

PROCUREMENT ANALYST
GS-1102-12

I. INTRODUCTION

This position is located in the Policy & Operational Analysis Staff Office in the Supply Department, Naval Surface Warfare Center Carderock Division, Bethesda, MD (NSWCCD). The incumbent is responsible for developing policy guidance for all aspects of NSWCCD micro-purchasing. Policy duties include, but are not limited to, a primary function as the command BankCard Agency Program Coordinator (BankCard APC). Micro-purchasing has more transactions than any other area of the overall command acquisition program. The command government BankCard program alone has grown from \$2.9M in FY95, to \$6.7M in FY96, to \$11M in FY97 and is projected to more than double in FY98. The BankCard program is the key micro-purchasing policy area. Incumbent is required to apply sound coordination and oversight principles, based on a comprehensive level of understanding of all aspects of outside acquisition information and how it relates to micro-purchasing and the government BankCard program. The incumbent establishes policy that will assure that both the strategic goals of the program and the corporate needs of the command are met by the micro-purchasing / BankCard program. This requires continuing involvement with government-wide micro-purchasing and BankCard programs by participating in meetings, conferences, workshops and seminars relative to procurement and material acquisition policies, methods, and processes. Incumbent will keep abreast of current trends and practices in procurement and acquisition streamlining, cost analysis and reduction, and by studying various publications and attending related demonstrations, symposiums and courses, and through official and non-official correspondence and other communications; in order to extract, coalesce, and apply that which is related to micro-purchasing and the government BankCard to the command program.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. BANKCARD AGENCY PROGRAM COORDINATOR

60%

1. Coordinates and oversees the command program as the BankCard Agency Program Coordinator (BankCard APC). Conducts high-level analysis of procurement trends, practices and operational information to ensure that the program is compliant with the governing policy and government BankCard contract, is meeting the procurement needs of the command, and reflects the leading edge of government BankCard utilization. Conducts cost analyses to develop budgets and return-on-investment information for the decision making process at the highest levels of command management.

2. Coordinates and oversees command BankCard operations. Reviews business rules and practices, user account information, activity and other reports, on-line data, and reconciliation and certification results. Monitors cardholder operations and issue resolutions. Functions as the primary BankCard point-of-contact for upper management and outside activities and intervenes in Approving Official issues as required to ensure timely resolution of emergent issues related to approval process. Oversees program to provide all necessary personnel with appropriate technical procurement guidance, operational and compliance training, warranting, and account management and reconciliation support. Responsible for accountability of cards and warrants. Facilitates development of user data, proper program documentation, assignment of BankCards and cardholder systems access, and resolution of operational issues and disputes, including deviations, user/provider disagreements and timely payment performance. Reviews BankCard case studies as required by evaluating circumstances, determining facts and assembling related information, and acts on findings. Applies accounting principles to oversee account usage and compliance, and interfaces with Financial Offices as required. Interfaces with outside offices, to include but not limited to, DFAS, GSA and the government BankCard contractor, to address command issues and represent command interests in broad forums or specific cases as required. Reviews all related operational information and takes action as necessary to enforce or adjust policy.

3. Facilitates BankCard automation. Responsible for reviewing current and potential standard and local systems to determine adequacy and opportunities for improvement. Spearheads automation development efforts by acting as leader and mentor for automation initiatives. Ensures that system is being monitored for automation integrity and safeguards and efficiency. Responsible for functionality of BankCard-related systems.

4. Directs, approves, validates, and conducts as necessary all BankCard program briefings for upper management and training programs to ensure that the latter addresses regulations, policies, and procedures adequately to ensure program success is not jeopardized by lack of training. Conducts training classes and one-on-one or small group tutoring as required.

B. MICRO-PURCHASING POLICY OVERSIGHT AND COORDINATION 40%

1. Stays abreast of all micro-purchasing guidance, both that separately issued and that included in other acquisition policy. Initiates when and what regulatory or procedural changes need to be challenged or incorporated into the command micro-purchase policies and procedures. Interprets, develops content and directs distribution of policy information to applicable personnel, both in micro-purchasing support offices and technical codes, via official directives or other communication formats.

2. Reviews micro-purchasing trends and usage patterns for compliance with program provisions and user authorities. Reviews sample transaction and other documentation to determine compliance, and acts on findings as required.

3. Prepares analyses of micro-purchasing potential opportunities and possible enhancements. Develops a case for presentation, and proposes program change recommendations to upper management for consideration.

III. FACTORS

1. **KNOWLEDGE REQUIRED BY THE POSITION.** Knowledge of applicable Federal, Navy and local procurement and acquisition policy to be able to recognize, understand, extract and apply the policy related to micro-purchasing and the government BankCard program. Knowledge of contract policy, procedures and performance requirements relevant to the government BankCard contract. Knowledge emphasis required in the small purchase, particularly micro-purchase area, coupled with skills needed to be able to find, interpret and keep abreast of current policy trends and changes related to micro-purchasing. Incumbent required to be able to independently search, participate in and assess the latest applicable information available outside the command.

Incumbent must be familiar with government BankCard program contract requirements, government credit card contractor commercial business practices, specific contract parameters and applicability, approval procedures, related support software and outputs, financial management principles, payment policy, disputes resolution, and banking procedures.

