POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION		
1. NEW ☒	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER ☐ NHQCO12	3. REPLACES PD NUMBER

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
CONTRACTING OFFICER	GS	1102	12

8. WORKING TITLE *(Optional)*	9. INCUMBENT *(Optional)*
CONTRACTING OFFICER	

OFFICIAL

10. TITLE
CONTRACTING OFFICER

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE Month	Day	Year	16. I/A	17. CLASSIFIER
GS	1102		12				☐ Yes ☐ No	

8. ORGANIZATIONAL STRUCTURE *(Agency/Bureau)*

1st	Natural Resources Conservation Service	5th	
2nd	State Conservationist	6th	
3rd		7th	
4th		8th	

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the 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 statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE

21. SUPERVISOR'S NAME AND TITLE	24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	FL 1-7	1250	6. Personal Contacts	FL 6-3	60
2. Supervisory Controls	FL 2-4	450	7. Purpose of Contacts	FL 7- 3	120
3. Guidelines	FL 3-4	450	8. Physical Demands	FL 8-2	20
4. Complexity	FL 4-4	225	9. Work Environment	FL 9-2	20
5. Scope and Effect	FL 5-4	225		TOTAL POINTS	2820
				GRADE	GS 12

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE	30. DATE
Darlene Locke	03/24/2008

31. NAME AND TITLE

Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.

32. REMARKS:	33. OPM CERTIFICATION NUMBER

STANDARDS: OPM PCS CONTRACTING SERIES, GS-1102, DEC 83 AND OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98
Position is FLSA - Exempt.

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT CD. /AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
	AG 16				

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SERIES (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFFICIAL TITLE (38)
GS				

6. HQ. FLD. CD. (1)	7. SUP. CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT CLASS (6)
1 = HQ 2 = FLD	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	X = New Standard Applied Blank = NA	N = No Y = Interdis	MO DAY YEAR

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT. INACT/REACT (6)	15. AGENCY USE (10)
1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA	I = Inactive A = Active	MO DAY YEAR	MO DAY YEAR	

16. INTERDISCIPLINARY SERIES (40) (4) Per Block

17. INTERDISCIPLINARY TITLE CODE (50) (5) Per Block

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
E = Exempt N = Nonexempt	0 = None 1 = CD 219 2 = CD 220 3 = SF 278 4 = AD 392 5 = SF 849	A = Sched A B = Sched B C = Sched C 0 = Excepted but not A,B,C	0 = Nonsensitive 1 = Noncritical 2 = Critical Sense	

6. WK. TITLE CODE (4)	7. WK. TITLE (38)

8. ORG. STR. CODE (18)

1st	2nd	3rd	4th	5th	6th	7th	8th

9. VAC REV CODE (1)
0 = Position Action No Vacancy
A = No Change
B = Lower Grade
C = Higher Grade
D = Different title and/ or series
E = New Position/New FTE

10. TARGET GD.	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9) State (2)	City (4)	County (3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST.
		Blank = NA Y = Yes					MO DAY YEAR	Blank=NA 1 = PAS	MO DAY YEAR

18. GD. BASIS. IND (1)	19. DT.REQ. REC. (6)	20. NTE. DT. (6)	21. POS.ST. BUD (1)
1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use	MO DAY YEAR	MO DAY YEAR	Y = Perm N = Other

22. MAIN. REV./CLASS.ACT. CD. (2) *(1st Digit = Activity and 2nd Digit = Results)*

	Normal Act	Maintenance Review Act	Results
3	1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.	5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.	1 = No Action Req. 2 = Minor PD Change. 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other

23. DATE EMP. ASGN. (6)	24. DATE ABOL. (6)	25. INACT/ ACT(1)	26. DATE INACT/ REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGENCY USE (8)
MO DAY YEAR	MO DAY YEAR	I = Inact. A = Act.	MO DAY YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

Form AD-332 (Revised 4/86)

STANDARD POSITION DESCRIPTION

Official Title: Contracting Officer
Working Title: Contracting Officer
Classification: GS-1102-12
Location: State Offices

Date: 03/24/2008
Classified By: NHQ
Number: NHQCO12

Note: This is a standard position description and can not be modified without approval from the Human Resources Management Divisions, Employment and Classification Team.

INTRODUCTION

This position is located on the Management Staff in the State Office of the Natural Resources Conservation Service (NRCS). The incumbent serves as the Contracting Officer and directs the operations of the management services provided to the State for negotiation and administration of contracts and project agreements, space, communications, equipment management, claims, procurement, property, records management, and miscellaneous services. The incumbent provides staff assistance to the State Administrative Officer, State Conservationist, and Assistant State Conservationist for Field Operations (ASTC-FO), staff managers in carrying out policies and procedures which will contribute to management of NRCS programs in the State.

