

**JOB TITLE: Contract Management Analyst (Contracting Advisor)**

**AGENCY:** The Federal Protective Service

**SERIES & GRADE:** GS-0301-12

**POSITION INFORMATION:** Full Time Permanent

**DUTY LOCATIONS:** Multiple Locations:

- Washington, D.C.
- Grand Prairie, Texas
- Chicago, IL

**DUTIES:**

Joining the Federal Protective Service (FPS) means protecting and delivering integrated law enforcement and protection services to our national critical infrastructure of federal facilities.

In this position, the incumbent is responsible for serving as a Contracts Management Analyst (COR) responsible for providing expert knowledge and understanding of project management principles, other official guidance and contracting principles, including the most appropriate procedures and techniques sufficient to plan, develop and implement the acquisition of products/service for FPS Programs. Typical work assignments include:

- Execute Contracting Officer Representative (COR) management duties and responsibilities
- convey organizational needs and the necessary procedures to obtain critical contracted services and supplies
- Provide long term management oversight of contract orders and basic ordering agreements to include the development of alternative approaches
- Coordinate Contracting Officer Representative (COR) activities, verifies requirements and provides a basic analysis of contracts and subsequent modifications and enhancements for provisions, alternative conditions, prices and charges, methods of computing charges, and other details
- Verify and validate funding sources which include review of description of services, funding needed, and period of performance match desired requirements

**QUALIFICATIONS REQUIRED:**

**QUALIFICATIONS:**

You qualify for the GS-12 grade level. if you possess one year of specialized experience at the GS-11 level in the Federal service (obtained in either the public or private sectors). This

experience must include activities that demonstrated your knowledge of the concepts, principles, and practices of the broad field of procurement, necessary to analyze, plan and review procurement requirements; Examples of specialized experience include:

- Assisting with the development of contract-related management decision documents, requirements documentation (e.g., statement of work (SOW), statement of objectives (SOO), and performance work statements (PWS)); evaluation plans; independent government cost estimates (IGCEs); technical evaluation criteria; quality assurance surveillance plans (QASP), market research reports; and other procurement documents for acquisition programs;
- Serving as a COR administering contracts covering one or more vendors;
- Monitoring contractor's performance and compliance with contract specifications;
- Conducting various phases of the contract administration process to include market research, cost and price analysis, solicitation and selection sources;
- Serving as a contracting technical adviser and liaison between the organization, analysts and contractors

**Training Certification Requirement:** A COR Level II certification or equivalent with a minimum of 40 hours of training is required within 90 days upon entering this position. In addition, having a COR Level III certification is required within 6 months. Having a Level I or higher Program Manager Certification is preferred; however, the incumbent must acquire a Level I Program Manager certification within 12 months of hire.

**HOW TO APPLY:** Interested candidates are required to follow the guidelines outlined below and submit the required documentation by December 3, 2020, 11:59 p.m., to [careers@fps.dhs.gov](mailto:careers@fps.dhs.gov), to be considered for this position.

- Submit a current resume
- Submit required documentation to apply under a non-competitive hiring authority to include:
  - o SF-15(10 Point Veteran Application)
  - o DD Form 214 (Certificate of Release or Discharge)
  - o Veterans Administration Letter
  - o Statement of current Active-Duty status
  - o SF-50 (Notification of Personnel Action)
  - o Schedule "A" letter
- Include the following information in the email subject Application for name, position title, series, grade, location applying for. (Example: Application for Joe Brown, Contracting Officers Representative, GS-12, Los Angeles, CA).

**NEXT STEPS:** Complete applications received by the deadline will be reviewed by FPS Human Resource Specialists. Resumes received by the deadline will be reviewed FPS Human Resource Specialists. Qualified candidates will be referred to our Hiring Managers and potentially receive an interview request prior to the end of the business day on December 4, 2020.