programs for VISN 18, in structuring the contract to provide economic incentives and flexibility for future contract changes, and in resolving administrative problems which arise during the life of the contract.

Consequently, the employee must exercise experienced judgment and resourcefulness to deviate from or extend the available guidelines to create new and individualized methods and procedures for problem solution.

FACTOR 4 — COMPLEXITY

The employee is team leader responsible for a large volume of Real Property procurements to meet the consolidated requirements of several medical facilities, or for services to meet the consolidated requirements of the VISN. The work involves many different and unrelated realty processes and methods in the acquisition, management and disposal of properties with diverse requirements in geographically areas nationwide. Study findings often form the bases for management's decision whether to lease, purchase or build a clinic, warehouse, laundry, office building, or parking garage or to relocate or expand facilities. Actions and milestones require extensive coordination with community elements including interested offerors, city planners, real estate agencies and developers, congressional staffs, field facilities and team members. Project assignments are customized to the needs of the particular VISN/facility and require concurrence from VISN/facility and Headquarters staff. Each individual offers bid is analyzed for responsiveness, adequacy, cost and price data. In addition each individual offerors' qualifications are investigated through reference to local banks, Dun & Bradstreet, financial statements, and other means. The incumbent also retains responsibility for administrative oversight over the term of the lease and ensures that all services and building maintenance required under the lease are provided by the lessor and that all leasing actions completed by facility contracting officers accurate and in compliance with VA policy and procedures.

The work, in both the pre-award and post-award areas, requires decisions concerning the interpretation of data or refining of techniques. In the post-award area, the employee also analyzes data which involve unusual circumstances or requires the resolution of conflicting approaches, such as processing contractor claims, exercising contractual options and progress payments, and initiating contract terminations both for default and convenience to the Government.

Contract administration relating to contractor performance, management, and progress, requires expert judgment to originate special criteria. Decisions involve interpretation, analysis, and negotiations regarding modification of contract terms and conditions, evaluation of contractual progress, and identification and solution of problems involving the group of contracts assigned. Factors vary for each situation because of variations in the terms of the contracts, products and services involved, and contractor capability and characteristics such as the relationship with corporate headquarters, previous experience, and degree of cooperation. The work requires making final decisions on a variety of issues, such as cost and price allow ability, negotiating settlements, resolving legal and technical problems, approving or disapproving expenditures incurred, estimating percentage of completion for payment of fixed-fee, and fairness of salaries paid to contractor's employees. Decisions involve the interpretation, analysis, and evaluation and negotiation of major areas of uncertainty in approach, methodology, and processes. Examples include modifying major contract terms and conditions, evaluating and controlling contractual progress; identifying and solving problems that threaten to impede contract performance;

Additional complexity is experienced in the extensive analysis required to perform advanced procurement planning, development of a negotiation strategy, and the identification of existing relationships within program objectives in a limited time period and within funding limitations.

FACTOR 5 — SCOPE AND EFFECT

The purpose of the position is to carry out project management responsibilities to assure that lease acquisition projects involving acquisition of space of less than 10,000 occupy able square feet are completed in accordance with the design and construction documents, within the established schedule, budget and with optimum quality and conformity with all applicable codes; to assure that real property considerations for

establishment, relocation or expansion of the clinic facility are conducted based on the findings of extensive benefits costs analyses and sufficient competition for the acquisition process is gained. Project activities have a direct impact on a large portion of the general public and are rigorously scrutinized by OMB, Congress, veteran's service organizations, environmental groups, public interest groups, and state and local politicians. The incumbent coordinates program and project activities and has delegated contracting authority for negotiating and authorizing contract changes and negotiating the settlement of contract changes and claims.

FACTOR 6 — PERSONAL CONTACTS

Contacts are with VA staffs of program and administrative components; VHA Network Directors; VA Real Property, Medical Center Directors and other high level staff members; investigators from the Office of Inspector General; internal and external legal representatives within General Counsel, and representatives from state and local governments and several entities from the private sector.

The employee has contacts with a wide variety of contractors and business in the geographical area, including small businesses. Typical contacts with contractor's representatives, managers, attorneys, accountants, technical experts, salesmen, and others as required. The employee also works with supervisors and technical staff from different Facilities and Outpatient Clinics located in VISN 18, and with attorneys and auditors within the agency or from other agencies. The purpose of the contacts and the roles and authorities of the individuals varies and must be defined or established during the negotiation or discussion.

FACTOR 7 — PURPOSE OF CONTACTS

Contacts are made to explain, negotiate or carry out procedures to provide advice and guidance on policies and procedures, to oversee a leasehold project requiring alteration or construction; to determine the most economical way to meet FM requirements; and to assure compliance with Federal and VA Acquisition, General Service Acquisition regulations as well as other Federal and State laws and acts.

FACTOR 8 – PHYSICAL DEMANDS

The work is primarily sedentary with some travel required to inspect projects, evaluate potential properties and determine the feasibility and cost of acquisition through lease. Travel may require physical requirements to walk over rough terrain or undeveloped raw land as well as may involve exposure to unpleasant weather conditions.

FACTOR 9 – WORK ENVIRONMENT

The work is typically performed in a well-lighted, heated, and ventilated office setting except during travel to construction sites where duties require exposure to diverse weather conditions and high noise levels. The employee's work is normally performed in an office setting. However, visits to a contractor's site or facilities may be occasioned from time to time to perform pre-award surveys. The employee must also travel to other Health Care Facilities to meet with various Service Chiefs and with Task Forces. A valid driver's license is required.