

MODEL JOB DESCRIPTION  
CHIEF, OFFICE OF SMALL BUSINESS  
Procurement Analyst, GS-1102-12

FLSA Exempt

MAJOR DUTIES

Located on the staff of the district commander, the incumbent serves as the full time Deputy for Small Business for a moderate to large, robust engineer district. The incumbent is responsible and accountable for the leadership, direction, and supervision of the District's small, small disadvantaged, historical black colleges and universities and minority institutions, historically underutilized business zone empowerment contracting, and women-owned business programs. These responsibilities are exercised in a manner that is in accordance with the program of the Headquarters, U. S. Army Corps of Engineers. The district's program involves a large number (more than 35) of prime contractors involved in engineering design, construction, operations, and other professional and technical work.

1. Serves as expert advisor to the district commander and other district staff members on all policy and procedural issues related to small, small disadvantaged, historical black colleges and universities and minority institutions, historically underutilized business zone empowerment contracting, and women-owned small business programs (collectively referred to as the Small Business Program). Plans, directs, and exercises staff supervision over program performance of the Small Business Program functions of the district in accordance with existing statutory and regulatory directives and USACE and MSC policy statements. Interprets and implements higher authority decisions and directives that affect the Small Business Program and develops new or revised procedures to assure compliance. Establishes and maintains a small business contractor source file. Obtains resource materials from entities such as the Small Business Administration (SBA) and the Minority Business Development Agency that assist with identification of potential sources. Develops, in coordination with the district's senior staff, the annual fiscal year small business program and submits forecast. Monitors progress and routinely reports to management on progress in meeting established floors.

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2. Serves as an advocate for the Small Business Program, actively seeking opportunities to set-aside requirements for the small business, 8(a), and HUB Zone programs. Actively markets the Small Business Program to management and technical staff. Plans for both immediate and long-range objectives. Guides and directs district activities toward the accomplishment of statutory and regulatory policies. Develops, controls, coordinates and publishes district Small Business Program objectives. Reviews all procurement requisitions over the statutory simplified acquisition threshold for the Small Business Program. When appropriate, reviews procurements below the threshold to ensure that the statutory set-aside is being used. Ensures compliance with Small Business Program policies, procedures and regulations. Reviews all proposed contracts

over the subcontracting plan threshold to make recommendations for subcontracting possibilities. Reviews requests for approval of determinations that no subcontracting opportunities exist.

Reviews all proposed subcontracting plans and master subcontracting plans submitted by large businesses to determine if they meet contract requirements. Recommends approval/disapproval of the plans to the contracting officer.

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3. Serves as the district's liaison with SBA, the Resident SBA Procurement Center Representative, the Minority Business Development Agency and the MSC Office of Small Business. Works with Contracting Officers/Contract Administrators to ensure prime contractor compliance with subcontracting plans. Represents the district on various committees, boards, task forces, etc., pertaining to the Small Business Program. Participates in Small Business Program conferences, seminars, and procurement fairs sponsored by various government and non-government organizations. Assists the contracting activity and technical/program offices in the determination of procurement strategy as an expert advocate for the Small Business Program. Maintains an expert knowledge of the district's acquisition plans. Conducts training of contracting and technical personnel to improve acquisition practices and ensure the best interests of the district are served to effectively carry out its mission. Participates in determinations of responsibility of small business concerns and ensures that prospective contractors considered to be non-responsible are aware of their option to apply for a certificate of competency from the Small Business Administration. Compiles data and submits reports as required pertaining to the Small Business Program. Ensures accuracy and timeliness of such data and reports. Participates in the development, implementation, and review of automated contracting systems to ensure that the interests of the Small Business Program are met. Serves as the initial point of contact for representatives from small businesses. Provides advice and direction to assist such representatives. Arranges marketing presentations, when appropriate, and chairs the presentations. Assists vendors with contacting the finance office to ensure that financial assistance available under existing regulations is offered (e.g., negotiation of payment due dates, progress payments, advance payments, etc.), and that requests for such assistance by small business offerors are not construed as a handicap in contract awards. Assists small, small disadvantaged, and women-owned business firms in subcontracting opportunities and provides large business firms with information concerning the availability of qualified small, small disadvantaged, and women-owned firms. Establishes and maintains continuing liaison with industry and with procurement and technical personnel at state and local community industry affairs. Serves as the focal point for industry inquiries, including counseling and advising businesses on how to do business with USACE, how to prepare and submit bids and proposals, and on all matters pertaining to the Small Business Program. Coordinates with and assists business and industrial organizations to encourage their participation in USACE procurements.

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Performs other duties as assigned.

1. KNOWLEDGE REQUIRED BY THE POSITION – Level 7 - 1250 Points

In-depth knowledge of Government contracting laws and policies including techniques of contracting operations, detailed procedures of the Corps of Engineers, Departments of the Army and Defense and the Small Business Administration contracting requirements, and familiarity with the practices of business and industry sufficient to provide guidance to district procurement managers and contract specialists. Comprehensive knowledge of the Corps of Engineers missions, as well as a thorough knowledge of statutory, regulatory, programmatic, and procedural material such as legislation, organization and procurement law as it relates to the Small Business Program. Mastery of accepted business practices in procurement in order to make the initial determination of firms' qualifications to perform the Corps of Engineers procurement requirements.

