



GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE
CATALOG/PRICE LIST

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-07F-0229N

CONTRACT PERIOD: January 22, 2018-January 21, 2023

Last Updated: October 19, 2017

For more information about ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services (TAPS), click on the Ordering Procedures button at <http://www.qsa.gov/temp services>.

CONTRACTOR:



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CONTRACTOR'S ADMINISTRATION SOURCE: CCR, SBA, NMSDC

BUSINESS SIZE: Small Disadvantaged Business

SBA 8(a) Business Development Program Graduate Effective 9/19/10

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
736-1	Administration Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-3	General Services and Support Occupations
736-4	Information and Arts Occupations, including Misc. 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 hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

2. MAXIMUM ORDER*: \$100,000 per SIN

* If the best value selection places your order above the Maximum Order amount identified in this catalogue/price list, 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 unless the contractor agrees to accept a smaller order amount.

4. GEOGRAPHIC COVERAGE: Nationwide (48 Contiguous US States)
Wage Determination: 2005-2133 Revision 9 Dated: 9/14/2010
Preponderance of Work location: Atlanta, GA

All labor categories currently listed for the above Wage Determination (05-2103) on our GSA TAPS Schedule are available in all locations throughout the continental US.

Notes:

- a. If service is to be performed on a task order in an area with a **lower SCA Rate**, thereby precipitating payment of lower hourly wages, the applicable billing rates that appear on the approved pricing sheet will be **discounted accordingly**.
- b. If service is to be performed in an area with a **higher SCA Rate**, thereby precipitating payment of higher hourly wages, Corporate Temps, Inc. will submit a new, modified pricing sheet to its contracting officer for approval of higher billing rates consistent with those existing in the new locality.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: N/A

7. **QUANTITY DISCOUNT(S):** None
8. **PROMPT PAYMENT TERMS:** Net 30 Days
- 9a. 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
- 11a. **TIME OF DELIVERY:** If specified, within 24 Hours
- 11b. **EXPEDITED DELIVERY:** Within 24 Hours
12. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 13a. **URGENT REQUIRMENTS:** 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
- 13a. **ORDERING ADDRESS:** Same as contractor address. Customer should contact contractor for additional addresses.
14. **PAYMENT ADDRESS:** Same as contractor address.
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** Not applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** 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 AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** Yes, if requested provided through Adapt One (Open Systems)
25. **DUNS NUMBER:** 789620713

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor has an Active Registration in the CCR database.

About Corporate Temps, Inc.

Headquartered in Norcross, Georgia (nearly Atlanta), Corporate Temps, Inc. has provided thousands of administrative, finance, industrial, and support professionals to major clients throughout the Southeast since 1991. We provide a variety of professional services that offer the flexibility to help you and your agency meet business goals.

➤ Experienced & Successful Federal Government Contractor

Corporate Temps has over 17 years of experience in providing quality staffing for the Federal Government as a GSA 736 Schedule Holder.

Our staff has the knowledge and expertise to understand the complexities of Federal Contracting and navigate the challenges of Federal Contracting. Our successful record of Federal contracts allows us to provide your agency with the highest level of service and exceed expectations every time.

➤ Premium Staffing Services & Streamlined Employee Management

Corporate Temps specializes in, but does not limit itself to, staffing personnel in the following fields of employment:

- Administrative & Clerical
- Customer Service
- Finance & Accounting
- Warehouse/Industrial
- Technical
- General Labor and Support
- Professional & Executive

Our experienced staff works closely with you to determine your specific needs and understand your agency's requirements and expectations. We carefully identify the best-qualified candidates from our comprehensive talent pool to match your agency's needs. We conduct in-depth testing, background and criminal checks, education/employment verification, and reference checks in order to provide you with the best and brightest candidates.

Our efficient, integrated HR systems allow us to manage all aspects of recruitment from start to finish and continue to monitor on-site performance. We'll make billing, reporting and performance checks easy for you.

➤ Superior Level of Service

Corporate Temps is committed to our mission of providing our clients with insurmountable staffing service that is professional, efficient, and of the highest quality in the industry. Our firm is

committed to a 100% satisfaction goal in the service delivery process as well as in meeting your operational objectives. We strive to never compromise our integrity and to provide an astonishing level of commitment to our employees and clients.

We know that recruitment, selection and retention of excellent employees are key to your agency's successful performance. Our vision, goal and commitment are to deliver long-term value across all critical areas requiring staffing.

Continuous customer service improvement is integral and permanent to our business model. We are continuously refining our talent recruitment processes to better serve our clients.

➤ **Certified Minority Business Enterprise**

Corporate Temps is a proud member of the National and Georgia Minority Suppliers Development Council (NMSDC and GMSDC). We can help you meet your MWBE diversity staffing goals.

We look forward to the opportunity to serving and exceeding your agency's goals.

CORPORATE TEMPS, INC.'S NOT to Exceed Hourly Rates

SIN 736 1: Administrative Support & Clerical Occupations Preponderance of Work Location(s): Atlanta, GA,

Position		GSA Bill	
Accounting Clerk I		\$24.10	
Accounting Clerk II		\$26.44	
Accounting Clerk III		\$29.57	
Administrative Assistant		\$43.01	
Administrative Assistant II		\$46.81	
Administrative Assistant III		\$50.99	
Collections Specialist		\$25.02	
Court Reporter/Transcriber		\$45.00	
Data/Key Entry Operator I		\$24.73	
Data/Key Entry Operator II		\$26.58	
Document Preparation Clerk		\$23.76	
Duplicating Machine Operator		\$23.76	
General Clerk I		\$26.15	
General Clerk II		\$27.62	
General Clerk III		\$28.45	
General Clerk IV		\$34.81	
Housing Referral Assistant		\$36.15	
Logistics Assistant		\$30.00	
Maintenance Scheduler		\$27.99	
Medical Records Clerk		\$26.49	
Medical Records Technician		\$28.56	
Messenger/Courier		\$16.37	
Motor Vehicle Dispatcher		\$32.30	
Order Clerk I		\$23.54	
Order Clerk II		\$26.09	
Personnel Assistant I		\$26.69	
Personnel Assistant II		\$31.44	
Personnel Assistant III		\$34.79	
Production Control Clerk		\$35.39	
Receptionist		\$24.11	
Rental Clerk		\$26.68	
Secretary I		\$28.19	
Secretary II		\$30.94	
Secretary III		\$33.94	
Service Order Dispatcher		\$27.62	
Supply Technician		\$43.01	
Survey Worker (Interview)		\$31.23	
Travel Clerk I		\$25.27	
Travel Clerk II		\$27.14	
Travel Clerk III		\$28.85	
Word Processor I		\$23.88	

