

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Contract Specialist Series/Grade: GS-1102-12	Announcement No: ETA-04-108
	Opening Date: August 9, 2004
	Closing Date: August 18, 2004
Salary Range: \$60,638 - \$78,826 (includes locality pay of 14.63%)	Number of Vacancies: Two (2)
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Financial and Administrative Management Office of Grants and Contracts Management Division of Contract Services	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: No - Permanent
	Part-time Position: No – Full-Time
Duty Station: Washington, DC	Area of Consideration: DOL-Wide (Status) Candidates throughout the Washington, DC Metro Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://www.doleta.gov/jobs/>

<p>Position Duties and Responsibilities:</p> <p>This position is located in the Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Grants and Contract Management (OGCM), Division of Contract Services. The Division of Contract Services is responsible for developing, issuing, and implementing guidelines for program oriented acquisitions, as necessary, to assure that the policies provided by the Department of Labor regulations, and other appropriate authorities are efficiently and uniformly applied.</p> <p>The incumbent serves as a Contract Specialist responsible for acquisition duties, such as, procurement planning, pre/post award contract administration, cost/ price analysis, negotiations and contract administration for services, materials and equipment.</p> <p>Specific duties include but are not limited to:</p> <ul style="list-style-type: none"> • Performs pre-award and post award procurement functions, including price/cost analysis, negotiation, and administration of services, materials, and equipment associated with research, development, test, evaluation, and/or production activities of one or more ETA organizations. • Prepares solicitation documents such as Requests for Proposals (RFPS), Invitations for Bids (IFBs), Requests for Information (RFIs), and Requests for Quotations (RFQs), referring to Senior Contract Specialists as needed. Works closely with Program Officials in order to produce “Specification/Description/Work Statements,” “Instruction to Offerors,” and “Recommendation Evaluation for Award” publication information for the Contracting Officer’s signature. • Performs detailed analysis of proposals received to determine responsiveness and responsibility of offerors including review of past awards and performance, request pre-award survey, and establishment of price reasonableness by either price or limited cost analysis. • Negotiates with potential contractors; assists in the administration of contracts. • Prepares initial agency position on protests from unsuccessful bidders and rendering or recommends a decision on claims arising under a contract. • Closes out contracts, issues termination notices; and reviews settlement proposals.
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Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

In addition to meeting the basic entry qualification requirements, applicant must have 1 year (52 weeks) of specialized experience (as described below) equivalent to the GS-11 grade level in the Federal service. Individual Occupational Requirements for GS-1102: Contract Specialist as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions apply.

Basic Requirements for GS-5 through GS-12

A. A 4-year course of study leading to a bachelor's degree with a major in any field;

OR

B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Note - For positions at GS-7 through GS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above. Specialized experience is experience in or directly related to the position, such as contract specialist responsible for acquisition duties, such as, procurement planning, pre/post award contract administration, cost/ price analysis, negotiations and contract administration for services, materials and equipment which has equipped the applicants with specific knowledge, skills and abilities to perform successfully the duties of the position.

C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.

D. Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

You must submit a copy of your college transcript(s) with your application to verify the 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, to qualify for the position. If not, you will be found ineligible.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<p><input type="checkbox"/> Requires a security clearance <input type="checkbox"/> Requires a medical examination <input type="checkbox"/> Subject to financial disclosure requirements <input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met</p>	<p><input type="checkbox"/> Subject to frequent overtime <input type="checkbox"/> Subject to frequent travel <input type="checkbox"/> Requires a valid drivers license <input type="checkbox"/> Subject to geographic mobility <input type="checkbox"/> Subject to drug test prior to appointment <input checked="" type="checkbox"/> Education (A 4-year course of study leading to a bachelor's degree with a major in any field; OR 24 Semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management)</p>
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METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Knowledge of Federal Acquisition Regulation, Department of Labor Acquisition Regulations, DOL and ETA policies and procedures applicable to the acquisition and administration of contracts for equipment and services. **(H)**
2. Knowledge of market analyses, methods of contracting, negotiation techniques, contract types, and source selection techniques to assure reasonableness of prices. **(H)**
3. Knowledge of planning, negotiation, and administration for construction contracts and/or cost reimbursement contracts, including understanding program objectives, technical terminology, and use of equipment, services or construction to effectively carry out a full range of procurement assignments. **(H)**
4. Knowledge of commercial and industrial business practices (e.g., subcontracting of services and use of cost analysis techniques) sufficient to identify potential sources, analyze cost and pricing data, manage the technical evaluation of proposals, and evaluate the responsiveness/responsibility of offerors to plan and carry out the procurement to recommend award.. **(H)**
5. Skill to communicate orally and in writing to negotiate contract terms and conditions. **(H)**

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

The following material is required if checked:

-- Most recent supervisory performance appraisal.

-- Copy of SF-50 to confirm status.

-- College transcript (Required for education requirements to verify 4-year course of study leading to a bachelor's degree with a major in any field; OR 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management)

Mail your application to, or secure forms or information from:

U.S. Department of Labor
Employment and Training Administration
Office of Human Resources
200 Constitution Avenue, NW, Room N-4656
Washington, DC 20210

Attn: Kimberly Coleman

Commercial: (202) 693-3922

Fax: (202) 693-3734

TTY: (202) 693-3924

The area of consideration for this position has been limited to DOL-Wide (Status) Candidates throughout the Washington, DC Metro Area

This position is Inside of the Bargaining Unit – Local 12.

An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be in the Office of Human Resources or be postmarked by the closing date of this announcement.

ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.