



Contract Holder

Temporary Administrative and Professional Staffing (TAPS)

(GS-02F-059AA)

Period of Performance: December 06, 2012- December 5, 2017
Current as of Mod PA-0011 dated January 09, 2015

Alutiiq Diversified Services, LLC
737 Volvo Parkway
Chesapeake, VA 23320

Corporate GSA Manager

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ABOUT US

Alutiiq Diversified Services, LLC was founded in 2006 as a Small Disadvantaged Business (SDB). Certified and enrolled in the Small Business Administration's 8(a) program in 2006, Alutiiq Diversified Services, LLC is a small business with a global reach and history of ensuring our clients' long-term success

Alutiiq Diversified Services, LLC offers a myriad of services with a focus on efficiency, customer satisfaction and quality. We have routinely exceeded customer expectations through a management approach that fosters teamwork (both within our company and with our customers), open communication and a philosophy of getting the job done quickly, efficiently, and cost-effectively.

Alutiiq Diversified Services, LLC has developed a reputation for delivering solid dependable performance in the fixed price and indefinite quantity contracting arenas. Our team has successfully provided the labor, materials, vehicles, equipment, tools and other resources to perform all tasks our customers have assigned. Alutiiq Diversified Services, LLC possesses the technical expertise, managerial experience, and human resources organization to excel as a Temporary Administrative Professional Staffing (TAPS) service provider.

Alutiiq Diversified Services, LLC's Logistics, Operations and Maintenance (LO&M) Division maintains service and supply sites at 10 worldwide strategic locations. The LO&M Division provides a myriad of logistics services to our Government customers, ranging from supply operations to administrative functions. The division currently performs over 425 different contracts and task orders.

OUR SERVICES

Alutiiq Diversified Services, LLC's is pleased to announce the expanded range of services through our new Federal Supply Schedule for Temporary Administrative Professional Staffing (TAPS). Alutiiq Diversified Services, LLC offers world-class experience in providing leading edge services to a wide range of public and private sector organizations. TAPS is a flexible, easy to use task order contract that is available to all agencies of the Federal Government and Government Contractors authorized in writing by a Federal Agency pursuant to CFR 51.1.

CONTRACTOR INFORMATION

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>.

SCHEDULE TITLE: 736 - Temporary Administrative and Professional Staffing Services
(TAPS)
FSC Group: 736

Contract No. GS-02F-059AA

CONTRACT PERIOD: December 06, 2012 through December 05, 2017

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempervices>.

CONTRACTOR: **Alutiiq Diversified Services LLC**
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Chesapeake, VA 23320
Phone number: (757) 549-9981
Fax number: (757) 277-9105
E-Mail: lfreeman@alutiiq.com
Web Site: www.alutiiq.com

CONTRACTOR'S ADMINISTRATION SOURCE: LeTasha D. Freeman

BUSINESS SIZE: 8a Small Business; Alaskan Native Corporation (ANC).

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-3	General Services and Support
736-4	Information and Arts Occupations
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All services rates shown are firm-fixed-price. See the following

price list for rates for our preponderance of work location and services offered. See the Service Descriptions provided after the pricing information.

2. MAXIMUM ORDER*: \$150,000.00

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas
Wage Determination No. 2005-2017, Revision 17 dated 06/19/2013.

5. Point(s) of production: N/A

6. Discount from list prices or statement of net price: Discounts may be given based on the work locations and SCA wages. Discount range (.01% to 4%)

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days

9 a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9 b. Government Purchase Cards are accepted above the micro-purchase threshold

10. FOREIGN ITEMS: None

11. a. TIME OF DELIVERY: As specified on Task Orders

11. b. EXPEDITED DELIVERY: N/A

11. c. OVERNIGHT AND 2-DAY DELIVERY: N/A

11. d. URGENT REQUIREMENTS: Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: N/A

13. a. ORDERING ADDRESS: Same as contractor address. Customer should contact contractor for additional addresses.

13. **b. ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **PAYMENT ADDRESS:** Same as contractor address.
 1. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (any thresholds above the micro-purchase level):** None.
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (if applicable):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (if applicable):** N/A
20. **a.TERMS AND CONDITIONS FOR ANY OTHER SERVICES (if applicable):** N/A
 1. **LIST OF SERVICE AND DISTRIBUTION POINTS (if applicable):** N/A
 2. **LIST OF PARTICIPATING DEALERS (if applicable):** N/A
23. **PREVENTIVE MAINTENANCE (if applicable):** N/A
24. **a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced**
24. **b. Section 508 Compliance for EIT:** N/A
25. **Data Universal Numbering System (DUNS) number:** 78-4737723
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

Use of Federal Supply Service TAPS Schedule Contracts

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopses the requirement, make a separate determination of fair and reasonable pricing.

GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to **ALUTHQ DIVERSIFIED SERVICES, LLC** schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to: Search by **ALUTHQ DIVERSIFIED SERVICES, LLC** name or contract number to view or download its complete GSA approved price list with terms, conditions and up-to-date pricing. Perform various searches across all contracts including.

Purchase of Incidental, Non-Schedule Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order provided that the items are clearly labeled as such on the order, all applicable regulations have been followed and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

Contractor Team Arrangements

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in the FAR will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

Approval of Subcontracts

The ordering activity may require that **ALUTHQ DIVERSIFIED SERVICES, LLC** receive, from the ordering activity’s Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

Schedule Items (Special Item Numbers SINs)

Provided are descriptions of each type of Special Item Number offered under this TAPS Schedule

- 736 1** **ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI, etc.): This SIN is set aside for small business concerns only** - Including, but not limited to, the following occupational categories: Administrative Clerk, Accounting Clerk I-IV, Audit Clerk, Court Reporter, Motor Vehicle Dispatcher, Document Preparation Clerk, Messenger (Courier), Duplicating Machine Operator, Film/Tape Librarian, General Clerk I-IV, Housing Referral Assistant, Key Entry Operator I-II, Order Clerk I-II, Personnel Assistant (Employment) I-IV, Production Control Clerk, Rental Clerk, Secretary I-V (Clerical, Medical, Executive, Legal), Service Order Dispatcher, Stenographer I-II,

Supply Technician, Switchboard Operator-Receptionist, Test Examiner, Test Proctor, Travel Clerk I-III, Word Processor I-III, Maintenance Scheduler, Survey Worker (Interviewer), Transcribing Machine Operator (Legal/Medical).