Word Processor II		\$26.68	
Word Processor III		\$31.08	

Sin 736 2: Automatic Data Processing Occupations Preponderance of Work Location(s):Atlanta, GA

Position		GSA Bill	
Computer Operator I		\$29.52	
Computer Operator II		\$32.43	
Computer Operator III		\$35.58	
Computer Operator IV		\$38.98	
Computer Operator V		\$42.63	
Computer Programmer I		\$40.77	
Computer Programmer II		\$41.08	
Computer Programmer III		\$54.14	
Computer Programmer IV		\$64.32	
Computer Systems Analyst I		\$37.80	
Computer Systems Analyst II		\$44.83	
Computer Systems Analyst III		\$56.17	
IT Specialist I		\$41.80	
IT Specialist II		\$42.75	
Personal Computer Support Tech		\$38.98	

Sin 736 3: General Services and Support Occupations Preponderance of Work Location(s):Atlanta, GA

Position		GSA Bill	
Electrician		\$37.22	
Electronics Tech. Maintenance I		\$34.93	
Electronics Tech. Maintenance II		\$40.13	
Electronics Tech. Maintenance III		\$42.55	
Forklift Operator-45%		\$26.01	
Grounds Maintenance Laborer		\$20.99	
Janitor		\$20.52	
Laborer		\$21.67	
Laundry and Dry-Cleaning Operator		\$19.05	
Laundry Manager		\$29.64	
Machinery Maintenance Mechanic		\$34.34	
Maintenance Worker, General		\$30.54	
Material Coordinator		\$33.04	
Material Handling Laborer		\$23.54	
Motor Vehicle Mechanic		\$38.30	
Order Filler		\$23.98	
Sewing Machine Operator		\$24.98	
Shipping Packer		\$24.75	
Shipping/ Receiving Clerk		\$24.80	
Stock Clerk		\$27.55	
Store Worker I		\$20.53	
Tailor		\$22.99	
Tools and Parts Attendant		\$26.01	
Warehouse Specialist I		\$26.01	

Warehouse Specialist II		\$32.43	
Warehouse Specialist III		\$40.87	
Warehouse Specialist IV		\$47.20	

Sin 736 4: Information & Arts Occupations

Preponderance of Work Location(s):Atlanta, GA

Position		GSA Bill	
Cashier		\$18.18	
Desk Clerk		\$19.32	
Food Service Worker		\$19.26	
Information Specialist I		\$33.33	
Information Specialist II		\$36.59	
Illustrator I		\$34.78	
Illustrator II		\$38.53	
Illustrator III		\$45.40	
Librarian		\$45.32	
Library Technician		\$26.98	
Media Specialist I		\$31.26	
Media Specialist II		\$34.39	
Media Specialist III		\$37.76	
Technical Instructor/Course Devel.		\$46.56	

Sin 736 5: Technical & Professional Occupations

Preponderance of Work Location(s):Atlanta, GA

Position		GSA Bill	
Accountant, Junior		\$41.32	
Accountant, Senior		\$56.10	
Accountant, Staff		\$39.93	
Accounting Clerk IV		\$33.54	
Administrative Assistant – Executive I		\$37.73	
Administrative Assistant – Executive II		\$39.95	
Administrative Support Specialist		\$37.49	
Analyst V		\$52.50	
Assistant Project Coordinator		\$30.00	
Attorney		\$59.00	
Attorney, Staff		\$86.44	
Audit Support		\$33.54	
Auditor		\$56.47	
Biologist I		\$36.32	
Biologist II		\$42.69	
Biologist III		\$50.85	
Biologist IV		\$62.30	
Biologist V		\$75.03	
Biomedical Technician III		\$53.22	
Budget Analyst I		\$31.60	
Budget Analyst II		\$35.80	
Business Consultant II		\$42.91	

Business Analyst		\$56.45	
Call Ctr./Customer Service Rep.		\$14.05	
Cartographic Technician		\$42.86	
Civil Engineering Technician		\$32.45	
Communications Risk Strategist		\$85.74	
Compliance Specialist		\$53.91	
Computer-Based Training Specialist/Instructor (CBT)		\$45.10	
Consumer Safety Specialist		\$51.82	
Contract Administrator		\$49.02	
Contract Specialist I		\$46.93	
Contract Specialist II		\$58.39	
Contract Specialist III		\$70.58	
Senior Contract Specialist		\$50.68	
Contracting Support/Assistant		\$35.73	
Controller		\$86.98	
Desktop Support Technician		\$24.64	
Disclosure Support Specialist		\$37.49	
Drafter/CAD Operator I		\$33.17	
Drafter/CAD Operator II		\$35.58	
Drafter/CAD Operator III		\$39.08	
Drafter/CAD Operator IV		\$46.06	
EEO Specialist		\$42.17	
Engineering Technician I		\$28.72	
Engineering Technician II		\$33.51	
Engineering Technician III		\$34.79	
Engineering Technician IV		\$42.73	
Engineering Technician V		\$50.16	
Engineering Technician VI		\$57.78	
Environmental Technician		\$37.43	
Executive Secretary		\$55.00	
Financial Analyst I		\$39.93	
Financial Analyst II		\$47.06	
Financial Analyst III		\$57.71	
Financial Analyst IV		\$64.88	
Financial Support/Assistant		\$46.93	
FOIA/Privacy Analyst, Sr.		\$63.25	
GIS Surveyor		\$59.50	
Grant Technical Writer		\$37.50	
Graphic Artist (Designer)		\$40.20	
Health Communications Specialist		\$49.12	
Health Physicist		\$67.89	
HR Management Specialist		\$40.60	
HR Records Management Specialist		\$22.06	
HR Resource Consultant		\$48.04	
Instructional Assistant (Paraprofessional)		\$22.95	
IT Professionals		\$74.74	