MAJOR DUTIES

1. Administration (30%)

a. Serves as contract specialist with responsibility for contracting and procurement actions including pre-award and post-award functions as a level III Contracting Officer.

b. Provides guidance to other NRCS employees on legal and procedural aspects of contracting work with engineers, government representatives, contracting specialist, sponsors, and ASTC FO. Incumbent is responsible for overall contract administration.

c. Ensures that the provisions of the Small Business Act, legislation pertaining to women-owned business, Federal contract awards in labor surplus areas, and other procurement preference programs are implemented in the procurement activity to which incumbent is assigned.

d. Directs and assists staff in administering Soil and water conservation programs and other similar programs as needed in accordance with legal requirements for easement acquisition, restoration works of improvement and associated administration costs, grants and cooperative agreements pursuant to the Federal Grants and Agreements Act of 1977 and Contribution Agreements under 7 U.S.C. 6962a.

e. Directs and assists staff in real property leasing to obtain leased space for the NRCS and other USDA Service Center Agencies within the State.

f. Directs and assists staff in performing market surveys and developing solicitation packages for leases and negotiating to obtain the most advantageous lease for the Government.

2. Pre-award (30%)

a. Independently provides advice and guidance to technical and program management personnel involved in the development of the project requirements for services, construction and supplies. Reviews requests and recommends revisions to the statement of work or specifications as necessary, and decides on the type of contract, milestones, procurement plan.

b. Advertise procurements, ensures that the bid schedule is properly structured. Supervises, instructs or prepares the solicitation. Determines sources to be solicited, conducts bid openings, processes protests, 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 recommends award of the contract.

c. Negotiates procurements, and plans the procurement action with technical and program managers. Provides guidance in the development of, the statement of work, data requirements, and determines the type of contract best suited to the requirement; develops special clauses; terms and conditions applicable to the solicitation.

d. Determines and recommends the sources to be solicited, prepares applicable determinations and findings, conducts or participates in proposal conferences, receives and evaluates proposals in conjunction with technical personnel, determines the competitive range in negotiations with one or more bidders, supervises and instructs preparation of award documents and makes presentations to a contract board of awards or source selections authority when appropriate. Incumbent responds to inquires, including formal protests and congressional inquiries.

e. As a warranted Contracting Officer, executes contracts, for construction, non-personal services and personal property.

3. Post-award (25%)

a. Plans and conducts post-award conferences to ensure compliance with, and full understanding of contractual requirements and to preclude unauthorized changes or alterations in contract provisions.

b. Establishes work schedule with contractor and tracks progress; develops and maintains systems to evaluate and monitor contractual performance related to delivery and cost as

appropriate; identifies potential areas of production difficulties and recommends appropriate remedial action. Responsible for effective allocation and use of Government furnished property. Incumbent consents to placement of subcontracts after considering elements such as the technical capability of prospective subcontractors, the need for small and disadvantaged business involvement, and compliance with applicable laws and contractual provisions.

c. Incorporates new or changed contract requirements, settles issues and resolves non-precedent setting issues that develop after contract placement including: (I) equitable adjustments in price and delivery schedule for unilaterally directed changes in the work, (2) equitable reductions or adjustments in the contract price or other contract terms when nonconforming supplies or work are accepted by the Government, (3) equitable adjustment in the contract price and/or delivery schedule if the contractor suffers damage, such as Government-furnished property or technical data being delivered late and/or in defective condition, and (4) price adjustment after determining factors in accordance with the Economic Price Adjustment clause/provision.

d. Conducts investigations on problems, disputes, and labor violations as to finding of fact, and makes final decision and determinations and findings for legal review by higher organizational levels and General Counsel. In cases of appeal by contractors, prepares the case for transmittal to the appeals Board. Has authority to settle or recommends settlement of claims relating to the Contract Disputes Act of 1978 except those of fraud or claims prescribed by statute or regulation which another agency is authorized to administer, settle, or determine. The Contracting Officer's decision is final unless appealed to the Board of Contract Appeals or the U.S. Court of Federal Claims.

e. Negotiates settlement agreements with contractors including agreeing on termination inventory or amount of work remaining and determination of profit. These settlements may involve rate determination and negotiation with bonding companies, the Department of Labor, subcontractors, and suppliers. Since the Contracting Officer's final decision represents the Government's position, such final decision must be fair and reasonable with due regards to the rights of the contractor and the Government.

4. Supervision (15%)

a. Responsible for supervision of federal employees located in the contracting staff that may consist of GS-1102, GS-1170, GS-1105, 1106, 2005 and GS-305, that provides negotiation and administration of contracts and project agreements, space, communications, equipment management, claims, procurement, property, records management, and miscellaneous services. Ensures quality and quantity of work, reviews work of subordinates and accepts, revises, or reject work. Sets performance standards and evaluates performance for subordinates. Interviews and determines selection from available candidates. Resolves complaints and grievances and takes appropriate action as necessary. Reviews job descriptions for accuracy. Initiates or participates in review and improvement of work methods.

b. Develops training plans to ensure personnel are adequately qualified to perform assigned tasks and to ensure personnel are provided the opportunity to develop their skills to optimum level. Incumbent makes recommendations to provide a balanced representation of minority and women employees in the subordinate work force. Ensures that fairness prevails in making employee selections; assigned work; recognizing achievements and rewarding performance; arranging training; and in other personnel management matters.