- 736 2** **AUTOMATIC DATA PROCESSING OCCUPATIONS** (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only - Including, but not limited to the following occupational categories: Computer Data Librarian, Computer Operator I-V, Computer Programmer I-IV, Computer Systems Analyst I-III, Help Desk Technician, Peripheral Equipment Operator, Program Analyst, Software Tester, Web Support Technician.
- 736 3** **GENERAL SERVICES AND SUPPORT** (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only - MATERIALS HANDLING AND PACKING OCCUPATIONS, including but not limited to the following occupational categories: Forklift Operator, Janitor, Laborer, Grounds Maintenance, Logistics Management Specialist, Material Coordinator, Material Handling Laborer, Order Filler, Shipping/Receiving Clerk, Shipping Packer, Store Worker I, Stock Clerk (Shelf Stocker; Store Worker II), Tools and Parts Attendant, Warehouse Specialist
MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS, including, but not limited to the following occupational categories: Electrician, Maintenance, Electronics Technician, Maintenance I-III, General Maintenance Worker, Laborer, Machinery Maintenance Mechanic, Machinist, Maintenance Trades Helper, Pipefitter, Plumber.
- 736 4** **INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS OCCUPATIONS** (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only - Including, but not limited to, the following occupational categories: Audiovisual Librarian, Illustrator I-II, Librarian, Library Technician, Photographer I-V, Public Affairs Officer, Instructor, Child Development I-III, Food Service Worker, Quality Assurance, Food Inspector, Cashier, Desk Clerk, Inspector, Lifeguard.
- 736 5** **TECHNICAL AND PROFESSIONAL OCCUPATIONS** (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI): This SIN is set aside for small business concerns only - Including, but not limited to, the following occupational categories: Accounting Support, Audit Support, Contracting Support (Contract Specialist/Administrator), Desktop Publisher, Financial Analyst, Librarian, Market-Research Analyst, Occupational Analyst, Personnel Analyst, Procurement Clerk, Program Analyst, Researcher, Real Estate Asst., CAD Illustrator, Drafter/Designer, Cartographic Technician, Computer Based Training (CBT), Specialist/Instructor, Civil Engineering Technician, Drafter I-IV, Engineering Technician I-VI, Environmental Technician, Graphic Artist (Designer), Paralegal/Legal Assistant I-IV, Instructor, Laboratory Technician (Laboratory Tester), Technical Writer, Construction Representative, QA/QC Inspector, Architect.

GSA Approved Price List

Labor Categories	Approved Prices
SIN 736-1	
Accounting Clerk II	\$31.45
Accounting Clerk III	\$35.29
Administrative Assistant	\$47.98
Dispatcher, Motor Vehicle	\$40.15
Duplicating Machine Operator	\$25.90
General Clerk I	\$25.94
General Clerk II	\$28.59
General Clerk III	\$30.81
Housing Referral Assistant	\$41.72
Medical Records Clerk	\$29.04
Messenger Courier	\$25.95
Personnel Assistant (Employment) I	\$30.79
Personnel Assistant (Employment) II	\$33.93
Personnel Assistant (Employment) III	\$37.36
Receptionist	\$26.05
Secretary I	\$34.27
Secretary II	\$38.80
Secretary III	\$41.72
Supply Technician	\$47.31
Travel Clerk II	\$28.33
Travel Clerk III	\$30.40
Word Processor II	\$31.79
SIN 736-2	
Computer Operator I	\$30.69
Computer Operator II	\$33.84
Computer Operator III	\$38.24
Computer Operator IV	\$41.75
Computer Operator V	\$44.86
Computer System Analyst II	\$42.71
Computer Programmer III	\$42.71
SIN 736-3	
Bus Driver	\$33.27
Forklift Operator	\$33.25
Fuel System Distribution Operator	\$42.11
General Maintenance Worker	\$38.59
Heavy Equipment Operator	\$52.11
Heavy Equipment Mechanic	\$46.19
Housekeeping Aide	\$26.09
Heat, Refrigerator & Air Mech	\$41.79
Janitor	\$26.09
Laborer, Ground Maintenance	\$26.36

Laborer, General	\$27.92
Machinist, Maintenance Mechanic	\$42.45
Maintenance Trade Helper	\$27.76
Material Coordinator	\$36.97
Material Expediter	\$36.97
Material Handling Laborer	\$27.92
Production Control Clerk	\$36.97
Recycling Specialist	\$35.69
Shipping and Receiving Clerk	\$29.02
Shipping/Packer	\$29.02
Sheet Metal Worker	\$46.78
Stock Clerk	\$31.83
Warehouse Specialist	\$33.25
Painter, Maintenance	\$39.70
SIN 736-4	
Illustrator III	\$58.85
Muilt-Media Specialist	\$45.16
SIN 736-5	
Accountant	\$46.87
Assistant Program Manager	\$56.83
Computer Specialist II	\$34.38
Contract Manager	\$65.64
Drafter IV	\$52.68
Electrician	\$42.28
Engineer III	\$54.69
Engineer V	\$78.16
Engineering Technician I	\$36.15
Engineering Technician II	\$41.22
Engineering Technician III	\$45.65
Engineering Technician IV	\$53.87
Engineering Technician V	\$64.97
Engineering Technician VI	\$77.71
Electronic Technician Maintenance I	\$43.55
Electronic Technician Maintenance II	\$51.05
Electronic Technician Maintenance III	\$53.94
Finance Manager	\$76.66
Financial Analyst IV	\$69.04
Financial Manager I	\$91.55
Human Resource Specialist	\$42.86
Instructional Technician	\$47.63
Integrated Logistics Specialist II	\$43.16
Integrated Logistics Specialist III	\$44.94
Integrated Logistics Specialist IV	\$46.65
Integrated Logistics Specialist V	\$49.88
Personnel Specialist	\$37.63
Pipefitter	\$50.02
Plummer	\$50.09

Program Analyst I	\$48.69
Program Analyst II	\$50.96
Program Analyst III	\$53.17
Program Analyst IV	\$57.24
Program Analyst V	\$60.76
Program Manager III	\$69.23
Project Coordinator	\$37.68
Project Manager	\$76.38
Project Supervisor	\$68.08
Rigger	\$43.00
Safety Manager	\$54.61
Security Technician	\$43.53
Small Engine Mechanic	\$38.52
Supply System Analyst	\$65.37
Technical Writer III	\$61.39
Truck Driver Light	\$29.14
Truck Drive, Medium	\$31.87
Truck Driver Heavy	\$38.38
Truck Driver-Tractor-Trailer	\$38.38

****(If work is performed in area with lower SCA rates than the stated preponderance of work locations, resulting in lower wages being paid, the prices for that task order will be discounted accordingly.***

SCA Labor Categories

ACCOUNTING CLERK II- DOL CATEGORY 01012

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documentation accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures. Education requirements: High School Diploma. Experience: One year of experience as an accounting clerk or equivalent.

ACCOUNTING CLERK III- DOL CATEGORY 01013

Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices, and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system), and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and

experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work is reviewed by the supervisor or is controlled by mechanisms built into the accounting system. Excluded from Level III are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts. Education requirements: High School Diploma. Experience: Three years of experience as an accounting clerk or equivalent.