IT Project Manager II	\$48.87
IT Support	\$65.83
Laboratory Technician I	\$31.51
Laboratory Technician II	\$34.39
Laboratory Technician III	\$37.81
Laboratory Technologist	\$44.81
Legal Secretary I	\$32.19
Legal Secretary II	\$37.11
Legal Secretary III	\$40.16
Legal Secretary IV	\$44.28
Loan Processor	\$25.18
Management Analyst I	\$41.68
Management Analyst II	\$48.56
Management Analyst III	\$51.88
Media Maker (Scientific Assistant)	\$30.37
Medical Records Clerk	\$26.49
Medical Records Technician	\$28.56
Medical Secretary	\$42.69
Microbiologist I	\$34.46
Microbiologist II	\$42.36
Microbiologist III	\$46.54
Microbiologist IV	\$55.82
Microbiologist V	\$69.91
Paralegal/Legal Assistant I	\$32.67
Paralegal/Legal Assistant II	\$39.28
Paralegal/Legal Assistant III	\$46.93
Paralegal/Legal Assistant IV	\$55.70
Payroll Specialist I	\$19.49
Personnel Analyst	\$52.52
Personnel Analyst II	\$67.75
Personnel Analyst III	\$83.00
Policy Analyst I	\$44.68
Policy Analyst II	\$46.00
Policy Analyst III	\$47.55
Procurement Clerk I	\$29.66
Procurement Clerk II	\$32.41
Program Analyst III	\$67.19
Program Manager I	\$36.27
Program Manager II	\$39.71
Program Manager V	\$96.42
Project Administrator I	\$41.52
Project Administrator II	\$47.38
Project Assistant	\$37.14
Project Coordinator I	\$35.00
Project Coordinator II	\$45.00
Project Manager I	\$40.69
Project Manager II	\$47.22
Public Health Analyst/Advisor I	\$52.50

Public Health Analyst II		\$59.50	
Purchasing Agent		\$44.15	
Quality Control Technician		\$28.70	
Real Property Clerk		\$37.12	
Registrar		\$42.06	
Repository Specialist		\$48.69	
Research Assistant I		\$36.65	
Research Assistant II		\$43.06	
Research Assistant III		\$52.16	
Research Assistant IV		\$62.93	
Secretary IV		\$35.54	
Secretary V		\$38.70	
Statistician I		\$37.39	
Statistician II		\$44.25	
Statistician III		\$54.61	
Statistician IV		\$62.23	
Statistician V		\$71.17	
Technical Writer I		\$42.16	
Technical Writer II		\$47.87	
Technical Writer III		\$56.85	
Web Developer		\$55.11	

Note: Rates shown above are ceiling rates.

**JOB DESCRIPTIONS
SCA DIRECTORY OF OCCUPATIONS
(Fifth Edition)**

GSA Schedule 736 Special Item Number (SIN) 736-1

ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

This category includes occupations concerned with preparing, transcribing, transferring, systematizing, and preserving both written and computerized communications and records; gathering and distributing information. The duties in this category also include: operating office machines; storing, distributing, accounting for stores of materials; distributing mail and delivering messages. Performing other administrative support and clerical duties may be required.

01010 ACCOUNTING CLERK (Occupational Base)

The Accounting Clerk performs one or more accounting tasks such as; posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings.

01011 ACCOUNTING CLERK I

This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

01012 ACCOUNTING CLERK II

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

01013 ACCOUNTING CLERK III

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

01021 ADMINISTRATIVE ASSISTANT I

He/she will support program/project management by performing such secretarial/administrative services as: scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receiving callers; assisting with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. He/she must be able to work independently and complete all duties assigned. Administrative Assistants must be proficient in the MS Office Suite and be quick learners on varied computer software. The Administrative Assistant must have a minimum of one year of experience.

01022 ADMINISTRATIVE ASSISTANT II

He/she will support program/project management by performing such secretarial/administrative services as: scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receiving callers; assisting with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. He/she must be able to work independently and complete all duties assigned. Administrative Assistants must be proficient in the MS Office Suite and be quick learners on varied computer software. High school diploma with 2-4 years of experience preferred.

01023 ADMINISTRATIVE ASSISTANT III

He/she will support program/project management by performing such secretarial/administrative services as: scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receiving callers; assisting with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. He/she must be able to work independently and complete all duties assigned. Administrative Assistants must be proficient in the MS Office Suite and be quick learners on varied computer. Minimum of 5 years of experience in the field preferred.

01030 COLLECTIONS SPECIALIST

Responsibilities for this position include using judgment to determine the most appropriate and expedient way to resolve a portfolio of delinquent accounts in order to maximize collection. The Collections Specialist requests and analyzes credit reports for use in determining ways to resolve delinquent accounts, determines whether write-off tools are necessary, and recommends them to immediate supervisor when debts are uncollectible (i.e., matters in bankruptcy). This position monitors payments made by debtors and minimizes the number of delinquent accounts.

01040 COURT REPORTER/TRANSCRIPTIONIST

Applicants for the position of court reporter are required to determine tone and intended audiences using either stenographic, electronic or voice-writing methods to create and maintain the dictionary the computer uses to translate their keystrokes. After proceedings, court reporters carefully review transcripts to eliminate inaccuracies and thereafter create fresh transcripts. They prepare all associated editing and proofreading documentation. The court reporter is charged with securing accurate names of the parties, witnesses and places involved as well as organizing and managing information to be attached to the transcript as requested. He/she creates storage and retrieval procedures for his/her stenographic notes and voice files. Court reporters may use audio or digital recording systems during court proceedings to take notes – while indicating relevant issues and monitoring the recording sessions. Once the proceedings have ended, they will review the tapes and prepare accurate transcripts.

In clinical environments, transcriptionists use transcribing machines with headsets and foot pedals to listen to recordings by physicians and other healthcare professionals who dictate a variety of reports (e.g., federal or medical), including reviews and final summaries. Applicants transcribe dictated reports and translate jargon and abbreviations into expanded forms. He/she edits documents as necessary and returns reports in either printed or electronic form to the dictator for review, correction and signature.

Court reporters may work in lawyers' offices, courtrooms and/or grant review panels. Freelance reporters may work evenings, be on call or telecommute. Health risks associated with such positions include repetitive stress injuries such as carpal tunnel syndrome as well as back, neck, eye and wrist strain. A High School Diploma or its equivalent is required for court reporter applicants. Candidates should be able to capture at least two hundred twenty-five (225) words per minute. An electronic reporter may have to earn certification or licensing required by state courts or agencies. Examples include: Certified Verbatim Reporter, Certificate of Merit, and Real-time Verbatim Reporter. A Bachelor's degree with 0-1 year of experience in the field or in a related area may be required. Court reporters should possess knowledge of commonly-used concepts, practices, and procedures within the particular field. They rely upon instructions and pre-established guidelines to perform the functions of the job, occasionally under supervision.

01151 DATA/KEY ENTRY OPERATOR I

He/she works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I reviews and utilizes various standardized source documents that have been coded and require little or no selection, coding or interpretation of data. Problems such as erroneous items, codes or missing information are addressed at the supervisory level. Work is routine and repetitive.

01152 DATA/KEY ENTRY OPERATOR II

This position requires the application of experience and judgment in selecting those procedures to be followed. The Data Entry Operator II must be able to search for, interpret, select, and/or coding items to be entered from a variety of document sources. He/she may occasionally perform routine work as described for Data Entry Operator I.

