

**SUPERVISORY PROCUREMENT ANALYST (DIRECTOR OF PROCUREMENT)**

**GS-1102-15**

**U.S. DEPARTMENT OF JUSTICE**

**CRIMINAL DIVISION**

**OFFICE OF ADMINISTRATION**

**WASHINGTON, DC**

**15-ADM-JG-058**

**CLOSING DATE: SEPTEMBER 15, 2015**

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**About the Office:** Consider joining the DOJ Criminal Division. One of seven litigating Divisions in the Department, the Criminal Division investigates and prosecutes complex criminal matters and assists the 93 United States Attorney Offices in investigations, trials, and appeals. In addition to its direct litigation responsibilities, the Division formulates and implements criminal enforcement policy and provides advice and assistance in sensitive areas of law enforcement; advises the Attorney General, Congress, the Office of Management and Budget and the White House on matters of criminal law; provides legal advice and assistance to federal prosecutors and investigative agencies; and provides leadership for coordinating international as well as federal, state, and local law enforcement matters.

The incumbent serves as the Supervisory Procurement Analyst and principal advisor in contractual matters to top management in the Division, and is responsible for ensuring full procurement and contracting services are provided to Sections and Offices in the Division.

**Responsibilities and Opportunities Offered:**

As the **Director for Procurement**, the incumbent:

- Serves as Chief of the Contracts Staff and, in doing so, communicates and integrates the organization's strategic plan, mission, vision, and values into the team's strategies, goals, objectives, work plans, work products and services;
- Coaches Procurement staff in the selection and application of appropriate problem solving methods and techniques; advises on work methods, practices and procedures; and assists in identifying the parameters of a viable solution;
- Serves as the Division's liaison with the Justice Management Division (JMD) on contractual matters;
- Analyzes, develops and establishes the contractual strategy for the assigned acquisition; assists with specification development where needed; determines the appropriate type of contract to be used; advises the appropriate program manager in the preparation of the necessary documentation and associated justification materials; performs cost and price analysis on cost proposals submitted by offerors; serves as a negotiator in negotiated procurements; and makes award selections based upon subjective technical evaluation criteria and overall "Best Value";
- Advises management and contracting officers on matters pertaining to contracting actions, including contracting procedures and policy interpretation in day-to-day contact and through formal correspondence;

- Advises Division managers and submits Division proposals to JMD on the full range of contract administration actions, including the preparation of contract modifications, negotiation of changes, exercise of options, investigation and resolution of contractor delays, contractor performance appraisal, subcontractor review, filling of claim, terminations, and similar matters;
- Supports procurement of items and resources internationally and in some instances areas of conflict; works with in country representatives for logistical purposes for distribution, maintenance and in some cases return of procured items;
- Ensures procurement involving international activity is in compliance with regulation and Department policy;
- Maintains appropriate relationships with international representatives;
- Oversees the Governments Purchase Card program; monitors and tracks all card holders under the cognizance of the Criminal Division; and
- Conducts continuing and comprehensive evaluations of all areas of responsibility; keeps supervisor apprised of the results of these evaluations; recommends adjustments of broad objectives, redefinition of policies, methods or procedures.

### **Qualifications:**

**To qualify at the GS-15 level**, applicants must possess both the education and experience requirements listed below:

**EDUCATION:** 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. **If you are qualifying based on education, you must submit a copy of your official or unofficial transcripts.**

**EXPERIENCE/TRAINING:** Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions (Certification at either Defense Acquisition Workforce Improvement Act (DAWIA/Contracting) Level II or Federal Acquisition Certification in Contracting (FAC-C) Level II are required for the incumbent to be considered as fully meeting the mandatory training), including at least 4-years of experience in contracting or related positions. At least one (1) year of that experience must have been specialized at, or equivalent to, the GS-14 Federal grade level which demonstrates expert knowledge of Federal contract law, regulations and procurement requirements sufficient to perform a variety contracting work involved in the procurement of customer requirements covering a wide range of commodities, technical services, construction and/or equipment.

Examples of Specialized Experience at this level include: supervising and assigning projects to procurement personnel; overseeing the pre- and post-award acquisition of goods and services to ensure compliance with regulations; analyzing, developing and establishing the acquisition strategy and approach; reviewing and preparing a variety of contract related documents such as justifications, determinations and findings; determining cost reasonableness and the best value to the government in making awards; performing general contract administration duties; providing contract and business

analysis recommendations to senior management; and preparing procurement policies and procedures in accordance with changes in statutes, regulations and best practices.

**Exceptions:** Employees in GS-1102 positions will be considered to have met the standard for positions they have occupied since January 1, 2000. This 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.

**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 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, 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.

**Time-in-Grade:** Federal employees must meet time-in-grade requirements for consideration. You must meet all qualification requirement by the closing date of this announcement.

All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, see [www.ed.gov](http://www.ed.gov).

**Travel:** Occasional Travel.

**Position and Salary Information:** Current salary and years of experience at time of hire will determine the appropriate salary level. The possible ranges for the GS positions are: GS-15: \$126,245-158,700. See OPM's Web page at <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/general-schedule/>

**Locations:** The position(s) will be located in Washington, DC.

**Relocation Expenses:** Relocation expenses are not authorized.

**Submission Process:** The Application Package must be received by 11:59 PM, Eastern Time, on the closing date of this announcement.

Please submit your application through USAJOBS. The list of required documents can be found in the USAJobs announcement.

1. If you do not already have an account, please create a USAjobs account before applying [Create an Account](#). You will be able to upload your resume and supporting documents and complete your profile prior to applying.

2. Once you have an account, apply to the USAjobs vacancy:  
<https://www.usajobs.gov/GetJob/ViewDetails/414375500>.

**Internet Sites:** This and other Criminal Division vacancy announcements can be found on the Internet at <http://www.justice.gov/criminal/employment/vacancies.html>

For more information about the Criminal Division, please visit <http://www.justice.gov/criminal/>