ADMINISTRATIVE ASSISTANT- DOL CATEGORY 01020

Functional Responsibility:

1. Oversee all aspects of general office coordination.
2. Maintain office calendar to coordinate work flow and meetings.
3. Maintain confidentiality in all aspects of client, staff and agency information.
4. Monitor and assist with maintenance of the organization's website.
5. Interact with clients, vendors and visitors.
6. Answer telephones and transfer to appropriate staff member.
7. Open, sort and distribute incoming correspondence, including faxes and email.
8. Sign for and distribute UPS/FedEx or similarly delivered packages.
9. Prepare responses to correspondence containing routine inquiries.
10. Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
11. File and retrieve organizational documents, records and reports.
12. Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.
13. Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
14. Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
15. May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
16. Set up and coordinate meetings and conferences.
17. Prepare agendas and make arrangements for committee, Board or other meetings.
18. Interact with the organization's Board of Directors.
19. Attend Board, committee meetings or other meetings as requested in order to record minutes.
20. Compile, transcribe and distribute minutes of meetings.
21. Make travel arrangements for staff, board and volunteers.
22. Collect and maintain inventory of office equipment and supplies.
23. Research, price and purchase office furniture, equipment and supplies.
24. Arrange for the repair and maintenance of office equipment.
25. Support staff in assigned project-based work.
26. May supervise volunteers and other support personnel.
27. Assists in special events, such as fundraising activities and the annual meeting.
28. Assist with overall maintenance of the organization and its offices.
29. Other duties as assigned by Executive Director.

Minimum Education: High School Diploma

Minimum/General Experience: Three years of experience.

BUS DRIVER- DOL CATEGORY 31030

Drives bus to transport passengers over specified routes to local or distant points according to time schedule. Assists passengers with baggage and collects tickets or cash fares. Regulations heating, lighting, and ventilating systems for passenger comfort. Complies with local traffic regulations. Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route. Education requirements: High School Diploma. Experience: One year of experience.

COMPUTER OPERATOR I (IT) - DOL CATEGORY 14041

Job Description: This is an entry level position in the centralized operation of mainframe and micro-processing units. Sets up and operates computer peripheral devices, such as printers. Monitors the system for error messages and ensures efficiency. Performs routine preventative maintenance on equipment according to user manuals and installation standards. Submits job requests based on appropriate computer schedule. Observes operation of the computer to detect errors, machine stoppage or faulty output. Makes necessary adjustments or notifies supervisor of unusual or difficult problems with computer operations. May perform the role of Data Entry Operator, keying data and basic maintenance. Develops and implements new processes and procedures when necessary.

Education requirements: High School Diploma along with computer science coursework. Experience: Six months to One year of experience as a Computer Operator or equivalent.

COMPUTER OPERATOR II (IT) - DOL CATEGORY 14042

Processes scheduled routines, which present few difficult operating problems

(e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems, which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision. Education requirements: High School Diploma along with computer science coursework. Experience: Two years of directly related experience as a Computer Operator or equivalent.

COMPUTER OPERATOR III (IT) - DOL CATEGORY 14043

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems, which do not respond to corrective procedures. Education requirements: High School Diploma along with computer science coursework. Experience: Three years of experience as a Computer Operator or equivalent.

COMPUTER OPERATOR IV DOL CATEGORY 14044

Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review. Education requirements: High School Diploma along with computer science coursework. Experience: Four years of experience as a Computer Operator or equivalent.

COMPUTER OPERATOR V (LAN) - DOL CATEGORY 14045

Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems. Education requirements: High School Diploma along with computer science coursework. Experience: Five years of experience as a Computer Operator or equivalent.

COMPUTER PROGRAMMER III (IT) - DOL CATEGORY 03073

As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem.

Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)

Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files, and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding, and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and

retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and write and maintain operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data.

In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.

Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher-level staff or supervisor. May assist higher-level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.

Education requirements: High School Diploma along with computer programming coursework.

Experience: 3 years of experience as a Computer Programmer or equivalent.

COMPUTER SYSTEMS ANALYST II (IT)-DOL CATEGORY 03102

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

Reviews proposals, which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis, which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

Education requirements: High School Diploma along with computer system analyst coursework.

Experience: 2 years of experience as a Computer Systems Analyst or equivalent.

DISPATCHER MOTOR VEHICLE-DOL CATEGORY 01060

Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies. Education requirements: High School Diploma. Experience: One year of experience required.

DRAFTER IV-DOL CATEGORY 29064

Shall work closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Shall perform unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Shall assure that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Shall exercise independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, shall occasionally interpret general designs prepared by others to complete minor details. Shall provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects. Education requirements: High School Diploma plus course work related to a Drafter. Experience required: Three years of experience as a Drafter.

DRIVER COURIER-DOL CATEGORY 31043

Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment. Education requirements: High School Diploma. Experience: One year of experience required.

DUPLICATING MACHINE OPERATOR-DOL CATEGORY 01090

Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and

parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.

Education requirements: High School Diploma. Experience: One year of experience required.

ELECTRONIC TECHNICIAN MAINTENANCE I –DOL CATEGORY 23181

Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks. Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: One year of related experience.

ELECTRONIC TECHNICIAN MAINTENANCE II –DOL CATEGORY 23182

Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks. Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: Two years of related experience.

ELECTRONIC TECHNICIAN MAINTENANCE III –DOL CATEGORY 23183

Removes, repairs, modifies, services and installs various types of electronic components, including but not limited to airborne equipment systems and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunications, sonar, and navigational aids); personal and mainframe computer and terminals, and night vision devices. Assembles, solders, connects and inter-wires electronic components. Performs maintenance, alignment and functional tests of avionics using test equipment. Follows engineering drawings, schematics, safety procedures, military specifications, standards and technical manuals to accomplish assigned tasks. Documents work performed in aircraft forms, Army maintenance forms, records, and Contract Field Team workbooks. Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: Three years of related experience.

ENGINEERING TECHNICIAN I - DOL CATEGORY 29081

Shall perform simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Shall perform one or a combination of such typical duties as:

- a. Shall assemble or install equipment or parts requiring simple wiring, soldering, or connecting.
- b. Shall perform simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.
- c. Shall gather and maintain specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Education requirements: High School Diploma plus course work related to an Engineering Technician. Experience required: One year of experience as an Engineering Technician.

ENGINEERING TECHNICIAN II - DOL CATEGORY 29082

Shall perform standardized or prescribed assignments involving a sequence of related operations. Shall follow standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non-routine work may also be reviewed in progress. Performs at this level one, or a combination of such typical duties as:

- a. Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment.
- b. Shall conduct a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.
- c. Shall extract engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

Education requirements: High School Diploma plus course work related to an Engineering Technician. Experience required: Two years of experience as an Engineering Technician.

ENGINEERING TECHNICIAN III-DOL CATEGORY 29083

Shall perform assignments that are not completely standardized or prescribed. Shall select or adapt standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Shall perform at this level one or a combination of such typical duties as:

- a. Constructs components, sub-units, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- b. Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.

- c. Shall conduct various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.
- d. Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.
- e. Shall assist in design modification by compiling data related to design, specifications, and materials,
- f. Shall develop information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Which are pertinent to specific items of equipment or component parts.

Education requirements: High School Diploma plus course work related to an Engineering Technician. Experience required: Three years of experience as an Engineering Technician.

ENGINEERING TECHNICIAN IV- DOL CATEGORY 29084

Performs nonroutine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:

Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.

Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.

Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

Education requirements: High School Diploma plus course work related to an Engineering Technician. Experience required: Four years of experience as an Engineering Technician.

ENGINEERING TECHNICIAN V - DOL CATEGORY 29085

Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and

satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as:

Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.

From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

Education requirements: High School Diploma plus course work related to an Engineering Technician. Experience required: Five years of experience as an Engineering Technician.

