

1102 – Contract Specialist (GS-11 through GS-13)

Major Duties Required for GS-11–12 Positions May Include:

- Responsible for pre-award through post-award functions for a variety of health related, regulatory, or human services programs.
- Prepare solicitation documents which incorporate required Federal Acquisition Regulations (FAR) and organizational policies and provisions; requirements for technical proposals; cost data requirements; and all other required data.
- Perform cost/price analysis, including analysis of cost breakdowns to determine reasonableness and conformance to applicable regulations.
- Advise and provide recommendations on data that should be included in the procurement request.

Related Competencies

- Acquisitions Management
- Acquisition Planning
- Advising and Consulting
- Administrative Operations

Basic Requirements

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

Or

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

Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

Minimum Qualifications

In additions to meeting the basic requirements above, applicants must meet the minimum qualifications requirement as defined below:

GS-11 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-09 grade level in the Federal Service. Specialized experience for this position includes:

- Reviewing and administering contracts; and perform cost/price data requirements.

Or Education

Ph.D. or equivalent doctoral degree **or** three (3) full years of progressively higher-level graduate education leading to such a degree **or** LL.M., if related. **TRANSCRIPTS REQUIRED.**

Or Combination

You may qualify on a combination of education and experience. The total percentage of experience at the required grade level compared to the requirement, must equal at least 100 percent. Only graduate level education more than the first 36 semester hours (54 quarter hours) may be combined to be considered for qualifying education. **TRANSCRIPTS REQUIRED.**

GS-12 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-11 grade level in the Federal Service. Specialized experience for this position includes:

- Planning and conducting contract price/cost analysis of a variety of pre-award and/or post-award procurement actions; and negotiating and preparing documents for contract modifications.

Note: There is no substitution of education for specialized experience at the GS-12 level.

Major Duties Required for GS-13 Positions May Include:

- Perform all contract administration functions ensuring contractor compliance with contract provisions.
- Responsible for all pre-award and post-award functions on assigned contracts; and acquisitions include all types of cost and fixed price contracts primarily for extensive technical services in support of the organization's research programs.
- Perform cost/price analysis, including review of cost breakdowns to determine reasonableness and conformance to applicable regulations, directives, and policies.

Related Competencies

- Acquisitions Management
- Acquisition Planning
- Advising and Consulting

- Administrative Operations

Basic Requirements

Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher-level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to successfully perform the work of the position.

And

A 4-year course of study leading to a bachelor's degree, that included or was supplemented by 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

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.

Minimum Qualifications

In additions to meeting the basic requirements above, applicants must meet the minimum qualifications requirement as defined below:

GS-13 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal Service. Specialized experience for this position includes:

- Providing contracting services for the acquisition of supplies, services, and/or construction
- Performing pre-award and post-award functions for a variety of procurement actions; and applying cost/price analysis techniques.

Note: There is no substitution of education for specialized experience at the GS-13 level.

Experience refers to paid and unpaid experience. Examples of qualifying unpaid experience may include volunteer work done through National Service programs (such as Peace Corps and AmeriCorps), as well as work for other community-based philanthropic and social organizations. Volunteer work helps build critical competencies, knowledge, and skills; and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.