01070 DOCUMENT PREPARATION CLERK (Document Preparer)

He/she prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, utilizing a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

01090 DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction Worker)

This position 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. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

01111 GENERAL CLERK I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

01112 GENERAL CLERK II

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.

01113 GENERAL CLERK III

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

01114 GENERAL CLERK IV

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 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.

01120 HOUSING REFERRAL ASSISTANT

Receives callers and responds to complaints in person or by telephone for government agency: Questions callers to ascertain nature of complaints against government agency; records complaint on standard form; and routes form to appropriate department or office for action. Contacts department or office to which complaint was referred to determine disposition. Contacts complainant to verify data and follow-up on results of referral. Compiles complaint records, by category, department office, and disposition. Notifies supervisor of patterns of poor provision of service. Maintains up-to-date reference materials and files.

LOGISTICS ASSISTANT

Provides a wide variety of logistical assistance in support of daily operations including passenger transportation arrangements, shipping of materials and documents, coordinating of technical services related to special events and meetings and maintenance of records and logs. Must have a driver's license.

01300 MAINTENANCE SCHEDULER

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop: Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.

01141 MESSENGER/COURIER

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such

as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

01060 MOTOR VEHICLE DISPATCHER

Assigns drivers and vehicles to convey freight or passengers. Coordinates drivers according to customer requests in compliance with DOT regulations and company rules; communicates with customers to determine driver needs and schedules and notifies drivers of assignments; enters assignments into computer database. Requires a high school diploma with 2-4 years experience in the field or within a related area. Familiar with standard concepts, practices, and procedures within a particular field. Individual works under general supervision utilizing good judgments.

01190 ORDER CLERK (Occupational Base)

The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up, or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders.

This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

01191 ORDER CLERK I

This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.

01192 ORDER CLERK II

This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

01261 PERSONNEL ASSISTANT I

This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.

01262 PERSONNEL ASSISTANT II

This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks

beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher level personnel office employees. Work may be checked occasionally.

01263 PERSONNEL ASSISTANT III

This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

01270 PRODUCTION CONTROL CLERK

This position 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. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk 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 a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk 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. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

01280 RECEPTIONIST

He/she must have good interpersonal skills and a high school diploma or its equivalent. Employment is expected to grow faster than average for all occupations. Candidates are required to answer telephones, route and screen calls, greet visitors, respond to inquiries from the public, and provide information about the organization.

He or she is responsible for the coordination of filing, archives, mail, monitoring and greeting of visitors, managing schedules, maintaining the board room or conference area in addition to arranging appointments, providing identification cards, arranging for escorts. He or she will use multi-line telephone systems, personal computers, and fax machines, take messages and inform other employees of visitors' arrivals or cancellation of an appointment with performing a variety of office duties, including opening and sorting mail, collecting and distributing parcels, and transmitting and delivering facsimiles. Other duties include updating appointment calendars, preparing travel vouchers, and performing basic bookkeeping, word processing, and filing. He/she will maintain a clean and quiet work station and resolve inquiries appropriately with friendliness and utmost professionalism.

He or she must have good interpersonal and customer service skill and be courteous, professional, and helpful. Candidates must be active listeners and reliable workers. They must be skillful at operating a wide range of office technology and software applications, including Microsoft Word, Excel, Power Point, Access and Outlook. They must possess at least 2-4 years experience with the capability to type a minimum of 40 words per minute for word processing tasks.

01290 RENTAL CLERK

This position performs clerical duties concerned with rental and management of public housing projects answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. The Rental Clerk receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. This Clerk receives security deposits and prepares tenant receipts, prepares bank deposits, maintains tenant files, and follows up on income re-certifications.

01311 SECRETARY I

Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters. As instructed,

maintains supervisor's calendar, makes appointments, and arranges for meeting rooms. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format. Maintains recurring internal reports, such as: time and leave records, office equipment listings, correspondence controls, training plans, etc. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Works under an organizational structure that is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

01312 SECRETARY II

Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Familiar with standard concepts, practices, and procedures within a particular field, Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. Works under an organizational structure that is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

01313 SECRETARY III

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: Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member, or other offices.

May prepare and sign routine, non-technical correspondence in own or supervisor's name. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed. Collects information from the files or staff for routine inquires on office program(s) or periodic reports.

Refers non routine requests to supervisor or staff. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected, Works under an organizational structure that is complex and is divided into subordinate groups that usually differ from each other as to subject matter, and or function; supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls are formal, (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

01320 SERVICE ORDER DISPATCHER

Dispatches workers, for normal maintenance or emergency repairs. Records time, location, and nature of trouble and relays information to workers assigned to area in which work occurs, using telephone or radio. Receives work reports and makes reassignments. Informs work crews of changes in weather conditions and system status affecting safety, and answers questions requiring knowledge of system layout and

electric equipment operation and repair. Relays and records all messages between line crews and Load Dispatcher concerning switching operations. May requisition supplies. May dispatch workers to answer customer service calls.

01410 SUPPLY TECHNICIAN

This personnel performs aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and 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 standardized segments of technical supply management operations. The work generally involves individual case problems or supply actions. 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 take or recommend action based upon application or interpretation of established guidelines.

Candidates must be familiar with some supply databases as specified by the job. They must also be a high school graduate or completed an equivalent program. Must possess valid driver's license and safety shoes (steel toe). Must consent to drug testing and possess 0-1 year of logistics qualifications.

01420 SURVEY WORKER (INTERVIEW)

Interviews people and compiles statistical information on topics, such as public issues or consumer buying habits. Contacts people at home or place of business, approaches persons at random on street, or contacts them by telephone, following specified sampling procedures. Asks questions following specified outline on questionnaire and records answers. Reviews, classifies, and sorts questionnaires following specified procedures and criteria

01531 TRAVEL CLERK I

Under close supervision or following specific procedures and detailed instructions arranges travel on one and sometimes two modes of transportation. Travel is almost always 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.

01532 TRAVEL CLERK II

Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated through the use of readily obtainable timetables or guides.

Travel is frequently recurrent. A substantial number of problems arise as a result of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance, so there may be major problems of scheduling or accommodations.

Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination.

Within general guidelines, employees select and apply appropriate travel guides, methods, techniques and

work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

01533 TRAVEL CLERK III

At this level, all major modes of transportation are used, and most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, replanning, or rearranging, with many side trips, requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections.

A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.

The incumbent is characterized by independence of action, with very little instruction, guidance and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and responsible as the principal point of liaison with other elements and with carriers and other facilities.