ENGINEERING TECHNICIAN VI - DOL CATEGORY 29086

Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:

Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).

Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.

Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.

Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

Education requirements: High School Diploma plus course work related to an Engineering Technician. Experience required: Six years of experience as an Engineering Technician.

FORKLIFT OPERATOR - DOL CATEGORY 21071

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment. Education requirements: High School Diploma. Experience: One year of experience required.

FUEL DISTRIBUTION SYSTEM OPERATOR-DOL CATEGORY 21010

Receives, stores, transfers, and issues fuel through pipelines at a main-line or terminal stations. Receives fuel by tanker. Ships fuel by pipeline, tank car, tank truck, and barge. Prepares and checks receiving or ship's documents. Connects lines, grounding wires, and loading and off loading arms or hoses to pipelines. Visually inspects samples of fuel, and checks gravity and flashpoint. Gauges tanks for water, temperature, and fuel levels.

Checks pumping systems for correct operating pressure or unusual noises. Performs preventive maintenance and repairs on terminal systems. Assists in maintenance of government-owned railroad loading and switch area. Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

Education requirements: High School Diploma. Experience: One year of related experience required.

GENERAL CLERK I DOL CATEGORY 01115

Shall follow detailed procedures in performing, simple repetitive tasks in the same sequence, such as filing recorded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, address-o-graph or mailing machine. Education requirements: High School Diploma. Experience: One year of experience required.

GENERAL CLERK II - DOL CATEGORY 01116

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task. Education requirements: High School Diploma. Experience: One year of related experience.

GENERAL CLERK III (ADMIN AND CLERICAL)-DOL CATEGORY 01117

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness;

and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers. Education requirements: High School Diploma. Experience: Three years of related experience

GENERAL MAINTENANCE WORKER-DOL CATEGORY 23370

Must be a qualified journeyman and possess thorough understanding and knowledge of the skills required to plan, program and execute Maintenance, Inspection and Repair of building and structure, to include, but not limited to: foundations, partitions, trusses, beams, walls, doors, windows, floors, floor coverings, decks, stairs, hardware, paint and roofing. Must possess the knowledge and skills to incorporate energy conservation practices and procedures. Education requirements: High School Diploma. Experience: Two years of related experience.

HEAVY EQUIPMENT MECHANIC - DOL CATEGORY 23430

Analyzes malfunctions and repairs, rebuilds and, maintains power equipment such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors, and pneumatic tools.

Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear/ using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines. Education requirements: High School Diploma, plus coursework/trade school in related field. Experience: Two years of related experience.

HEAVY EQUIPMENT OPERATOR-DOL CATEGORY 23440

Operates heavy equipment such as cranes/ clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and tractors. Equipment is used to excavate, load to move dirt, gravel or other material. Operator may read and interpret grade and slope stakes and simple plans. May grease, adjust and make emergency repairs to equipment. Operates cranes to move material, merchandise or equipment and load/unload material, merchandise to or from transportation devices.

Education requirements: High School Diploma, plus coursework/trade school in related field. Experience: Operators shall be licensed in accordance with local, state or federal laws and have three years related experience.

HOUSING REFERRAL ASSISTANT-DOL CATEGORY 01120

Provides housing information to an organization's employees moving to a new location. Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone and correspondence to obtain listings of

rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service. Compiles listings of houses, apartments and mobile homes which may be rented and properties which may be purchased. Periodically, communicates with contacts to update listings. Ensures that property owners are in compliance with nondiscrimination policy. Counsel's applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicant's needs. Provides information regarding community service, i.e., schools, churches, transportation, hospitals, motels and job information centers. Searches files, places telephone calls and makes referrals. Furnishes information to inquirer interested in home purchase regarding locations, owners, agents. Education requirements: High School Diploma. Experience: One year of related experience.

HOUSEKEEPING AIDE II- DOL CATEGORY 11122

Performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the Housekeeping Department and with hospital objectives. Uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. Dry- and wet-mops floors. Scrubs and buffs floors with roto and other machines. Vacuums carpets to clean and control bacteria. Transports trash from utility rooms and other collection points to incinerator, compactor, or pick-up area. Performs special cleaning of induction units, walls, lighting fixtures, and windows both inside and outside. Moves furniture and sets up meeting rooms. Collects soiled linen. Assists in cleaning emergency spills that are observed or as requested. Maintains assigned equipment for cleanliness and requests repairs when needed. Reports need for repairs to hospital equipment, furniture, building and fixtures. Assists in moving patients in case of fire, disaster or emergency evacuation. Assists security personnel in restraining disturbed patients in psychiatric wards. Education requirements: High School Diploma. Experience: One years of related experience

ILLUSTRATOR- DOL CATEGORY III

Shall work on projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oil, and airbrush over a period of time. These projects require the illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. The Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. Shall not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustration. Shall acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. The kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated. Education requirements: High School Diploma. Experience: Two years of related experience.

JANITOR - DOL CATEGORY 11150

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

1. Workers who specialize in window washing.
2. Housekeeping staff who make beds and change linens as a primary responsibility.
3. Workers required to assemble/disassemble equipment in order to clean machinery.
4. Workers who receive additional compensation to maintain sterile facilities or equipment.

Education requirements: High School Diploma. Experience: One year of experience required.

LABORER-GENERAL-DOL CATEGORY 23470

Performs tasks, which require mainly physical abilities and effort: involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand - trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash. Education requirements: High School Diploma. Experience: One year of experience required.

LABORER, GROUNDS MAINTENANCE-DOL CATEGORY 11210

Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing. Education requirements: High School Diploma. Experience: One year of experience required.

MAINTENANCE TRADE HELPER

Maintenance Helpers will assist maintenance technicians with preventive and corrective maintenance work. Some mechanical knowledge is preferred. A good work ethic and a willingness to learn are required. Some duties may include:

- Maintains/Repairs; small appliances, plumbing and carpentry
- Ensures the physical structure and equipment are in safe operating condition as per regulations issued by local-state-federal health and safety authorities
- Operates common tools/equipment

- Cleans floors using heavy equipment
- Performs landscaping and snow removal where applicable
- Other duties as assigned
- Requires knowledge of the following trades: landscaping (where applicable), small appliance repair, electrical, plumbing and carpentry
- Requires the ability to stand for long periods of time
- Requires the ability to bend, and twist to perform normal job functions
- Requires the ability to lift and maneuver items weighing 80lbs
- Requires the ability to perform tasks while on a ladder
- Requires the ability to be exposed to various climates from extreme heat to extreme cold
- Requires the ability to operate equipment that requires continual and repetitive hand and arm motions

Education requirements: High School Diploma.

Experience: 1 year of Experience

MACHINERY MAINTENANCE MECHANIC -DOL CATEGORY 23530

Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines. Education requirements: High School Diploma. Experience: One year of experience in related field.

MATERIAL COORDINATOR-DOL CATEGORY 21020

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments- Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized

system. May maintain employee records. Education requirements: High School Diploma. Experience: One year of experience in related field.

MATERIAL EXPEDITER - DOL CATEGORY 2130

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials.

Locates and moves materials to specified production areas, using cart or hand truck.

Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at workstations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal. Education requirements: High School Diploma. Experience: Two years of experience in related field.

MATERIAL HANDLING LABORER-DOL CATEGORY 21040

Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process)
2. Stocking merchandise for sale
3. Counting or routing merchandise
4. Operating a crane or heavy-duty motorized vehicle such as forklift
5. Loading and unloading ships (long shore workers)
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise. Education requirements: High School Diploma. Experience: One year of experience required.

MEDICAL RECORD CLERK-DOL CATEGORY 12160

Compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys. Prepares folders and maintains records of newly admitted patients. Reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure. Reviews inpatient and emergency room records to insure presence of required reports and physician's signatures, and routes incomplete records to appropriate personnel for completion of prepares reports of incomplete records to notify administration. Checks list of discharged patients to insure receipt of all current records. Compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and

types of treatment rendered. Records diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms. May maintain death log. May make copies of medical records, using duplicating equipment. May schedule/post results of laboratory tests to records. Education requirements: High School Diploma, plus course work related to field. Experience: One year related experience required.

MULTI-MEDIA SPECIALIST - DOL CATEGORY 13063

The Multi-Media Specialist must be aware of media trends and frequently browse through publications, blogs, channels, surveys, statistics etc. Must be able to plan, supervise and design media documents and select which media tool would be most suitable for a particular campaign. Must also build cordial relations with the client and media and provide information through press releases, and organize press conferences. Must be familiar with equipment that supports media functions and be able to operate them. High School Diploma, plus course work related to field. Experience: One year related experience required.

PAINTER (MAINTENANCE) - DOL CATEGORY 23760

Paints and redecorates walls, woodwork and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training experiences.

Education requirements: High School Diploma. Experience: One year of related experience.

PERSONNEL ASSISTANT I - DOL CATEGORY 01261

Shall perform routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis. Education requirements: High School Diploma. Experience: One year of experience required.

PERSONNEL ASSISTANT II - DOL CATEGORY 01262

Shall examine and/or process personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether

personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Shall complete routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically. Education requirements: High School Diploma. Experience: One year of experience required.

PERSONNEL ASSISTANT III -DOL CATEGORY 01263

Shall serve as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number of sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information, in addition to dates and places of past work, is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower-level clerks. Supervisory review is similar to Level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher-level personnel office employees. Other work may be checked occasionally. Education requirements: High School Diploma. Experience: Two years of experience required.

PIPEFITTER, MAINTENANCE -DOL CATEGORY 23790

The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded. Education requirements: High School Diploma. Experience: One year of experience required.

PLUMBER, MAINTENANCE - DOL CATEGORY 23810

The Plumber, Maintenance assembles installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand.

The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.

Education requirements: High School Diploma. Experience: One year of experience required.

PRODUCTION CONTROL CLERK-DOL CATEGORY 01270

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

RECEPTIONIST

Must be qualified in the use of general office equipment and telephone equipment, to include but not limited to, telephone console and personal computers (PCs). Shall perform telephone operations; this includes, but is not limited to, the following: place and receive local and long distance calls on a multiple position switchboard or console; direct incoming calls to proper person/office; maintain electronic telephone number data bases. Operations involve commercial circuits, leased lines, direct tie lines and radio circuits; also included are overseas connections; collect or charge calls; conference and appointment calls; person to person calls. All are covered by either government or commercial billing/charges. Records and reports will be established and maintained in support of this function; reference materials include directories, computer databases, locator files, organizational charts and information memoranda.

Education requirements: High School Diploma.

Experience: 1 year of experience required.

RECYCLING SPECIALIST

Sorts through collected trash and debris for recyclable materials, and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper and corrugated paper. Discards contaminants and other items that can't be recycled. Conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials. Stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration. Operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars. Prepares receipts and reports concerning materials collected and chipped. May assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor. May assist in performing preventive maintenance, minor repairs and lubrication of machinery. May disassemble scrap material, using hand tools. Client histories; and keeps records, writes reports, and maintains supplies and equipment.

Minimum Education: High School Diploma

Minimum/General Experience : 2 years of experience required.

RIGGER-DOL CATEGORY - DOL CATEGORY 23850

Assemble rigging to lift and move equipment or material in manufacturing plant, industrial activity, staging area, or shipyard. Select cables, ropes, pulleys, winches, blocks and sheaves according to weight and size of load to be moved. Attaches pulley and blocks to fixed overhead structures such as beams, ceilings, and gin pole booms with bolts and clamps. Attaches load with grappling device such as loops, wires, ropes, chains to crane hook. Gives directions to Bridge-or-Gantry Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled using hand signals, loudspeaker or telephone. Sets up, braces and rigs hoisting equipment using hand tools and power wrenches. Splices rope and wire cables to make or repair slings and tackle. May direct workers engaged in hoisting machinery, supplies and equipment into ships. Education requirements: High School Diploma. Experience: One year of experience required.

SECRETARY I, II, III, —DOL CATEGORY (01311-01313)

Secretary I (admin and clerical), Secretary II, Secretary III (admin and clerical), - SEE DOL CATEGORIES LISTED FOR EACH LEVEL

01311 THRU 01315 SECRETARY I through III (Occupational Base)

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Classification by Level

Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

Level of Secretary's Supervisor (LS)

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level.

Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment.

Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

- a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
- b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
- c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
- d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

LR-2 handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
- b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;
- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;
- e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for

processing.

LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
- d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

Excludes secretaries performing any of the following duties:

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization.

Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

CRITERIA FOR MATCHING SECRETARIES BY LEVEL

Secretary I (01311), Secretary II (01312), Secretary III (01313),

Intentionally blank	LR-1	LR-2	LR-3
LS-1	I 01311	II 01312	III 01313
LS-2	I 01311	III 01313	See Note
LS-3	I 01311	See Note	See Note

NOTE: Employees whose duties meet this level of responsibility and supervision may be properly classified under the Administrative Assistant category or the class may need to be conformed.

Secretary I ---Education requirements: High School Diploma. Experience: 1 year of experience required.

Secretary II ---Education requirements: High School Diploma. Experience: 2 years of experience required.

Secretary III ---Education requirements: High School Diploma. Experience: 4 years of experience required.

SHEET-METAL WORKER, MAINTENANCE - DOL CATEGORY 23890

The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Education requirements: High School Diploma. Experience: One year of experience required.

SHIPPING/RECEIVING CLERK - DOL CATEGORY 21100

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received. Education requirements: High School Diploma. Experience: One year of experience required.

SHIPPING PACKER-DOL CATEGORY 21130

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of

items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.

Exclude packers who also make wooden boxes or crates. Education requirements: High School Diploma. Experience: One year of experience required.

SMALL ENGINE MECHANIC DOL CATEGORY 23910

Repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools. Locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects. Replaces or repairs parts, such as rings and bearings, using hand tools. Cleans and adjusts carburetor and magneto. Starts repaired engines and listens to sounds to test performance. Education Requirements: High School Diploma. Experience level: 1 year of experience or related experience.