Incumbent must be skilled in the functional management of information systems, use of networks and application software to be able to validate information, performance, issues and disruptions, and deal with technical and operational personnel on specific issues. Expected to have the knowledge and skills to evaluate system adequacy and application software performance in order to detect problems and be able to craft and promote improvements as required. Must have knowledge of interfaced or related systems, including ILSMIS and local information systems, used by cardholders or approvers in conducting BankCard business. Also must understand information security and fiscal accountability requirements to be able to ensure program integrity.

Skills are required in communicating effectively in order to act as the focal point for all command micro-purchase and BankCard program issues and initiatives. Interactions will be required at all levels, internal and external, include issue resolution, briefings, and training. Strong written and verbal communications skills are required. Incumbent required to be skilled in developing and conducting program level briefings and training.

Incumbent is required to have knowledge of program management principles and techniques applicable to acquisition programs. Must have the ability to manage program, balance program conflicts, and resolve issues to keep the overall program on a successful path.

2. **SUPERVISORY CONTROLS.** Incumbent reports to the Head, Policy and Operational Analysis Staff. Incumbent is expected to independently manage the command micro-purchasing policy and government BankCard program. Supervisor provides the results vision by assigning mission objectives and expects incumbent to set strategic goals, conduct analyses, plan changes and execute actions, presenting recommendations for consultation with the supervisor only for controversial or extremely unusual cases. Incumbent is responsible for making functional and technical judgments as required, and providing information and guidance to users and other personnel based on personal judgment and interpretation. Results are reviewed by the supervisor periodically, usually after the fact, to assess mission contribution.

3. **GUIDELINES.** All applicable government and commercial materials must be considered, but will not always provide a clear and consistent picture. Guidelines include Federal procurement laws, micro-purchase policy and BankCard regulations. GSA, DOD, Navy and NSWCCD directives, policies and procedures are used and adapted as required. Incumbent must determine what guidelines are required and acquire them from available sources and contacts. The government BankCard contract and commercial documentation are available, but may not address all situations related to command program. Incumbent serves as the primary source to acquire, interpret and provide all guidance related to the micro-purchase and government BankCard areas. Incumbent will need to apply independent judgment and technical knowledge to evaluate conflicting guidelines and assess applicability to the command micro-purchase and BankCard programs.

4. **COMPLEXITY.** The work includes a wide variety of procurement analysis and program management duties that collectively constitute a viable micro-purchase policy and government BankCard program. Due to recent changes in both programs, this position is required to understand and execute new requirements to meet new needs. The expansion of the micro-purchase/BankCard program into a user-driven business process has resulted in a complex set of new challenges, some yet to be fully defined. Incumbent must be able to maintain program performance in compliance with policy, while meeting the active and variable requirements of 300 (10 fold increase in three years) diverse BankCard holders. Incumbent must deal with challenging issues arising from micro-purchase emphasis on BankCard, and the required ease of use features designed to promote utilization. Incumbent must balance relations with and between program personnel, users, outside government offices, the BankCard contractor and vendors. Unclear or controversial situations arise constantly with reference to program objectives, program operations, accounting and accountability, automation and user needs. The research and development environment adds an additional measure of complexity due to the unusual nature of some items procured.

5. **SCOPE AND EFFECT.** The purpose of the work is to lead, maintain and further develop command micro-purchasing policy and the government BankCard program to meet command mission requirements. Micro-purchase policy and the government BankCard program are key factors in the ability of the command to accomplish assigned mission on-time for a reasonable cost. These programs have been expanded and introduced in the user codes during the last three years, and BankCard is the primary micro-purchasing method as of the beginning of FY98. Policy set, decisions made and actions taken by the incumbent have a direct and significant effect on all command micro-purchases, technical personnel and work, vendors, GSA, and the BankCard contractor. Responsibilities require that policy analysis and direction be provided, and action taken in a timely fashion to ensure an efficient and effective program for the entire command.

6. **PERSONAL CONTACTS.** Incumbent is expected to interact on a daily basis with the Business Directorate and Technical Directorate leadership. Additional interactions will be with cardholders, approving officials, vendors, financial personnel, procurement officials, GSA, government BankCard contractor, DFAS, NAVSEA, internal and external auditors and personnel at other Federal agencies and offices. Contacts are both formal and informal, ranging from meetings with agendas to one-on-one negotiations. Issues, roles and individual authorities of the parties are generally identified and developed during the course of the meetings or calls.

7. **PURPOSE OF CONTACTS.** Personal contacts are to acquire micro-purchase policy guidance, advise management of issues and initiative progress, provide guidance to micro-purchase personnel and technical personnel, particularly BankCard holders and approving officials. Contacts are to brief status, assess compliance, initiate change, resolve program or user issues, and to interface with vendors and the government BankCard contractor. Contact for other purposes, not always predictable, will also arise during the course of performance under this position description, that will require an ability to determine the purpose of the contact as it occurs, and the adaptability to deal with the new contact effectively.

8. **PHYSICAL DEMANDS.** Work is often but not always sedentary requiring extensive reading, writing, and communications by phone, e-mail, fax and other media. Walking, standing, carrying and transporting reports, files, manuals or other materials is required occasionally. Travel and driving an automobile for several hours is included in this requirement to support training at NSWCCD Detachments, often on an unaccompanied basis.

9. **WORK ENVIRONMENT.** The work is generally performed in office or training/meeting room settings, with occasional visits to non-office government and contractor facilities. Frequent travel is required to conduct BankCard training, to attend seminars or meetings, or to participate in teams, occasionally on short notice.