01610 WORD PROCESSOR (Occupational Base)

This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail.

01611 WORD PROCESSOR I

This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

01612 WORD PROCESSOR II

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: editing and reformatting written or electronic drafts (e.g., correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations); and transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

01613 WORD PROCESSOR III

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

GSA Schedule 736 Special Item Number (SIN) 736-2

AUTOMATIC DATA PROCESSING OCCUPATIONS

14041 COMPUTER OPERATOR I

The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

14042 COMPUTER OPERATOR II

The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.

14043 COMPUTER OPERATOR III

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.

14044 COMPUTER OPERATOR IV

The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g., frequent introduction of new programs, applications or procedures). In response to computer output instructions or error conditions, this worker 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 if necessary. Typically, completed work is submitted to users without supervisory review.

14045 COMPUTER OPERATOR V

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.

14071 COMPUTER PROGRAMMER I

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an Associate's Degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within

a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

14072 COMPUTER PROGRAMMER II

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an Associate's Degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

14073 COMPUTER PROGRAMMER III

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require a Bachelor's Degree. Requires 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

14074 COMPUTER PROGRAMMER IV

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require a Bachelor's Degree. Requires 5-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

14101 COMPUTER SYSTEMS ANALYST I

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May require a Bachelor's Degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

14102 COMPUTER SYSTEMS ANALYST II

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. May require a Bachelor's Degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with relational databases and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

14103 COMPUTER SYSTEMS ANALYST III

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current

operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Requires a Bachelor's Degree in a related area and at least 5 years of experience in the field or in a related area. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.

IT SPECIALIST I

He/she shall provide technology support services to ensure the effective operations of program office systems, databases, and web sites. The IT Specialist will be responsible for performing, but not necessarily limited to, the following duties: System analysis, design, development, and/or maintenance; computer systems administration and management; data entry, data storage, data retrieval and electronic records management; specialized workstation support; computer equipment maintenance; database generation and management; data and/or media management; orientation and training; information center/help desk support; computer graphics support services; web site design, development, maintenance; and web content management. The Information Technology Specialist I must have a minimum of one year of experience.

IT SPECIALIST II

He/she shall provide technology support services to ensure the effective operations of program office systems, databases, and web sites. The IT Specialist will be responsible for performing, but not necessarily limited to, the following duties: System analysis, design, development, and/ or maintenance; computer systems administration and management; data entry, data storage, data retrieval and electronic records management; specialized workstation support; computer equipment maintenance; database generation and management; data and/or media management; orientation and training; information center/help desk support; computer graphics support services; web site design, development, maintenance; and web content management. The Information Technology Specialist II must have a minimum of six years of experience.

14160 PERSONAL COMPUTER SUPPORT TECHNICIAN

The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. The Personal Computer Support Technician is required to to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs.

In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination, between users and components of a local area network, and participates in the evaluation of system configuration and software.

GSA Schedule 736 Special Item Number (SIN) 736-3

GENERAL SERVICES AND SUPPORT OCCUPATIONS

23160 ELECTRICIAN, MAINTENANCE

An Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

23181 ELECTRONICS TECHNICIAN, MAINTENANCE I

Maintains, repairs, and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and mainframe computers and terminals; industrial, medical, measuring, and controlling equipment; satellite equipment; and industrial robotic devices. Applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operations.

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy. Must have earned high school diploma or equivalent. May be required to pass a U.S. Government background security check.

23182 ELECTRONICS TECHNICIAN, MAINTENANCE II

Performs moderately complex technical functions related to the support of development engineering activities such as set up, operation, maintenance, modification, circuit testing, calibration, and troubleshooting of electronic or electro-mechanical systems, experimental design circuitry, proto-type models or specialized test equipment. Applications may include analog, digital and/or video type circuits and logic systems. Conducts engineering/ development tests and detailed experimental testing to collect design data or assist in general research work. Diagnoses and corrects electronic circuitry malfunctions. Assists in the development of electronic equipment. Provides design details and recommends modifications to engineering designs as needed. May prepare instructional guides for repairing, calibrating, and maintaining equipment and systems. Performs other duties as assigned. Requires High School diploma or equivalent, and three (3) to four (4) years of related experience. Technical training equivalent to an Associate's degree preferred. May be required to pass a U.S. Government background security check.

23183 ELECTRONICS TECHNICIAN, MAINTENANCE III

The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry,

evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering; changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.

High school diploma or general education degree (GED) is required. Minimum three (3) years actual and recent experience required, but at least five (5) years desired. Must have knowledge of the scopes and limitations of various categories of electronic maintenance (related maintenance functions) and their applications to the contract unit. Must be capable of using and reading blueprints, wiring diagrams, and data tables. Must be able to meet physical requirements associated with and/or pass any medical examination requirements related to performing daily assigned tasks. May be required to pass a U.S. Government background security check.

21020 FORKLIFT OPERATOR-45%

The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

11150 JANITOR

The Janitor 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.

11210 GROUNDS MAINTENANCE LABORER

The Grounds Maintenance Laborer 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: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, 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. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.

23470 LABORER

Performs general manual labor tasks including loading, unloading, lifting, and moving materials. Assists a variety of functions with manual labor tasks as needed. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

LAUNDRY and DRY-CLEANING OPERATOR

Performs a variety of tasks for laundry and dry-cleaning operations. Reassembles washed laundry according to lot number or individual customer's bundles preparatory to subsequent processing, such as tumbling, starching, or ironing: Compares pin number on nets of laundry to numbers on laundry ticket and hangs nets in bins, or slides key-tag onto key-tag holder to assemble lots. Sets-up and operates a conditioner machine that semi-dries and untangles flatwork. Prepares clothing articles for ironing. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is expected. High school diploma or its equivalent and 0-2 years of experience in the field or in a related area preferred.

LAUNDRY MANAGER

Manages the daily operations of a laundry services department. Assigns and reviews the work of laundry employees engaged in receiving, washing, ironing, packaging and delivering laundry to various departments or guests. May require a high school diploma or its equivalent and at least 2 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A certain degree of creativity and latitude is expected. Typically reports to a hotel manager.

23530 MACHINERY MAINTENANCE MECHANIC

Troubleshoots, repairs, and maintains machinery and mechanical/electrical equipment such as motors, conveyor systems, pneumatic and hydraulic systems, production machines, HVAC systems, boilers, pumps, extractors, material handling equipment, bulk delivery equipment, and other systems. Identifies problems and completes repairs, with minimal supervision.

