

IBC GS-1102 Cluster
Contract Specialist and Procurement Analyst Positions
Final

Approved by the Competency Model Review Board 06/24/2016

Competency	Definition	Proficiency Level	Remarks
Analytical Thinking	Able to breakdown raw information and undefined problems into specific, workable components that, in turn, clearly identify the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches that are relevant to the decision making process.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
Decision Making	Makes sound, well-informed and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
External Awareness	Identifies and keeps up-to-date on key agency policies/priorities and economic, political, and social trends which affect the organization; understands where the organization is headed and how to make a contribution.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	

Competency	Definition	Proficiency Level	Remarks
Influencing / Negotiating	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
Legal, Government, & Jurisprudence	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
Planning & Evaluating	Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
Technical Documentation	Knowledge of procedures for developing technical and operational support documentation.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	
Technical – Contracting/Procurement	Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3 4 5	

Proficiency Level Definitions:

1 = Awareness: Employee is aware of the competency or has had training but has not applied the competency.

2 = Basic: Has a minimum level of knowledge, experience and training in this competency area and has had little opportunity to apply this competency on the job. Employee requires considerable coaching, guidance and direction.

3 = Intermediate: Applies the competency in difficult situations. Employee requires occasional guidance and demonstrates understanding of the concepts and processes.

4 = Advanced: Applies the competency in considerably difficult situations. Generally requires little or no guidance and demonstrates broad understanding of concepts and processes.

5 = Expert: Applies the competency in exceptionally difficult situations. Serves as a key resource and advises others and demonstrates comprehensive expert understanding of concepts and processes.