



**United States Department Of Energy
Southwestern Power Administration**

Merit Promotion Vacancy Announcement

Job Announcement #:
SW-2008-31

Opening Date:
09-12-2008

Closing Date:
09-30-2008

POSITION:

**Contract Specialist, GS-1102-09/11
(One Vacancy)**

**THIS IS A CAREER LADDER
OPPORTUNITY**

SALARY:

**GS-09: \$45,040 - \$58,557
GS-11: \$54,494 - \$70,843**

Southwestern Power Administration delivers the most reliable and clean wholesale power benefiting 7 million users, across a six-state region, at the lowest cost possible. In addition to supporting that significant mission, this position provides:

ORGANIZATIONAL LOCATION:

**U.S. Department of Energy
Southwestern Power Administration**

➤ A mission-focused career providing the opportunity to promote a clean, reliable, and renewable source of energy—hydroelectric power—through serving as a Contract Specialist responsible for all pre-award and post-award functions in a contracting/acquisition program.

DUTY LOCATION:

Tulsa, OK

➤ A salary and benefits plan second to none.

PROMOTION POTENTIAL:

GS-11

➤ Networking opportunities with a wide range of industry stakeholders on the cutting edge of this dynamic field.

REPORT OF FINANCIAL INTEREST:

No

➤ A possible relocation incentive for highly qualified applicants.

WHO CAN APPLY:

Federal status employees. (Status candidates are current career or career-conditional employees of the Federal Government.) All applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, or any other non-merit factor.

HOW TO APPLY:

See Page 6 for a list of required documents to include in your application package.

DUTIES

Serves as a Contract Specialist performing a wide range of contracting duties to complete the solicitation, award, and administration of agency contracts, as well as other acquisition duties. Major duties include:

- Contracts for a range of services and equipment, to include construction, utilizing Invitation for Bid/Request for Proposal (IFB/RFP) procedures. Prepares solicitation, offer, and award documents for advertised and negotiated supply/service contracts. Prepares and issues bid documents and formal contract documents.
- Exercises ability to negotiate with representatives of business and industry and other institutions. Conducts market and price trend analyses; analyzes cost factors; evaluates proposals for technical adequacy and intent to meet the Government's requirements; and conducts price analyses and other factors affecting award.
- Coordinates work with the efforts of several specializations (engineering, marketing, legal, finance, information technology, etc.).
- Conducts administrative duties to assure that the interests of the Government are protected at all times and that the contractor satisfactorily fulfills the contractual agreements. Initiates necessary investigations on all matters or requests made by the contractor.
- Performs administrative functions such as: Reviewing and recommending progress payments and subcontracts; negotiating and preparing contract changes; preparing determinations and findings in cases of disputes between the contractor and the Government; and prepares all necessary documentation for contract modifications and administration.
- Serves as agency point of contact for the Government Purchase Card Program.
- Performs construction and operational contracting (to include basic service and supply contracts).

At the GS-09 level: At this level, duties are performed under close supervision. An Individual Development Plan will be implemented to ensure employee receives training and experience to perform at the journeyman level of GS-11.

At the GS-11 level: Performs the full range of Contracting Officer responsibilities (inception to closeout) in accordance with applicable Federal, Department of Energy (DOE), and Southwestern regulations, policies, and procedures.

QUALIFICATIONS

The qualifications are *highlighted* as follows:

Basic Requirements: The qualification requirements are specifically addressed by the Office of Personnel Management's (OPM's) Qualification Standards for General Schedule Positions, Individual Occupational Requirements for GS-1102: Contract Specialist, located on the Internet at <https://www.opm.gov/qualifications/sec-iv/b/gs1100/1102.htm> and in the DOE Directive DOE O 361.1A, dated 4-10-2004, Acquisition Career Development Program, located on the Internet at <http://www.directives.doe.gov/cig-bin/explhcgi?qry1689650850;doe-120> and are as follows:

(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/management;

AND

(C) One-year specialized experience at or equivalent to at least the next lower grade level which provided the knowledge, skills, and abilities to perform successfully the work of the position;

AND

(D) Completion of DOE core training of the Federal Acquisition Career Certification (FAC-C) Program (or equivalent Federal program), including mandatory courses to qualify at the Level I; i.e., Fundamentals of Contracting (CON 101), a 20-day course; and Contract Pricing (CON 104), a 14-day course with a basic algebra prerequisite.

OR

(E) ***Mandatory DOE training requirements (DOE Order 360.1B) to qualify for Level II certification must be completed within 18 months of the effective date of assuming this position.*** (Mandatory Level II certification courses are: Government Contract Law [CON 210], a 10-day course; Intermediate Contracting [CON 202], a 19-day course; and Intermediate Contract Pricing [CON 204], a 10-day course.) ***Specialists must also obtain 80 hours of continuing education/learning every two years.***

Note: Status applicants must meet qualification and time-after-competitive appointment requirements within 30 days of the closing date of this announcement.

QUALIFICATIONS-Continued

BASIS OF EVALUATION: Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the ranking factors listed below. **To receive consideration, ALL Applicants MUST address the set of four ranking factors listed below as a supplemental to their resume/application package. Applications that do not include this supplemental address of the ranking factors will be considered incomplete and ineligible for consideration. Each ranking factor should be addressed individually with no more than two per sheet of paper. Applicants are encouraged to limit their response to each ranking factor to no more than one page.**

In addressing the ranking factors, our subject-matter experts (raters) are looking for clear, concise examples that show an applicant's level of accomplishment and degree of responsibility. Examiners and raters are not permitted to infer anything about an application, so applicants must ensure their statements are specific and complete. Examples that show depth of knowledge, level of skill, degree of ability, and evidence of what the applicant actually did and the results that were obtained are essential to ensure an appropriate rating of the application.