21030 MATERIAL COORDINATOR

Coordinates and expedites flow of materials, parts, and assemblies between sections or departments according to production and shipping schedules or department priorities and compiles and maintains manual or computerized records. Reviews production schedules and related information and confers with department supervisors to determine material requirements to identify overdue materials and to track material. Requisitions material and establishes sequential delivery dates to departments, according to job order priorities and material availability. Examines material delivered to production departments to verify conformance to specifications. Arranges in-plant transfer of materials to meet production schedules. Computes amount of material required to complete job orders, applying knowledge of product and manufacturing processes.

21050 MATERIAL HANDLING LABORER

Loads and unloads material within a warehouse or storage facility. Utilizes hand trucks, forklifts, hoists, conveyors, or other handling equipment. May require a high school diploma with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

23370 MAINTENANCE WORKER, GENERAL

The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and

cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.

05190 MOTOR VEHICLE MECHANIC

Repairs and overhauls automobiles, buses, trucks, or other automotive vehicles. Examines vehicle, determines nature and extent of damage or malfunction and discusses with customer or supervisor. Plans work procedure, using charts, technical manuals, and experience. Repairs or replaces parts, such as pistons, rods, gears, valves, and bearings, using mechanic's handtools. Overhauls, replaces, or rebuilds parts. Rewires ignition system, lights, and instrument panel. Relines and adjusts brakes. Mends damaged body and fenders.

21071 ORDER FILLER

The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

21110 SHIPPING PACKER

Someone in this position 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.

21130 SHIPPING/RECEIVING CLERK

A Shipping and Receiving Clerk assembles orders and prepares goods for shipment. Records shipment data, including weight, charges, and space availability. Receives and unpacks materials and supplies. Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes. Completes shipping and receiving reports. Candidate must a high school diploma, GED with equivalent experience.

21150 STOCK CLERK (SHELF STOCKER; STORE WORKER II)

The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker 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, and requisitions articles to fill incoming orders. This worker also 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, and may cut stock to site to fill order.

21140 STORE WORKER I

The Store Worker I will perform the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment, move merchandise by use of non-motorized equipment that is intended for display and resale purposes, include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade.

Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. This worker will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise.

SEWING MACHINE OPERATOR

Operates various sewing machines to join parts of fabricated articles or garments. May require a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager.

TAILOR (SHOP & ALTERATION)

Alters uniforms and clothing to fit individual customers or repairs defective garments (replacing buttons, zippers; lengthening, shortening pants, etc.). Performs, hemming, patching, mending and other repairs by hand or with a sewing machine. Issues government owned uniforms from work orders. Makes repairs to non-apparel textile items including bed linens, pillowcases, thermal blankets, towels, laundry bags, surgical linens, and others. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. High school diploma and its equivalent and 0-2 years of experience required.

21210 TOOLS AND PARTS ATTENDANT

The Tools and Parts Attendant receives, stores, and issues hand tools, machine tools, dies, materials, and equipment in industrial establishment. Issues tools and equipment to workers and maintains records of tools and equipment issued and returned either manually or utilizing a computer. Locates lost or misplaced tools and equipment. Prepares periodic inventory or maintains perpetual inventory of tools and equipment, manually or using computer. Receives, unpacks, and stores incoming tools and equipment, and requisitions stock to replenish inventory.

21410 WAREHOUSE SPECIALIST I (Warehouse Worker)

The Warehouse Specialist I performs the following: stock keeping duties and clerical work, in the receiving, storing and issuing of widely diversified supplies in several warehouses or storerooms. He/she is responsible for the requisition, storage, issuance, delivery and inventory of supplies and equipment. Receives and inspects incoming freight. Prepares damaged freight claims. Unpacks, marks, prices and stores goods and supplies. Checks incoming materials against invoices or purchase orders. Issues certain supplies and equipment to authorized persons. Ensures proper storage of materials. Ensures that all storage items are assigned to appropriate warehouse locations. Ensures materials are delivered to appropriate departments. May be required to move and place boxes, furniture, equipment and various other large items in a timely, safe and responsible manner. Cleans storeroom and warehouses and keeps stock in order. Performs related duties as required. May be called upon to deliver materials to various departments or locations by truck. Receives direct supervision from the Warehouse Supervisor. Must hold a High School Diploma or its equivalent and may be required to carry a Commercial Driver's License (i.e., CDL). Must have up to one year of experience in receiving, storing and issuing supplies and equipment.

Utilizes standard warehouse equipment to carry out duties. Must demonstrate accuracy in processing tickets/documents/receipts. Working conditions include prolonged standing, lifting, carrying and walking. Occasional exposure to hazards common in a warehouse as well as varying outside weather conditions. Alertness and careful attention to detail are required to avoid injury to self and to others. Specific job requirements or physical location of positions allocated to this classification may render the position security sensitive and thereby require that the individual hold a government security clearance.

WAREHOUSE SPECIALIST II (Warehouse Worker)

The Warehouse Specialist II performs the following: stock keeping duties and clerical work, in the receiving, storing and issuing of widely diversified supplies in several warehouses or storerooms. He/she is responsible for the requisition, storage, issuance, delivery and inventory of supplies and equipment. Receives and inspects incoming freight. Prepares damaged freight claims. Unpacks, marks, prices and stores goods and supplies. Checks incoming materials against invoices or purchase orders. Issues certain supplies and equipment to authorized persons. Ensures proper storage of materials. Ensures that all storage items are assigned to appropriate warehouse locations. Ensures materials are delivered to appropriate departments. May be required to move and place boxes, furniture, equipment and various other large items in a timely, safe and responsible manner. Cleans storeroom and warehouses and keeps stock in order. Performs related duties as required. May be called upon to deliver materials to various departments or locations by truck. Receives direct supervision from the Warehouse Supervisor. Must hold a High School Diploma or its equivalent and may be required to carry a Commercial Driver's License (i.e., CDL). Must have up one (1) to two (2) years of experience in receiving, storing and issuing supplies and equipment. Utilizes standard warehouse equipment to carry out duties. Must demonstrate accuracy in processing tickets/documents/receipts. Working conditions include prolonged standing, lifting, carrying and walking. Occasional exposure to hazards common in a warehouse as well as varying outside weather conditions. Alertness and careful attention to detail are required to avoid injury to self and to others. Specific job requirements or physical location of positions allocated to this classification may render the position security sensitive and thereby require that the individual hold a government security clearance.

WAREHOUSE SPECIALIST III (Warehouse Worker)

The Warehouse Specialist III performs the following: stock keeping duties and clerical work in the receiving, storing, and issuing of widely diversified supplies in a warehouse. He/she is responsible to the Warehouse Supervisor for receiving records, incoming shipments and supplies from various departments and arranging and rotating stocks in the warehouse for ready accessibility and identification. Typical duties include: receiving and inspecting incoming freight; preparing damaged freight claims; unpacking materials, marking and pricing items, and storing goods and supplies. Checks incoming materials against invoices or purchase orders. Issues certain supplies and equipment to authorized persons. Ensures that materials are stored properly. Ensures that all stored items are assigned to pertinent warehouse locations. Ensures that materials are delivered to appropriate departments. May be responsible for the moving and placing of boxes, furniture, equipment and various other items in a timely, safe, and responsible manner. Prepares various reports. Cleans storeroom and warehouses and keeps stock in order. Performs related duties as required. May periodically deliver materials to other departments or locations by truck. Receives general supervision from the Warehouse Supervisor. Must hold a High School Diploma or its equivalent and may be required to carry a Commercial Driver's License (i.e., CDL). Must have three (3) to four (4) years of experience in receiving, storing, and issuing supplies and equipment. Will use standard warehouse equipment when carrying out assigned duties and must have good working knowledge of a computer terminal. Must accurately maintain and process warehouse records, tickets, documents, and receipts. Working conditions entail prolonged standing, lifting, carrying, walking and some exposure to hazards common in a warehouse environment. Alertness and careful attention to detail are required to avoid injury to self and to others. Specific job requirements or physical location of positions allocated to this classification may render the position security sensitive and thereby require that the individual hold a government security clearance.

WAREHOUSE SPECIALIST IV (Warehouse Worker)

The Warehouse Specialist IV performs technical, and clerical skills to enhance the operation of warehouse facilities. He/she is responsible for the receipt, storage, and shipping of materials in a medium to large warehouse. Receives and inspects incoming freight. Prepares damaged freight claims. Unpacks, marks, prices, and stores goods and supplies. Checks incoming materials against invoices or purchase orders. Issues certain supplies and equipment to authorized persons. Ensures proper storage of materials. Ensures that all storage items are assigned to appropriate warehouse locations. Ensures materials are delivered to appropriate departments. May be responsible for the moving and placing of boxes, furniture, equipment and various other items in a timely, safe, and responsible manner. Compiles and prepares statistical reports. Cleans storeroom and warehouses and keeps stock in order. Performs related duties as required. Periodically delivers materials to other departments or locations by truck. Receives general, though minimal, supervision from the Warehouse Supervisor. Must hold a High School Diploma or its equivalent and may be required to carry a Commercial Driver's License (i.e., CDL). May operate an electric/gasoline-powered forklift and/or vehicle/truck as needed. He/she must have five (5) to seven (7) years of experience in receiving, storing, and issuing supplies and equipment as well as accounting for property in a warehouse or similar unit. Must be capable of utilizing standard warehouse equipment and have good working knowledge of a computer terminal. Must accurately maintain and process warehouse records, tickets, documents, and receipts. Working conditions involve prolonged standing, lifting, standing and carrying as well as exposure to hazards common in a warehouse environment. Alertness and careful attention to detail are required to avoid injury to self and to others. Specific job requirements or physical location of positions allocated to this classification may render the position security sensitive and thereby require that the individual hold a government security clearance.

GSA Schedule 736 Special Item Number (SIN) 736-4

INFORMATION AND ARTS OCCUPATIONS

99030 CASHIER

The Cashier receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. The Cashier may make credit card transactions and may be required to know value and features of items for which money is received. This worker may give cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps. This person is usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

99050 DESK CLERK

The Desk Clerk performs any combination of the following duties for guests of hotel, motel, or other lodging facility: registers and assigns rooms to guests, issues and receives room keys, date-stamps, sorts, and racks incoming mail and messages; receives and transmits messages using equipment such as telephone switchboard, console, telegraph, and teletype, answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions, keeps records of room availability and guests' accounts, computes bills, collects payments, and makes changes for guests. The Desk Clerk makes and confirms room reservations, may post charges such as room, food, liquor, or telephone to casebooks by hand or machine, make restaurant, transportation, or entertainment reservations, and arrange for tours, may deposit guests' valuables in safe or safe-deposit box, and may sell tobacco, candy, and newspapers.

07130 FOOD SERVICE WORKER

The Food Service Worker (Cafeteria Worker) serves as a cafeteria and/or delicatessen/bakery worker helping in the preparation, presentation and serving of specialty meats, delicacies, preserved foods, cheeses, salads, breads and sweets to patrons. The incumbent assists in weighing, pricing and wrapping selected foods on plates, trays and in bags, prepares food displays in counter cases and other display units, greets customers as they arrive at service counter, takes special orders, and answers basic customer questions about specialty foods.

Using prepared ingredients and following routine, repetitive steps, this Worker makes hot and/or cold sandwiches, fruit and vegetable trays, salads and rotisserie chicken, may slice and/or mix simple ingredients, as needed, cleans counters and trays, washes dishes and maintains cleanliness of preparation, work and display areas, inspects and cleans equipment. This Worker may assist in any or all of the following: measuring and mixing ingredients as directed, assists in preparing, cooking and decorating breads, rolls, pastries, cakes and other bakery items, receives, unloads trucks, and stores stock, takes special orders or unusual food requests from customers, takes payment and makes change for customers.

INFORMATION SPECIALIST I

The Information Specialist is responsible for assisting with data collection systems, including assisting with data collection packets and materials; tracking status of data submissions; performing data entry; updating and maintaining program databases of directories and labels; serving as information support liaison for internet dissemination; responding to general requests for information by e-mails as well as other means; coordinating and tracking warehouse inventories of materials; using computerized tools and systems to efficiently handle information, including computerized templates and formatting database reports; coordinating with selected contractors to help ensure information responsibilities are efficient; and

utilizing a wide range of software and automation equipment to support information and office functions. The Information Specialist must have a minimum of one year of experience.

INFORMATION SPECIALIST II

The Information Specialist is responsible for assisting with data collection systems, including assisting with data collection packets and materials; tracking status of data submissions; performing data entry; updating and maintaining program databases of directories and labels; serving as information support liaison for Internet dissemination; responding to general requests for information by e - mails as well as other means; coordinating and tracking warehouse inventories of materials; using computerized tools and systems to efficiently control information, including computerized templates and formatting database reports; coordinating with selected contractors to help ensure information responsibilities are efficient; and utilizing a wide range of software and automation equipment to support information and office functions. The Information Specialist II must have a minimum of six years of experience.

