

POSITION DESCRIPTION  
COVER SHEET

REASON FOR THIS POSITION

1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>
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AS2826

RECOMMENDED

4. TITLE Senior Contract Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 1102	7. GRADE (2) 14
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) <i>Rogers</i>	

OFFICIAL

10. TITLE Contract Specialist						
11. PP (2)	12. SERIES (4)	13. FUNC.(2)	14. GRADE(2)	15. DATE (mm/dd/yyyy)	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) Lewis C. Anderson

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Department of HUD	5th
2nd Office of the A/S for Administration	6th
3rd Office of the Chief Procurement Officer	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 <i>T. A. Demer</i>	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME T. A. Demer	24. SECOND LEVEL SUPERVISOR'S NAME		
21a. SUPERVISOR'S TITLE Deputy Chief Procurement Officer	24a. SECOND LEVEL SUPERVISOR'S TITLE		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	Level 1-8	1550	6. Personal Contacts	Level 6-4	110
2. Supervisory Controls	Level 2-5	650	7. Purpose of Contacts	Level 7-4	220
3. Guidelines	Level 3-4	450	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-5	325	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-5	325	TOTAL POINTS		3640
GS-14 point-to-grade conversion range is 3605-4050			FPL=GS-14	GRADE	GS-14

CLASSIFICATION CERTIFICATION

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

29. SIGNATURE <i>Lewis C. Anderson</i>	30. DATE (mm/dd/yyyy) 02/23/04
NAME Lewis C. Anderson	31a. TITLE Supervisory Human Resources Specialist

32. REMARKS Ref Used: Contracting Series, GS-1102, TS-71 Dec 83	33. OPM CERTIFICATION NUMBER
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# MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A/C/D//R	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. No. (6)	5. GRADE (2)	6. IP NUMBER (8)
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## B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38)
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6. HQ. FLD. CD (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD (1) N = No Y = Interdis.	10. DATE CLASS (mm/dd/yyyy)
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11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA	12. INACT/ACT (1) 1 = Inactive A = Active	13. DATE ABOL. (mm/dd/yyyy)	14. DATE INACT/REACT (mm/dd/yyyy)	15. AGCY. USE (10)
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16. INTERDIS. SER. (40)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
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17. INTERDIS. TITLE CD. (50)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
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## C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (2) 0 = None 1 = CD219 2 = CD220 3 = SF278 4 = AD392 5 = SF849	3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C O = Excepted but not A, B, C	4. POS. SENS (3) 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LVL. (4)
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6. WK. TITLE CD. (4)	7. WK. TITLE (38)
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8. ORG. STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00")								9. VAC. REV. CD. (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			
1st	2nd	3rd	4th	5th	6th	7th	8th				

10. TARGET GC. (2)	11. LANG. REQ. (2)	12. PROJ. DTY IND. (1) Blank = NA Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)			14. BUS. CD. (4)	15. DATE LAST AUDIT. (mm/dd/yyyy)	16. PAS. IND. (1) Blank = NA 1 = PAS	17. DATE EST. (mm/dd/yyyy)
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18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RGE 6 = Policy Analysis 7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use			19. DATE REQ.REC. (mm/dd/yyyy)	20. NTE. DATE (mm/dd/yyyy)	21. POS. ST. BUD (1) Y = Perm N = Other
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22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)								
Normal Act			Maintenance Review Act			Results		
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.	9 = Other
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.	

23. DATE EMP. ASGN. (mm/dd/yyyy)	24. DATE ABOL. (mm/dd/yyyy)	25. INACT/ACT (1) 1 = Inact. 2 = Act.	26. DATE INACT/ACT (mm/dd/yyyy)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY USE (8)
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30. CLASSIFIER'S SIGNATURE	31. DATE (mm/dd/yyyy)
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32. REMARKS

**OFFICE OF THE CHIEF PROCUREMENT OFFICER**  
**POSITION DESCRIPTION**  
**SENIOR CONTRACT SPECIALIST**  
**GS-1102-14**

**I. INTRODUCTION**

This position is located in the Office of the Chief Procurement Officer (OCPO) of the Department of Housing and Urban Development (HUD). OCPO is responsible for all Departmental procurement activities in support of HUD's operations and program requirements. This includes providing the necessary procurement support to achieve the Department's programmatic goals through the award and administration of contracts, purchase orders, and interagency agreements; development and implementation of Departmental policies, standards, and procedures for an effective contracting program; and, to ensure that HUD receives good value for the funds expended.

The incumbent of this position serves as a *Senior Contract Specialist* within the Office of the Chief Procurement Officer (OCPO). As a Senior Contract Specialist, the incumbent serves as a foremost contractual advisor for procurement matters relating to Department Programs, and is responsible for coordinating the planning, negotiation, award, and administration of numerous procurement actions valued at hundreds of millions of dollars annually. The incumbent must be an expert in the field of Federal procurement, is responsible for the effective management of assigned work, and must demonstrate sound business judgment.

**II. DUTIES AND RESPONSIBILITIES**

The incumbent of this position serves as a senior contract specialist with the full responsibility and authority for directing the planning and execution of contractual actions and phases for assigned program clients and programs including:

1. Responsible for the obligation millions of dollars annually in support of assigned programs.
2. Plans, develops and establishes long and short-range procurement and contracting plans, strategies and approaches for overall acquisitions. Applies knowledge of Federal contracting regulations, statutes, and procedures, and program objectives to determine the appropriate types of contracts and negotiation authorities.
3. Provides expert advice to senior program personnel on procurement and contracting matters affecting program planning for each assigned client and/or program.
4. Conducts sole source and competitive procurements (e.g. Full & Open, GSA Schedules, etc.) to obtain the best value at fair and reasonable prices. In so doing,

reviews Requests for Contract Services (HUD-720) submitted by the Program Offices to ensure the procurement request packages are accurate and complete and clearly articulate the program office's requirements; determines sources to be solicited; and develops, prepares, and obtains approval for all necessary contractual documentation (e.g. Request for Proposals, Source Selection Plans, Negotiation Objectives and Summaries, etc.) ensuring they conform with statutory and regulatory requirements.

5. Coordinates the contract administration phase for awarded contracts, including monitoring contractor performance and compliance to contract requirements, negotiation and implementation of modifications which change the requirements of existing contracts as a result of changes in the state-of-the-art, revisions to task requirements, changes in scope, or other needs; reviewing of vouchers and financial status reports; issuing Cure or Show Cause Notices, and reviewing and obtaining final payment and effecting contract closeouts.
6. Serves as a lead contracts negotiator, including conducting fact-finding sessions, pre-proposal conferences, debriefings to unsuccessful offerors, and negotiating various terms and conditions for a wide variety of contract types.
7. Keeps abreast of new methods and developments in the field of contracting. Provides recommendations for streamlining and shortening procurement administrative lead-time.
8. Serves as the Division Director's representative in meetings with senior officials from the Department and Industry, as well as in conferences and negotiation sessions with high-level program and public/private industry officials. Responds to Congressional and Freedom of Information (FOIA) inquiries relative to assigned programs to the Office of the Chief Procurement Officer.
9. Provides orientation, mentoring, and training to less experienced contract specialists concerning the acquisition process.
10. Assists in the planning and coordination of training sessions for staff on procurement regulations/policies.
11. Files are maintained in a neat and accurate manner, and contain required executed legal instruments fully supporting negotiated position.
12. Assures data entry for the HUD Procurement System (HPS) is timely, complete and accurate. Ensures that a quality control system is implemented within the Division.
13. Performs other related duties as assigned.

### III. FACTORS

#### FACTOR 1: Knowledge Required by the Position

- ▶ Mastery of all aspects of the contract and procurement process including the most advanced principles, methods or programs, such as Incentive Contracting, Award Fee, Performance Based Contracting, Life Cycle Costing, Cost Accounting sufficient to effectively resolve complex and difficult issues and situations as well as develop new and innovative concepts, terms and Conditions, or procedures.
- ▶ Ability to manage and coordinate activities in order to maintain the status of, and to control various contractual actions occurring concurrently to ensure actions are completed in a timely manner.
- ▶ Ability to control simultaneous, interrelated contracts with different contractors, ensuring equitable treatment of each contractor, and close coordination of changed requirements.
- ▶ Mastery of negotiation techniques in order to serve as the OCPO spokesperson for exceptionally large and complex procurements; to direct the development of pre-negotiation strategies and approaches; and to direct negotiations for major procurements.
- ▶ Extensive knowledge of procurement organization activities, regulations, policies and procedures and their relationships with other program areas within the Department.
- ▶ Ability to consider a broad spectrum of factors when making decisions or recommendations including public policy stances, economic impact, effect on other organizational entities and effect on national, regional and over HUD policy goals and staff resources.
- ▶ Ability to communicate effectively, using tact and professional judgment, orally and in writing.
- ▶ Ability to organize and coordinate meetings of Departmental management and staff and meetings between Departmental management and/or staff and the public, including officers of State and local government, corporate Chief Executive Officers, or other Federal agencies, officers of private organizations, to promote an understanding and/or coordinate the execution of the Department's procurement activity.
- ▶ Skill in operating a personal computer using standard automated office systems software (Microsoft Office Suite).