Ranking Factors are:

- 1. Knowledge of contracting procedures, types, and methods, including formal advertising, negotiation, fixed-price, cost contracting, commercial items, and use of special provisions and incentives to enable the buyer to plan and carry out contracting assignments.**
- 2. Knowledge of the industry which manufactures assigned commodities to determine sources of supply and to analyze the effects on agency requirements of industrial developments, seasonal price trends, economic factors affecting supply, transportation costs, and availability of storage facilities.**
- 3. Knowledge of cost and price analysis techniques to perform a variety of computations relative to item costs, packing, packaging, specification requirements, delivery charges, and transportation costs to determine the best buy for the Government.**
- 4. Knowledge of negotiation techniques and skill in devising negotiation strategies to deal with contractors in resolving such problems as reducing costs, adjusting delivery schedules, and negotiating in sole-source environments.**

SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

Applicants must be citizens of the United States (or owe allegiance to the United States) and must be at least 16 years of age to apply for this vacancy. Public Law 103-356 requires direct deposit of Federal wage, salary, travel reimbursement, and retirement payments by electronic funds transfer from recipients.

The selectee is subject to a brief background investigation prior to entering on duty. This brief background investigation may take up to three weeks to successfully adjudicate before selectee may begin employment. Unfavorable adjudication will require non-selection. (A comprehensive background investigation will commence upon the effective date of hire and may take up to 9 months to adjudicate.)

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from registration under the Selective Service Law.

BENEFITS AND OTHER INFORMATION

An **incentive** (i.e., a lump-sum payment not to exceed 25% of adjusted base pay) may be authorized.

Relocation expenses may be authorized depending upon the availability of funds.

Placement Assistance Programs:

Individuals entitled to priority consideration under the Department of Energy's Career Transition Assistance Program (CTAP) **MUST** submit the documentation listed below with their application package:

1. RIF separation notice; a letter from OPM or DOE documenting your priority consideration status;
2. Current (last) performance appraisal rating of record (must be successful or equivalent—or better);
3. Narrative statement addressing the knowledge, skills, and ability factors listed under Qualification Requirements in this announcement; and
4. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies that have no higher promotion potential.)

Eligible employees must be determined to be well qualified for this position. Well-qualified means an eligible employee possesses the knowledge, skills, and abilities that clearly exceed the minimum qualification requirements for the position. For this vacancy, refer to Basic Requirements under Qualifications (Page 3).

REASONABLE ACCOMMODATION:

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Preference: The Veterans' Preference Act of 1944, as amended, provides veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns preference over others in hiring from competitive lists of eligibles. A veteran must have been separated from active duty in the Armed Forces with an honorable or general discharge. As defined by 5 U.S.C. 2101(2), *Armed Forces* means the Army, Navy, Air Force, Marine Corps, and Coast Guard. When applying for Federal jobs, eligible veterans should claim preference on their application or resume and include a copy of their DD-214. For more information about this and other veterans' issues, refer to the VetGuide, published by the Office of Personnel Management, at <http://www.opm.gov/veterans>.

NOTE: The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during the period, regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at <http://www.opm.gov/veterans>.

CHANGE IN SERVICE-CONNECTED DISABILITY VETERANS' PREFERENCE ELIGIBILITY: According to the Office of Personnel Management, on February 6, 2007, the Merit Systems Protection Board issued a decision in *Hesse v. Department of the Army*, 104 M.S.P.R. 647 (2007), that affects eligibility for veterans' preference based on a service-connected disability under section 2108(2) of Title 5, United States Code. The Board decided that the term "active duty" as used in 5 U.S.C. 2108(2) "...may consist entirely of service for training purposes."

HOW TO APPLY

Candidates may submit a resume, curriculum vitae, other documents such as an optional Federal employment application, or a general employment application form.

A. Your application must contain, at a minimum, the following information: Announcement number (SW-2008-31), title (Contract Specialist), and grade of position applied for (GS-09, or GS-11, or both) on front page of application or resume, your full name, mailing address, telephone numbers, your social security number, country of citizenship, and your work and education background.

B. The following material should be included in your application package:

- Most recent copy of your SF-50, Notification of Personnel Action, if applicable.**
- Supplemental address of ranking factors (mandatory for consideration)**
- Copy of college/educational transcripts (unofficial copy is ok)**
- Copy of most recent performance evaluation**
- Ethnicity and Race Identification form (SF-181) (optional)**

Submission of the form, *Ethnicity and Race Identification*, is voluntary and can be found at Southwestern Power Administration's website at: <http://www.swpa.gov/jobopenings.aspx>. Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. **Applications that do not include the supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.**

IMPORTANT: Applications must be RECEIVED in Southwestern's Human Resources Management Office (address below) ***on or before the closing date***. Hand-delivered, mailed, e-mailed, or faxed application packages must be received by 5:00 p.m. on the closing date. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes or faxed using government fax machines will NOT be accepted.**

Submit complete application package to:

**Southwestern Power Administration
Attn: Lynn King, S-6200
One West Third Street
Tulsa, OK 74103**

**E-mail: Lynn.King@swpa.gov
Phone: (918) 595-6617
Fax: (918) 595-6656**

There is only one vacancy for a permanent position in the competitive service. However, management reserves the right to hire more than one individual should another position become available within 90 days of the closing date of this announcement. This job announcement is only one source of candidates the selecting official can use to fill positions.

THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER