



JOB FAMILY CONCEPT

This family consists of four levels of procurement and contract services professional work. Levels are distinguished based on the complexity of the work, level of supervision required, and the degree of risk exposure to the University. This job family is distinguished from the Procurement & Contract Services Technician family by applying theory obtained through a course of study, and by having primary responsibility for carrying out large, complex, multi-year procurements of goods and services.

This family provides expertise and guidance in several areas, including:

- Procurement Law
- Procurement Regulations & Procedures
- Contract Law
- Alaska Statute 39.52, State Employee Code of Ethics
- Federal and State Anti-kickback and Ethics in Procurement Acts

In addition, expertise and guidance is also provided to end users in the following areas as they relate to procurement:

- Grants & Contracts
- Risk Management
- Human Resources
- Intellectual Properties

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

Functions of the Procurement & Contract Services Technician may be performed, but not as the primary focus of the job.

Project Leadership, Management and Communications

- Align staff and resources, set direction and prioritize projects, ensuring that time sensitive projects are completed as necessary in order to meet users' requirements
- Interpret and apply complex procurement rules and regulations
- Analyze and resolve significant procurement problems involving multiple components or conflicting issues
- Educate University staff and the public regarding ethical standards associated with public sector contracting and ensure strict adherence to those standards

Competitive Sealed Bidding, Source Selection and Contract Award

- Analyze and select appropriate method of solicitation and contract type
- Develop specifications, terms, conditions, provisions and source lists
- Develop and apply evaluation factors and standards



- Develop award criteria commensurate with procurement activity
- Analyze bids and proposals for administrative and technical responsiveness, as well as responsibility of bidders
- Conduct pre-solicitation conferences, pre bid/proposal conferences and site visits. Write amendments and certify correctness of all solicitation and award documentation (e.g., abstracts, memorandums of selection, determinations and findings)
- Interpret and apply complex procurement rules and regulations
- Select and implement negotiation strategies for efficient cost and schedule performance
- Evaluate and advise on intellectual property matters

Contract Administration

- Develop and/or implement a contract administration plan
- Conduct postaward orientation
- Conduct negotiations with contractor, both pre-award and post-award, regarding all aspects of contract
- Develop performance monitoring systems and alternative dispute resolution options
- Develop and follow guidelines for issuing modifications, exercising contract options, payments, subcontracting and property administration
- Implement cost control and quality assurance programs
- Evaluate and advise on risk indemnification, intellectual property, and other contractual matters
- Execute contract closeouts, terminations and their settlements
- Manage international contracts including source selection, logistical oversight, negotiation of contract provisions and currency terms

User Support and Vendor Relations

- Provide procurement guidance to project teams in the form of expert advice and strategic recommendations
- Establish positive and productive working relations with vendors and departments while maintaining high ethical standards
- Answer technical questions from users concerning BANNER applications and update users on changes to BANNER as they apply to entry of purchase requisitions



LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Trainee Level PCLS: 01420

Grade **77**
Non-Exempt

Descriptors

This is the trainee level where a new employees are hired. Work is performed under intermittent supervision. With assistance and review from supervisor: Works on projects that are large in *scope and *complexity; Researches vendors and products; Develops accurate specifications, appropriate terms, conditions and reviews correctness of formal and informal solicitations, including all supporting documentation. Begins establishing positive and productive working relations with vendors and departments while maintaining high ethical standards.

Knowledge, Skills, and Abilities

Knowledge of computer systems, programs and applications. Knowledge of a variety of commodities, equipment, supplies, and services and their sources. Knowledge of sound business practices and ethics. Knowledge of policies and regulations governing ethical conduct. Strong phone skills and etiquette. Skilled in providing excellent customer service. Technical and business writing skills. Strong interpersonal and conflict resolution skills required. Problem solving skills. Ability to communicate effectively. Ability to file and track information. Ability to work effectively in a fast paced environment and as part of a team.

Education and Experience

Bachelor's degree in relevant field and one year relevant experience, or an equivalent combination of training and experience. A Certified Procurement Manager (C.P.M.) certification or other recognized certification in the procurement profession is desirable.

Level 1 PCLS: 01421

Grade **78**
Exempt

Descriptors

Work is performed under administrative supervision. This is the fully-qualified professional level, where the incumbent works more independently than in the training level. Researches vendors and products. Manages projects that are either large in *scope or in *complexity. Provides day-to-day guidance, training, and direction for staff. Develops accurate specifications, appropriate terms, conditions and certifies correctness of formal and informal solicitations, including all supporting documentation. Establishes positive and productive working relations with vendors and departments while maintaining high ethical standards.