SUPPLY TECHNICIAN-DOL CATEGORY 01400

Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take Or recommend action based upon application or interpretation of established guidelines. Illustrative Assignments:

1. Inventory management: Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Items managed typically are of low unit or annual demand value, involve short procurement lead time (less than 9 months), are obtained from standard or other readily available sources of supply, and reflect relatively stable patterns of demand. Items usually are of a general, common-use type, nonreparable and seldom require intensive investigation of atypical variations in their supply and demand patterns. Positions are located in local, regional, or headquarters offices for which the military supply management organization has overall inventory management responsibility. The work includes requirements determination and forecasting, distribution or redistribution of material, procurement authorization, limited funds management, or other related work.
2. Material coordination: Performs material coordination duties for special programs, maintenance, or production shops. Duties are performed on the basis of practical experience in processing and expediting supply transactions related to the particular organizations serviced.
3. Cataloging: Writes item descriptions for a range of new items entering the supply channels of a particular agency or field establishment. Applies requirements selecting the

appropriate description pattern and answering the requirements contained in the pattern. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

Level of Responsibility: Works within a framework of established supply regulations, policies, and procedures, or other governing supply management guidelines.

Deals with a variety of operating officials regarding limited aspects of program needs of the organization serviced. Contacts may relate to inventory requirements in a stable or standardized organization and to the adequate description or identification of less complex items which are new to the system. May contact representatives of commercial firms to obtain information regarding new items of supply, item characteristics, or procurement lead time; or representatives of government agencies (Federal, State or local) regarding the utilization of property. Education requirements: High School Diploma. Experience: One year of experience required.

STOCK CLERK- DOL CATEGORY-21150

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.

Education requirements: High School Diploma. Experience: One year of experience required.

TECHNICAL WRITER III-DOL CATEGORY 30463

Will develop, write, and edit material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Will review manufacturers and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Will study blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations' releases. May edit, standardize or make changes to material prepared by other writers or plant personnel. May specialize in writing

material and technical proposals regarding work methods and procedures. Education requirements: Bachelors degree in related field. Experience: Four years of experience required.

TRAVEL CLERK II-DOL CATEGORY 01532

Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination. Education requirements: High School Diploma. Experience: One year of experience required.

TRAVEL CLERK III-DOL CATEGORY 01533

Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination. Education requirements: High School Diploma. Experience: Two years of experience required.

TRUCK DRIVER, "LIGHT" - DOL CATEGORY 31361

Straight truck, under 1 ½ tons, usually 4 wheels.

Education requirements: High School Diploma. Experience: One year of experience required

TRUCK DRIVER, "MEDIUM" - DOL CATEGORY 31362

Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Education requirements: High School Diploma. Experience: One year of experience required.

TRUCK DRIVER, "HEAVY" - DOL CATEGORY 31363

Straight truck, over 4 tons, usually 10 wheels. Education requirements: High School Diploma. Experience: One year of experience required.

TRUCK DRIVER, "TRACTOR TRAILER" -DOL CATEGORY 31364

Rated capacity is the gross vehicle weight minus the empty weight of the vehicle.

Education requirements: High School Diploma. Experience: One year of experience required.

WAREHOUSE SPECIALIST-DOL CATEGORY 21400

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift operator). Education requirements: High School Diploma. Experience: One year of experience required.

WORD PROCESSOR II - DOL CATEGORY 01612

Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Education requirements: High School Diploma. Experience: Two years of experience required.

WOODWORKER-DOL CATEGORY 23980

Constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes. Studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. Fastens or installs parts, using hammer, nailing machine, or power stapler. Repairs defective containers by replacing damaged parts. Inserts wood bracings, cardboard files, and felt pads in containers. May build crate around object, using ruler, hand tools, and pneumatic nailer. May fabricate, repair, modify, and replace woodwork on vehicle sides and beds. May apply preservative to prolong wood life. May pack, seal, band, and apply markings to crates and containers. Education requirements: High School Diploma. Experience: Two years of experience required.

Professional Labor Categories

ACCOUNTANT

The employee for this position will prepare asset, liability, and capital account entries by compiling and analyzing account information. Document financial transactions by entering account information. Recommend financial actions by analyzing accounting options. Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. Substantiate financial transactions by auditing documents. Other duties for this position will consist of:

- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by completing data base backups.
- Maintain financial security by following internal controls.
- Prepare payments by verifying documentation, and requesting disbursements.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.
- Comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintain customer confidence and protects operations by keeping financial information confidential.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplish the result by performing the duty.
- Contribute to team effort by accomplishing related results as needed.

Minimum Education: Bachelors Degree. No substitute

Minimum/General Experience: 3 years of experience in related field.

ASSISTANT PROGRAM MANAGER

Functional Responsibility: Provide assistant support in conjunction with ongoing Government agency programs to manage facilities and taskings, including operating systems and equipment; develop system management plans, and adhere to established policies and procedures approved and used by the Government; provide technical support to the Government via programming in support of various projects; review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training. Shall attend technical meetings, provide task status briefings and reports. In support of the above task, specific work shall include but is not limited to the following: Apply task management skills, principles, and methods to optimize the Government's investment in ongoing projects. Conduct or provide technical support to project assessments. Develop plans for correction/improvement: Short-term (1 year), medium-range (2-5 years), and long-range (more than 5 years). Develop a project information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods. Assess adequacy of internal communication by contacting customers and getting their input concerning their needs. Shall be responsible for the management and administration; interfacing with Government or other contractor employees.

Minimum Education: Bachelor's degree in business or related field. Six years experience in the day to day operation and management of work outlined under Functional Responsibility may be substituted.

Minimum/General Experience: 4 year's experience with a minimum of Five (5) years experience.

COMPUTER SPECIALIST II

Provide technical assistance necessary to support IT growth needs and maintain and modify, as necessary, an assigned group of programs within the total number of utility routines, execution routines, input/output control programs. Evaluation various brands of IT equipment and software. Development of detailed logic, test, debug and program documentation for system applications. Provide computer training on an as-needed basis and be competent with at least Windows 98 or later and software productivity packages.

Minimum Education: Bachelor's degree.

Minimum/General Experience: 5 years experience operating computer systems and software.

CONTRACT MANAGER

Reviews solicitations and prepares routine response for proposals, bids, and contract modifications. May also prepare simple requests for proposals. Analyzes contract requirements, special provisions, terms and conditions to ensure compliance with appropriate laws, regulations, corporate policies and business unit procedure. Drafts and negotiates simple contractual instruments commensurate with skills and grade level. Communicates contract policy and practice to internal business teams. Ensures contract review, approval and execution in accordance with corporate and/or business unit guidelines. Prepares and administers routine correspondence, negotiation memoranda, and contract documentation to ensure timely and coordinated submittal. Prepares, organizes and maintains contract records and files documenting contract performance and compliance. May conduct research to support contract audit and or facilitate business unit contracting trends. Performs contract closeout activities. Assists mid- to high-level contract professionals in working with internal or external business teams on issues and developments relative to assigned contracts.

Minimum Education: Bachelor's degree.

Minimum/General Experience: 5 years experience in an contracting environment.