5. Equal Employment Opportunity and Civil Rights

a. Provides leadership and guidance for the understanding and application of personnel rules and regulations as they apply to the Equal Employment Opportunity and Affirmative Employment Programs to ensure their integration into recruitment, hiring, promotion, training, career development (including varied work assignments, details, and special developmental assignments), separations, grievances and other personnel actions. Emphasizes meeting the objectives of equal opportunity and affirmative employment plans and requirements. Ensures that these functions are carried out without regard to race, color, national origin, religion, sex, age or physical or mental handicap.

b. Provides leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services are carried out without regard to race, color, national origin, religion, sex, age, or handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operation in all units under their supervision, as well as by recipients.

Performs other duties as assigned.

CONDITION OF EMPLOYMENT – Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

COMP LEVEL – (Designated by state)

FACTOR EVALUATION

1. KNOWLEDGE REQUIRED BY THE POSITION — LEVEL 1-7 (1250 POINTS)

a. Knowledge of a wide range of contracting procedures, types and methods relating to the pre-award and post-award phase of contracting.

b. Knowledge of program and technical requirements sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance.

c. Knowledge and skill to apply guidelines by reading and interpreting procurement regulations and technical material, and translating the guidance into specific actions.

d. Skill in dealing with others inside and outside of the agency in a work relationship to present information orally and to accomplish a given purpose.

e. Knowledge needed to recommend changes in specifications, contract provisions and administrative procedures.

2. SUPERVISORY CONTROLS — LEVEL 2-4 (450 POINTS)

This position is under the general supervision of the State Administrative Officer or other senior position in the state that provides wide latitude for independent action. Supervisor is available for consultation on matters of unusual nature and work will be reviewed periodically for conformance with regulations and procedures. Incumbent will perform action on own initiative with knowledge of requirements and situation and will take action as appropriate.

3. GUIDELINES — LEVEL 3-4 (450 POINTS)

There are extensive searches of a wide range of regulations and policies to solve contracting problems where existing methods are inadequate, or situations encountered require significant interpretation of policy and ingenuity to resolve. The incumbent uses experience judgment and initiative in applying principles of underlying guidelines. Many of these situations are encountered with involve negotiations with other federal agencies, local and state units of governments, sponsors, contractors, and labor unions. Situations Requiring significant searches involve exploring lease to purchase agreements, real property relocation agreements, grant agreements where that was not guidance on where dollars are coming from, negotiations between labor unions and contractors where requirements may not be met, and the role of the contract specialist is to negotiate with sponsors, units of government, contractors and officials of units of government.

4. COMPLEXITY — LEVEL 4-4 (225 POINTS)

The incumbent's work typically involves varied duties requiring many different and unrelated processes and methods. Assignments involve planning and carrying out pre-award and post-award phases for a variety of contract types. The incumbent must be familiar with business practices and market conditions sufficient to evaluate bids, contractor responsibility and contractor performance. The contractual period ranges from six months to two years. Decisions are based on analysis of alternatives and adoption or modification of procedures.

5. SCOPE AND EFFECT LEVEL 5-4 (225 POINTS)

The incumbent provides expertise as a specialist in the functional area of contracting by furnishing advisory, planning, or reviewing services on specific problems, projects, or

programs for the NRCS in the state. Assistance and training are provided to one lower graded contract specialist. Management officials in both states rely on the expertise of the incumbent to plan to carry out the work, and develop and accomplish the contracting and procurement work while protecting the interests of the government. Work products affects the contracting and procurement activities in the agency in two states, as well as affecting operations of other federal, state, and local units of governments in those states.

6. PERSONAL CONTACTS — LEVEL 6-3 (60 POINTS)

The incumbent will work with administrative and technical personnel of the state, personnel of other government agencies, universities and with private individuals in connection with work assignments. Private individuals may include contractors and their representatives and members of local sponsor boards or project sponsors.

7. PURPOSE OF CONTACTS — LEVEL 7-3 (120 POINTS)

The purpose of the contacts is to monitor contractor compliance with terms and conditions of the contract and to negotiate modifications.

8. PHYSICAL DEMANDS — LEVEL 8-2 (20 POINTS)

The incumbent must walk over rough, uneven surfaces when visiting construction sites.

9. WORK ENVIRONMENT — LEVEL 9-2 (20 POINTS)

Much of the work is done in a normal office setting with adequate heating and lighting. Visits may be required to construction sites where heavy equipment is in operation, footing is unsure, and protective gear is required.

Total Points 2820 =(Range-2755-3150) = GS-12

This position is determined to be exempt from the provisions in the FLSA as defined in 5CFR 551.