## **FACTOR 2: Supervisory Controls**

The incumbent of this position reports to the Division Director who delegates contractual authority to the incumbent for carrying out contractual activities required to acquire and provide continuing support to the assigned acquisitions/programs. The incumbent is largely responsible for supervising his/her own actions, decisions, and directions, and for ensuring contractual appropriateness and legality. The incumbent ensures that the necessary planning, coordination, approvals, negotiation, and other requirements are completed in a timely manner so as not to delay award of assigned instruments. Specific guidance is sought on matters of importance if no precedent exists and/or if the action involves a matter on which the incumbent has not been briefed. The supervisor is available for consultation, and the incumbent keeps the supervisor informed of progress, potential problems and/or controversial subjects, and situations and actions that affect policy and funds. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions.

As a warranted contracting officer, the incumbent is the Government Official who has the responsibility for Government actions prior to contract award, and during the life of the contract. It must be noted that as a contracting officer, the incumbent may have personal civil and criminal liability for actions and decisions. For these reasons, the incumbent is largely responsible for supervising his/her own actions, decisions, and directions, and for ensuring contractual appropriateness and legality.

## **FACTOR 3: Guidelines**

Official guidelines include the Federal Acquisition regulations, OMB Circulars, Executive Orders, HUD Acquisition Regulations, and Federal Laws. These sources provide only outlines and general methods to be used in procurement and do not provide specific instructions for handling the great variety of situations that may be encountered in long-term, complex, unique acquisitions such as those involved in the incumbent's assignment.

Numerous instructions and policies apply to procurement of specific commodities or services. Only experience, judgment and maintenance of continual contacts throughout the procurement community in general provide information necessary to operate in compliance with this guidance.

## **FACTOR 4: Complexity**

The incumbent's assignment involves the planning, performance, direction and coordination of both broad and specific contractual actions required to acquire and provide continuing support of major organizational segments/customers and program initiatives within the Department. The work involves planning for operations, which handles a large variety and volume of work. The majority of actions typically range

in the millions; this coupled with the sheer magnitude of the volume, makes compliance with the myriad regulations difficult.

The work of planning frequently involves previously unexplored areas, and requires knowledge to identify the appropriate subject specialists who would be contacted, and the ability to differentiate among many variations on requirements, which are treated differently under the regulations.

**FACTOR 5: Scope and Effect**

The incumbent serves as senior contract specialist responsible for supporting the procurement/acquisition needs of major Department programs. The incumbent has significant responsibility in executing all procurement phases of the requirement, from complete procurement planning to final award and post-award administration. Contract negotiation and management functions performed by the incumbent are critical to meeting Departmental program objectives and initiatives, and failure to meet such objectives could result in the loss of millions of taxpayer dollars. The incumbent of this position has all necessary authority to fulfill his/her duties as a contracting officer.

**FACTOR 6: Personal Contacts**

As a senior Contract Specialist the incumbent is a representative on contractual matters associated with assigned clients/customers/programs, and therefore has contacts at all levels within and outside the Department. The incumbent represents OCPO and their Division by assisting in presentations before high level Departmental Officials, Industry Representatives, and Congressional staff as required. The incumbent interfaces regularly with top officials, prime contractors, support contractors, and subcontractors on a wide variety of issues in relation to procurement planning and award.

**FACTOR 7: Purpose of Contracts**

In the contacts detailed above, the incumbent presents authoritative contractual policy, decisions, and recommendations. The incumbent presents and defends various requirements, overall procurement strategy, schedules and costs to high level Government officials, as well as provides expert advice and guidance on contractual matters to the respective program managers, and discusses and rules on contractual problems and controversial issues with contractors. The incumbent, in carrying out assigned responsibilities, encounters many entities/groups with conflicting and incompatible goals and approaches. It is the incumbent's responsibility to reconcile these complexities, obtain compromises and concessions among program participants, and build a participative team environment for the achievement of program objectives. The incumbent is responsible for acting in the capacity of a Business Leader to resolve any conflicts encountered.

**FACTOR 8: Physical Demands**

Work is primarily sedentary, although long hours and meetings at both local, and sometimes remote facilities, in a high stress/priority environment is involved.

**FACTOR 9: Work Environment**

Although the majority of work is performed in an office or conference setting, local and long distance travel may be required in order to meet with appropriate individuals involved in various acquisitions, to present briefings to high level Government Officials within and outside the Department, and to meet with local and field contracting personnel.