



VACANCY ANNOUNCEMENT

CONTRACT SPECIALIST CS-1102-12

PAY PLAN, SERIES AND GRADE:	CS-1102-12
AGENCY:	Office of the People's Counsel
AREA OF CONSIDERATION:	Agency Only
OPENING DATE:	February 12, 2018
CLOSING DATE:	February 16, 2018
NUMBER OF VACANCIES:	One (1)
SALARY RANGE:	\$70,345-\$89,992
TOUR OF DUTY:	Full-time, 40 hours per week

COLLECTIVE BARGAINING UNIT: This Position is not in a collective bargaining unit (non-union)

The Office of the People's Counsel is an independent agency of the District of Columbia government. By law, it is the advocate for consumers of natural gas, electric and telephone services in the District. The Office's mandate is to advocate the provision of quality utility service and equitable treatment at rates that are just, reasonable, and nondiscriminatory in order to assist individual consumers in disputes with utility companies about billing or services; and to provide technical assistance and consumer education to the community groups. The Office is authorized to investigate the operation and valuation of utility companies independently of any pending proceeding.

This position is located in the Office of People's Counsel, Directorate Division. The employee in this position works primarily on assignments in support of procurement activity advising the Office of the People's Counsel on a variety of matters related to procurement and contracts. Knowledge of a wide range of contracting procedures, methods and contract types including formal advertising, negotiation, fixed-price, cost contracting, and use of special provisions and incentives to plan and carry out contracting assignments related to pre-award or post-award functions, price/cost analysis, and/or the review of such functions.

MAJOR DUTIES AND RESPONSIBILITIES

- Oversees the drafting and submission of the Agency's Notice of Agency Fund Requirements ("NOAFR") submitted to the Public Service Commission requesting the assessment of funds from the local utility companies in support of Agency's litigation efforts
 - receiving and reviewing incoming proposals ("RFP") from solicited consultants
 - Monitor Agency's vendor contracts and associated financial ceilings and recommend payment of invoices either through assessed funds or by purchase order
 - Reviewing, processing and submitting consultant invoices through the Agency's e-Invoice system to the Office of the Agency Fiscal Officer for timely payment in accordance with the District Government's Quick Payment Act ("QPA")
 - Correspond directly with vendors to ensure proper billing processing in regards to the procurement of goods and services on behalf of the Agency
 - Determines contracting approaches and will draft and administer consultant contracts and contract amendments to be executed on behalf of the Agency
 - maintaining and updating an electronic database to archive all outdated invoicing to provide sufficient and sound records ensuring financial compliance pending any future audit
 - Maintain and update an electronic database cataloguing all agency NOAFRs submitted to the Public Service Commission for the purposes of monitoring millage limits associated with Rate Case and Investigative funds allotted to the Agency by the Public Service Commission
 - Serve as designated DC Purchase Card holder on behalf of the Agency for the procurement of goods/services and will be tasked with reconciling it on a monthly basis through J.P. Morgan
 - Procures supplies, services, and/or construction with the most complex and difficult requirements through use of formally advertised and/or negotiated procurement processes.
 - Advises the on the development of Statement of Need for Agency Resources ("SONAR")
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- Procures supplies, services, and/or construction with the most complex and difficult requirements through use of formally advertised and/or negotiated procurement processes.
 - Determines contracting approaches and administers contracts.
 - Advises technical personnel on the development of statements of work.
 - Plans and conducts detailed contract price/cost analyses.
 - Reviews procurement actions to determine cost effectiveness and compliance with legal and regulatory requirements.
 - Ability to maintain records of process documentation and communicate factual information; compose memoranda, minutes, and reports; and draft contract provisions and supporting documents.
 - Performs other related duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's degree with a major in public administration, business administration, finance, or similar field
- five to seven (5 – 7) years of experience in public purchasing processes or an equivalent combination of at least nine (9) years of relevant education, experience, and training is required.
- Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility, and contractor performance.

PHYSICAL DEMANDS

The work is primarily sedentary, requiring no special physical demands.

WORK ENVIRONMENT

Work is performed in a typical office setting.

OTHER SIGNIFICANT FACTS

Licensure/Certification

Certification in public purchasing is desirable.

RANKING FACTORS

Ranking Factor #1: Describe your comprehensive knowledge of DC Government procurement and contracting procedures.

Ranking Factor #2: Skill in oral and written communications sufficient to communicate with diverse groups.

Ranking Factor #3: Describe your ability to maintain records of process documentation, communicate factual information, draft contract provisions and supporting documents.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may

refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job-related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

CONDITIONS OF EMPLOYMENT

Physical Effort: There are no special physical demands required to perform this job. The work is primarily sedentary in nature, however, there are intermittent periods of standing, bending, stooping, and carrying of lightweight items.

Working Conditions: Work is performed in a typical office environment.

PRIORITY CONSIDERATION

Displaced Employee Priority Placement: Eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia Government's retirement plan. However, if selectee was previously employed in the District of Columbia Government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY REQUIREMENT

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), who is a bona fide District resident **AT THE TIME OF APPLICATION** for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

INFORMATION TO APPLICANTS

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Veterans Preference: Applicants claiming veterans' preference must submit official proof at the time of application.

HOW TO APPLY

Send your DC 2000, with ranking factors and resume to HR@opc-dc.gov

Contact Information: All inquiries related to employment and job applications should be directed to HR@opc-dc.gov.

DISPOSITION OF RESUME

Resumes received outside the area of consideration and/or after the closing date will not be given consideration. For the purpose of employment, resumes are not considered job applications. Therefore, a DC 2000 job application is required to be submitted.

CLOSING STATEMENTS

Job Offers: Official Job Offers are made by the OPC Office of Human Resources only.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal

appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.