2. SUPERVISORY CONTROLS – Level 4 – 450 Points

The commander delegates responsibility for technical advisory matters pertaining to the Small Business Program. The supervisor is available for consultation on program objectives, budgetary constraints, and policy interpretations. The incumbent is delegated responsibility for planning and carrying out the assignment, such as determining the approach to be taken or methodology to be used. Initiates necessary coordination with technical representatives and/or procurement personnel to resolve questionable areas of concern. Technical advisory and procurement recommendations are normally accepted as authoritative. Completed work is reviewed in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results, e.g., providing a viable and proven procurement approach for meeting program needs and established objectives and goals.

3. GUIDELINES – Level 4 - 450 Points

Guidelines consist of legislation and statutes affecting procurement requirements, Executive Orders, the Federal Acquisition Regulations (including DFARS, AFARS, EFARS), Federal Property Management Regulations, Small Business Administration policies, Departments of the Army and Defense Regulations, Army SADBUs Policy Memorandums, HQUSACE regulations, HQUSACE Small Business Policy Memorandums, PARC Instruction Memorandums, applicable portion of the U.S. Code, Comptroller General Decisions, OMB Circulars, Bulletins, and Directives, policies and precedents, terms and conditions of district contracts being administered, lists of bidders, suppliers and qualified products. Guidelines provide general contracting methods and requirements, but are often inadequate in dealing with unique procurements, requiring ingenuity and originality in interpreting and extending guides to specific procurements and in balancing the application of the guidelines to novel program needs, business considerations, the socioeconomic climate, the interests of the Army, the small business community and the demands of the Small Business Administration. The incumbent must exercise initiative, resourcefulness and independent judgement in interpreting and establishing district procedures from these regulations. The employee must exercise judgement in employing

unique marketing strategies for specialized small business programs that significantly impact procurements, such as HUB Zones, HBCU/MI and set-aside programs.

4. COMPLEXITY – Level 5 – 325 Points

Assignments are highly technical in nature and require coordination with specialists and management personnel in a wide variety of disciplines including, but not limited to, engineering, construction, planning, operations, and procurement personnel, attorneys, Corps of Engineers MSC management personnel, the Small Business Administration, Minority Business Development Agency, HQUSACE Office of Small Business, outside consultants, and personnel from other agencies. Assignments involve developing and implementing procurement procedures and analyzing contractual documents for compliance with these procedures. Work performed by the incumbent determines the effectiveness of the Small Business Program with regard to the district's procurement function, particularly as it relates to the procurement preference program mandated by Public Laws. Work requires exceptional coordination and integration of a number of very important and complex program segments of the overall district Small Business Program to include section 8(a) program, set-aside programs, HBCUs/MIs program, HUB Zones, and programs to insure that small business, small disadvantaged business, women-owned, and non-profit firms are given an opportunity to participate in procurements. Employee makes decisions and actions that have a direct and substantial effect on the organization and program managed. The complexity of the position is increased due to the large number of prime contractors and small business entities and the requirement to know their capabilities and limitations. The program responsibility of this position requires small business considerations at the prime and subcontractor levels for this large number of contractors.

5. SCOPE AND EFFECT – Level 4 – 225 Points

The purpose of the work of this position is to provide expertise in all aspects of the small business function. The work involves establishing standards and procedures for all district procurement personnel to follow in order to effectively and uniformly perform contractual actions for a variety of unusual procurement situations. Assists procurement personnel in resolving complex contractual problems, and is the sole district contact on issues related to the procurement preference programs having district-wide scope and responsibilities. Work accomplished impacts on all district procurement personnel, offices requiring items or services, and the large number of contractors and other vendors who seek business with the Corps of Engineers. The purpose of the incumbent's work is to ensure that the district conducts its Small Business Program efficiently, economically, fairly, and in accordance with the law. The affect of the work includes all district procurement activities, the technical functions, and a large number of contractors and small business entities.

6. PERSONAL CONTACTS- Level 3 - 60 Points

Contacts are with officials and specialists in the HQ, MSC and district offices, installations and activities, Small Business Administration, Department of Commerce, with business and industrial

organizations, and with Members of Congress, business representatives, vendors, and professional associations.

7. PURPOSE OF CONTACTS – Level 3 – 120 Points

Contacts are to give or gather information, resolve problems, justify and defend procurement actions. Additionally, advises management and contracting officers of procurement policies, procedures and guidelines related to the Small Business Program. The incumbent must exercise self-discipline, persuasion, and mental agility. Contacts are made to provide technical guidance, advice and assistance to small and minority business representatives, to provide consultant services and technical advice on difficult and unprecedented problems, to coordinate, monitor and evaluate programs under the district's Small Business Program, to gather and prepare information for presentation, and to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the Small Business Program.

8. PHYSICAL DEMANDS Level 1 – 5 Points

There are no unusual physical demands.

9. WORK ENVIRONMENT - Level 1 – 5 Points

Work is performed primarily in an office environment.

Factor 1 – Level 7 – 1250 Points

Factor 2 – Level 4 – 450 Points

Factor 3 – Level 4 – 450 Points

Factor 4 – Level 5 – 325 Points

Factor 5 – Level 4 – 225 Points

Factor 6 – Level 3 – 60 Points

Factor 7 – Level 3 – 120 Points

Factor 8 – Level 1 – 5 Points

Factor 9 – Level 1 – 5 Points

Total – 2890 Points – GS-12 – (Range 2755 – 3150)