ELECTRICIAN

Installs, services and repairs lighting fixtures, electrical panels, outlets and wiring. Operates power hand tools and other specialized electrical equipment. Installs, repairs and services specialized electrical equipment and machinery. Constructs and maintains service equipment. Reads electrical circuit diagrams. Requisitions material and supplies from stockroom; calls vendors to discuss needs for parts and supplies, and recommends purchases and suppliers. Transfers primary power from one power source to another. Installs conductors, splices cable, builds terminations and does necessary hook-up for primary power lines. Sets poles, strings overhead lines and does overhead line maintenance. Lays underground conduit for electrical lines and installs low voltage electric lines and conduits for telephone systems. May do other trades work incidental to electrical work. Supervises other regular employees during a minor portion of the employee's work time; duties include assigning and reviewing work.

Minimum Education: High School with technical training and the required licenses

Minimum/General Experience: 5 years' experience

ENGINEER III

Functional Responsibility: Perform engineering assignments in which complex features occur. Duties and responsibilities include, but are not limited to providing substantial analysis and evaluation of alternative solutions to problem solving; solves the problem without a discussion of background and approach and without the solution being reviewed for technical accuracy and conformance to policy applying a thorough knowledge of engineering principles, methods, and practices standard guides, precedents, methods, and techniques. Applying difficult or unusual planning, scheduling, and negotiating, or coordination as the problem solving process dictates. Participates in meeting and conferences to plan cooperative activities and to devise converted approach to problems.

Minimum Education: Bachelor's degree.

Minimum/General Experience: 6 years experience in general engineering experience.

ENGINEER V

Functional Responsibility: Perform engineering assignments in which complex features occur. Duties and responsibilities include, but are not limited to providing substantial analysis and evaluation of alternative solutions to problem solving; solves the problem without a discussion of background and approach and without the solution being reviewed for technical accuracy and conformance to policy applying a thorough knowledge of engineering principles, methods, and practices standard guides, precedents, methods, and techniques. Applying difficult or unusual planning, scheduling, and negotiating, or coordination as the problem solving process dictates. Participates in meeting and conferences to plan cooperative activities and to devise converted approach to problems.

Minimum Education: Bachelor's degree.

Minimum/General Experience: 9 years experience in general engineering experience.

FINANCE MANAGER

The Finance manager will analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting. Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary. Oversee and lead annual budgeting and planning process. Administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status. Manage organizational cash flow and forecasting. Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements. Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual. Effectively communicate and present the critical financial matters to the board of directors.

Minimum Education: Bachelor's degree.

Minimum/General Experience: 6 year's experience in related field.

FINANCE MANAGER I

The Finance manager will analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting. Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary. Oversee and lead annual budgeting and planning process. Administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status. Manage organizational cash flow and forecasting. Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements. Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual. Effectively communicate and present the critical financial matters to the board of directors.

Minimum Education: Bachelor's degree.

Minimum/General Experience: 9 year's experience in related field.

FINANCIAL ANALYST IV

The Financial Analyst IV will track financial status by monitoring variances from plan. Determine financial status by comparing and analyzing plans and forecasts with actual results. Improve financial status by analyzing results and variances; identifying trends; recommending actions. Reconcile transactions by comparing and correcting data. Increase productivity by developing automated applications; eliminating duplications; coordinating information requirements. Provide information to management by assembling and summarizing data; preparing reports; making presentations of findings, analyses, and recommendations. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Accomplish finance and organization mission by completing related results as needed.

Minimum Education: Bachelor's degree.

Minimum/General Experience: 5 year's experience in related field.

HUMAN RESOURCES SPECIALIST

The Human Resources Specialist will Consult with employers to identify needs and preferred qualifications. Interview applicants about their experience, education and skills. Contact references and perform background checks. Inform applicants about job details such as benefits and conditions. Hire or refer qualified candidates. Conduct new employee orientations. Process all necessary paperwork for employment. Plan and coordinate the workforce to best use employees' talents. Resolve issues between management and employees. Advise managers on policies like equal employment opportunity and sexual harassment. Coordinate and supervise the work of specialists and staff. Oversee recruitment and hiring process.

Minimum Education: Bachelor's degree.

Minimum/General Experience: 5 year's experience in related field.

INSTRUCTIONAL TECHNOLOGIST

Functional Responsibility: Support the training manager and his/her staff in the selection of the training media, format, style, and presentation. Provide distance learning capabilities. Must have the ability to lecture and or train staff in requested areas related to supported contract requirements.

Minimum Education: Bachelor's degree. Eight (8) years experience in various training technologies including Distance Learning may be substituted.

Minimum/General Experience: (5) years experience

INTEGRATED LOGISTICS SPECIALIST II

Responsible for ensuring that customer support requirements and objectives are achieved within budgets and schedules. Continuous improvement of standard logistics processes and other necessary processes such as database development, and preventative maintenance systems. Support product, data interchange systems, demand management and related functions. Integrate learning from customers, competitors, operating entities, distribution, transportation, customer service, industry groups and professional training to continuously improve competitive position. Plan logistics strategies, and establishes standard logistics processes and tools. Monitor contract logistics activities for compliance with standard processes. Identify logistics issues and participates in developing solutions such as re-allocation of resources or modifying manufacturing or supply chain processes. Participate in progress planning and review sessions to discuss costs, schedule, and technical performance. Contribute to contract negotiations and contract modifications

Minimum Education: BS in related field or may substitute equivalent experience

Minimum/General Experience : 3 years of experience with all aspects of logistics acquisition development

INTEGRATED LOGISTICS SPECIALIST III

Responsible for ensuring that customer support requirements and objectives are achieved within budgets and schedules. Continuous improvement of standard logistics processes and other necessary processes such as database development, and preventative maintenance systems. Support product, data interchange systems, demand management and related functions. Integrate learning from customers, competitors, operating entities, distribution, transportation, customer service, industry groups and professional training to continuously improve competitive position. Plan logistics strategies, and establishes standard logistics processes and tools. Monitor contract logistics activities for compliance with standard processes. Identify logistics issues and participates in developing solutions such as re-allocation of resources or modifying manufacturing or supply chain processes. Participate in progress planning and review sessions to discuss costs, schedule, and technical performance. Contribute to contract negotiations and contract modifications

Minimum Education: BS in related field or may substitute equivalent experience

Minimum/General Experience : 4 years of experience with all aspects of logistics acquisition development

INTEGRATED LOGISTICS SPECIALIST IV

Responsible for ensuring that customer support requirements and objectives are achieved within budgets and schedules. Continuous improvement of standard logistics processes and other necessary processes such as database development, and preventative maintenance systems. Support product, data interchange systems, demand management and related functions. Integrate learning from customers, competitors, operating entities, distribution, transportation, customer service, industry groups and professional training to continuously improve competitive position. Plan logistics strategies, and establishes standard logistics processes and tools. Monitor contract logistics activities for compliance with standard processes. Identify logistics issues and participates in developing solutions such as re-allocation of resources or modifying manufacturing or supply chain processes. Participate in progress planning and review sessions to discuss costs, schedule, and technical performance. Contribute to contract negotiations and contract modifications.