Knowledge, Skills, and Abilities

Same as trainee level, plus: Knowledge and command of applicable procurement law, procurement regulations and procedures, as well as relevant court decisions and precedents. Knowledge and understanding of the Uniform Commercial Code, contract law, business law, and a working knowledge of the litigation process, and relevant tort decisions. Working knowledge of risk management and mitigation. Advanced technical and business writing skills. Ability to assess risk and use appropriate methods of procurement to mitigate risky circumstances. Ability to work independently free from supervisory review of all daily procedures and processes. Ability to interpret prices and trends and to apply that knowledge to procurement problems.

Education and Experience

Bachelor's degree in relevant field and two years public procurement experience, or an equivalent combination of training and experience. A Certified Procurement Manager (C.P.M.) certification or other recognized certification in the procurement profession is desirable, and the ability to obtain certification may be required for advancement to this level.

Level 2
PCLS: 01422

Grade 80
Exempt

Descriptors

Work is performed under administrative supervision. Interprets prices, trends, and applies that information to procurement problems. Manages projects that are moderate in both *scope and in *complexity. Executes mathematical calculations, prepares comprehensive reports, and comprehends written instructions and regulations. Schedules a large volume of work in an efficient manner and follows through to ensure timely completion of all phases of the procurement process. Chairs project meetings, conducts, or participates in, contract negotiations, resolves project issues, advises end users of contractual rights and obligations, and recommends actions to minimize contract risk.

Knowledge, Skills, and Abilities

Same as level 1, plus: Knowledge of federally accepted cost and price analysis techniques. Knowledge of the functions of cognizant representatives of the Office of Naval Research (ONR), the Defense Contract Audit Agency (DCAA), and OMB Circular A-21 cost Principles for Educational Institutions. Ability to be a team or project leader.

Education and Experience

Bachelor's degree in relevant field and three years public procurement experience, or an equivalent combination of training and experience. Master's degree in a relevant field preferred. A Certified Procurement Manager (C.P.M.) certification or other recognized certification in the procurement profession, or the ability to obtain certification within one year of employment, may be required.



Level 3

PCLS: 01423

Grade 82

Exempt

Descriptors

Work is performed under general direction. Manages projects that are large in both *scope and in *complexity. Serves as a project manager and solicits, awards and administers subcontracts under federal prime contracts. Conducts contract negotiations. Writes price negotiation memorandums and obtains federal agency approvals. Negotiates and administers subawards and MOUs under financial grant assistance instruments (federal and private grants and cooperative agreements). Negotiates and administers foreign contracts and agreements by applying applicable international law and understanding of foreign business practices and customs. Advises management and end users of contractual rights and obligations. Resolves disputes, claims and appeals. Prepares documentation and findings to support superiors and the University in the event of litigation. Administers and monitors small business obligations outlined in small business master subcontracting plan. Ensures compliance with security requirements in contracts involving classified materials or restricted access. Projects may require clearance under the National Industrial Security Program (NISP).

Knowledge, Skills, and Abilities

Same as level 2, plus: Expert interpersonal communication skills, conflict resolution skills, and advanced negotiation strategies. Ability to supervise and/or lead lower level staff.

Education and Experience

Master's degree in relevant field and five years increasingly responsible public procurement experience, or an equivalent combination of training and experience. A Certified Procurement Manager (C.P.M.) certification or other recognized certification in the procurement profession required. A Master's Certificate in Government Contracting or other equivalent certification, or the ability to obtain certification as a condition of employment, may be required.

***Complexity:** Refers to the diversity of rules and regulations (e.g., federal, state, local, and/or international procurement law, University Regulations & Procedures, Federal Acquisition Regulations (FAR), contract law, AS 39.52, State Employee Code of Ethics, Federal and State Anti-kickback and Ethics in Procurement Acts, Uniform Commercial Code (UCC), Internal Revenue Code, OMB Circular A-21 Cost Principals for Educational Institutions). Complexity increases as the number of different regulations increase.

***Scope:** Refers to the impact that a project has on the organization, either budgetary or operational. Projects may involve or impact the organization at a departmental or program level, an MAU level, or at the system-wide level. As scope increases projects may impact the organization at a higher level or have a greater impact.



UNIVERSITY
of ALASKA

PROCUREMENT & CONTRACT SERVICES PROFESSIONAL

Job Classification

Adopted: April 17, 2005

Revised: May 28, 2006

- * Lead: Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Individual must be fluent in assigned area of responsibility.

Supervise: Hire, train, evaluate performance and initiate corrective action.