Minimum Education: BS in related field or may substitute equivalent experience

Minimum/General Experience : 5 years of experience with all aspects of logistics acquisition development

INTEGRATED LOGISTICS SPECIALIST V

Responsible for ensuring that customer support requirements and objectives are achieved within budgets and schedules. Continuous improvement of standard logistics processes and other necessary processes such as database development, and preventative maintenance systems. Support product, data interchange systems, demand management and related functions. Integrate learning from customers, competitors, operating entities, distribution, transportation, customer service, industry groups and professional training to continuously improve competitive position. Plan logistics strategies, and establishes standard logistics processes and tools. Monitor contract logistics activities for compliance with standard processes. Identify logistics issues and participates in developing solutions such as re-allocation of resources or modifying manufacturing or supply chain processes. Participate in progress planning and review sessions to discuss costs, schedule, and technical performance. Contribute to contract negotiations and contract modifications

Minimum Education: BS in related field or may substitute equivalent experience

Minimum/General Experience : 6 years of experience with all aspects of logistics acquisition development

PERSONNEL SPECIALIST

Shall perform routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some

receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times.

Minimum Education: BS in related field or may substitute equivalent experience

Minimum/General Experience : 3 years of experience.

PROGRAM ANALYST I

Functional Responsibility: Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, and develop program cost estimate.

Minimum Education: Bachelor's degree. May substitute 3 years experience business management experience.

Minimum/General Experience: 3 years business management experience as supervisor or project manager in a related field.

PROGRAM ANALYST II

Functional Responsibility: Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, and develop program cost estimate.

Minimum Education: Bachelor's degree. May substitute 4 years experience business management experience.

Minimum/General Experience: 4 years business management experience as supervisor or project manager in a related field.

PROGRAM ANALYST III

Functional Responsibility: Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, and develop program cost estimate.

Minimum Education: Bachelor's degree. May substitute 6 years experience business management experience.

Minimum/General Experience: 5 years business management experience as supervisor or project manager in a related field.

PROGRAM ANALYST IV

Functional Responsibility: Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, and develop program cost estimate.

Minimum Education: Bachelor's degree. May substitute 8 years experience business management experience.

Minimum/General Experience: 7 business management experience as supervisor or project manager in a related field.

PROGRAM ANALYST V

Functional Responsibility: Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, and develop program cost estimate.

Minimum Education: Bachelor's degree. May substitute 10 years experience business management experience.

Minimum/General Experience: 9 years business management experience as supervisor or project manager in a related field.

PROGRAM MANAGER III

Provide technical support in conjunction with ongoing Government agency programs to manage facilities and taskings, including operating systems and equipment; develop system management plans, and adhere to established policies and procedures approved and used by the Government; provide technical support to the Government via programming in support of various projects; review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training. Shall attend technical meetings, provide task status briefings and reports. In support of the above task, specific work shall include but is not limited to the following: Apply task management skills, principles, and methods to optimize the Government's investment in ongoing projects. Conduct or provide technical support to project assessments. Develop plans for correction/improvement: Short-term (1 year), medium-range (2-5 years), and long-range (more than 5 years). Develop a project information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods. Assess adequacy of internal communication by contacting customers and getting their input concerning their needs. Shall be responsible for the management and administration; interfacing with Government or other contractor employees.

Minimum Education: Bachelor's degree.

Minimum/General Experience: 6 years experience

PROJECT COORDINATOR

The Project Coordinator will Complete special projects, perform necessary research, and data collection as assigned. Compile statistics, data, and other supporting documentation and information necessary to complete assigned projects; may perform routine analysis. Prepare reports on a regular basis for acting Project Manager. Review/audit documents and other work received by the department for completeness and adherence to guidelines. Prepare, process, and track project reports.

Minimum Education: Bachelor's degree in related field.

Minimum/General Experience: 3 years of experience

PROJECT MANAGER

Provide technical support in conjunction with ongoing Government agency projects to manage operating systems and equipment; develop project management plans, and adhere to established policies and procedures approved and used by the Government to execute system management functions; provide technical support to the Government in support of various projects; review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training. Shall attend technical meetings, provide task status briefings and reports. Conduct or provide technical support to project assessments. Develop plans for correction/improvement: Short-term (1 year), medium-range (2-5 years), and long-range (more than 5 years). Provide plans to customers and staff to effectively manage facility assets. Develop a project information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods. Assess adequacy of internal communication by contacting customers and getting their input concerning their needs. Develop strategies to optimize the task organizational performance, ensure efficiency, and achieve a high level of customer satisfaction. Shall be responsible for the management and administration; interfacing with Government or other contractor employees.

Minimum Education: Bachelor's degree.

Minimum/General Experience: 7 years experience

PROJECT SUPERVISOR

Provide technical support in conjunction with ongoing Government agency projects to manage operating systems and equipment; develop project management plans, and adhere to established policies and procedures approved and used by the Government to execute system management functions; provide technical support to the Government in support of various projects; review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training. Shall attend technical meetings, provide task status briefings and reports. Conduct or provide technical support to project assessments. Develop plans for correction/improvement: Short-term (1 year), medium-range (2-5 years), and long-range (more than 5 years). Provide plans to customers and staff to effectively manage facility assets. Develop a project information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods. Assess adequacy of internal communication by contacting customers and getting their input concerning their needs. Develop strategies to optimize the task organizational performance, ensure efficiency, and achieve a high level of customer satisfaction. Shall be responsible for the management and administration; interfacing with Government or other contractor employees.

Minimum Education: Bachelor's degree. 8 year experience in the day to day operation and management.

Minimum/General Experience: 9 years experience with a minimum

SAFETY MANAGER

This position will be responsible for planning, coordinating, and implementing environmental, health, and safety programs. The Safety Manager will follow and establish regulatory and behavior principles, as well as technology enhancements in order to prevent workplace hazards and to maintain safety. The safety manager will oversee facilities or other work locations to ensure that all safety rules and regulations are adhered to. This position will prepare and document all incidents and report all findings to senior management.

Education requirements: High School Diploma.

Experience: 3 years of related experience.

SECURITY TECHNICIAN

Examine systems to locate problems such as loose connections or broken insulation.
Inspect installation sites and study work orders, building plans, and installation manuals in order to determine that materials requirements and installation procedures have been met.
Install, maintain, or repair security systems alarm devices, and related equipment, following blueprints of electrical layouts and building plans.
Adjust sensitivity of units based on room structures and manufacturers recommendations, using programming keypads.
Test and repair circuits and sensors, following wiring and system specifications.
Keep informed of new products and developments.
Request orders for replacement parts.
Records serial numbers on all equipment installed and follows through with reports as required for documentation of official records.
Records location of all equipment installed.
Perform skilled repair and maintenance operations using tools of the trade.
Performs a variety of marginal duties not listed to be determined and assigned as needed.

Minimum Education: High School Diploma

Minimum/General Experience : 5 years of experience required.

SUPPLY SYSTEM ANALYST

Provide supply support functions to include attending meetings with potential and existing customers, analyzing customer supply system needs, accessing program performance and objectives, developing key timelines and schedules, and development of program cost estimate.

Minimum Education: Bachelor's degree. May substitute Eight (8) years experience business management experience.

Minimum/General Experience: 6 years business management experience as supervisor or project manager in a related field.