13041 ILLUSTRATOR I

Work in this class involves the beginning level graphic arts functions used in illustrating promotional, instructional, and educational materials. Illustrator is responsible for simple and routine drawing, painting, and lettering of charts, graphs, signs, posters, and other graphic materials for teaching aids and exhibits. Duties of some positions may include preparing diagrams of surgical apparatus for medical illustration materials and assisting in designing and illustrating brochures and pamphlets. Work is performed under the close supervision of a higher level commercial artist or other designated individual. Performs lettering work for posters, displays, signs, exhibits, or other visual media. Draws posters, charts, and graphs for illustration of lectures or reproduction of publications and research papers. Assists in laying out and drawing sketches for brochures and pamphlets. Assists in building displays and exhibits. Performs related work as required. The requisite knowledge, skills, and abilities for the position include the following: some knowledge of design, layout, and commercial art methods and techniques; some knowledge of materials and equipment used in commercial art; and skill in the care of materials used in lettering and painting designs and doing layouts. The illustrator must have graduated from high school and have: (1) two years of experience in commercial art or illustration work; or (2) have graduated from a technical program in commercial art; or (3) an equivalent combination of education and experience.

13042 ILLUSTRATOR II

This graphic artist position fills the graphic needs of the agency. Fundamentals of the position include the design, layout, type-setting, and execution of all printed materials; i.e., newsletters, brochures, calendar of events, posters, banners, signs, fliers, public relations materials, and program schedules, as well as job scheduling and quality review of graphic work submitted by interns, staff, and volunteers. Work also may include producing the graphic elements of various exhibits as assigned. The Illustrator assists the agency in the development, production, and installation of permanent and temporary exhibits. Knowledge of web design and web page development is a must. The employee must be able to handle multiple jobs and meet deadlines while coordinating the production of printed materials by outside contractors.

The requisite knowledge, skills, and abilities for the position may include the following: specialized training and experience with desktop publishing and web design using Quark Xpress, Adobe Photoshop, In Design, Illustrator, Flash, Dreamweaver, and Fireworks (or equivalent programs); and knowledge of digital imaging including size and resolution, image preparation, color correction, and advantages of certain file types. Candidate must be competent in a variety of formats to suit varying departments. Proficiency with a variety of printing and cutting devices required. Specialized training and experience in visual communication or communication art with 2-D and 3-D design (emphasis on publication design), typography, application of type (page design, logos, brochures), largely utilizing computers. Skill at creating 3-dimensional props and models is a plus. Specialized training and experience in color theory, materials, and methods, drawing, art history, and photography desirable. The requisite training and experience include: graduation from high school and four (4) years experience in commercial art or illustrating work; or graduation from a technical school program in commercial art and two years of experience; or an

equivalent combination of education and experience. Prefer additional education, training, and experience in keeping with the above.

13043 ILLUSTRATOR III

Work in this class involves supervising and performing highly skilled and creative graphic arts work for a large agency or institution. Employees advise and consult with agency or institutional officials in planning, developing, designing, and performing the graphic arts program. Work also includes using specialized and difficult commercial art techniques in illustrating and promoting informational and educational programs for the government. Work is performed independently and is reviewed by quality and overall design concept. Plans and designs layouts and drawings for illustrating publications and portraying programs through visual aides. Advises departmental or institutional personnel on methods and procedures for depicting educational and promotional materials. Consults with printers, photographic technicians, and editors in order to develop the visual aspects of the informational and educational programs. Performs related work as required.

The requisite knowledge, skills, and abilities for the position include the following: (1) thorough knowledge of design, layout, and commercial art methods; (2) thorough knowledge of materials and equipment used in commercial art; (3) thorough knowledge of the principles and practices used in the reproduction of artwork by photography and duplicating methods; (4) ability to develop illustrations and design exhibits from ideas and plans and present them in graphic form; (5) ability to establish and maintain effective working relationships with superiors, fellow workers, and the general public; and (6) ability to organize, assign, and evaluate the work of subordinate employees. Must have graduated from a four-year college or university with a major in art and have two years of experience in commercial art or illustrating work; or must have graduated from a two-year technical school with a major in commercial art and have four years of related experience; or must have an equivalent combination of training and experience.

13047 LIBRARIAN

Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials: Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Describes or demonstrates procedures for searching catalog files. Searches catalog files and shelves to locate information. Issues and receives materials for circulation or for use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects.

13058 LIBRARY TECHNICIAN

Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. Compile records; sort and shelve books; remove or repair damaged books; register patrons; check materials in and out of the circulation process. Replace materials in shelving area (stacks) or files. Include bookmobile drivers who operate bookmobiles or light truck that pull trailers to specific locations on a predetermined schedule and assist with providing services in mobile libraries.

13061 MEDIA SPECIALIST I

The Media Specialist I role provides a career track for audio tape technicians and those performing similar responsibilities for reproducing tapes, maintaining and repairing tapes, and equipment maintenance. Duties range from entry level with little variation and may include duplication of tapes, logging receipt of new materials, maintaining supplies and equipment, to more complex responsibilities of training and overseeing the work of volunteers and/or students. Applies knowledge in the use of tape duplicating equipment. Ability to maintain tape-duplicating equipment. Provides resource materials for designated programs through volunteers, staff, vendors, and sub-regional libraries.

13062 MEDIA SPECIALIST II

The Media Specialist II role provides career tracks for costumers, graphic artists, photographers, exhibit preparers, audio/visual technicians, and production and media technicians and specialists whose duties range from entry-level to advanced-level. Duties include costume design; theatre, radio, audio/visual, TV/radio production; photography; illustrative art work; film developing; design and production of graphic products; fabrication and maintenance of exhibits; announcing and producing live and/or taped radio programs, operating radio broadcasting equipment, and leading staff. Applies knowledge of art history; theatre, radio, audio visual and TV/video production; illustrative artwork; graphic materials and design and production techniques; exhibit fabrication and conservation techniques; costume construction; digital imaging; and/or photography, including all technical aspects. Installs, maintains, and integrates a variety of workstations and systems (i.e.: digital audio/video capture, manipulation, editing, compression, and multimedia authoring). Installs, maintains, and updates application software and hardware. Provides technical advice, information or logistical specifications; establishes details of programs/exhibits; and/or obtains materials/equipment/ services through contacts with students, faculty, internal staff, vendors, donors, and volunteers.

13063 MEDIA SPECIALIST III

The Media Specialist III role provides a career track for employees whose expertise levels vary from advanced level to supervisory. Duties may include photography and complex photo or image reproduction programs; graphic and/or web page design; design projects and promotional objectives; supervising production and maintenance of exhibits; developing stage and set designs; gathering, reporting, announcing, and producing local and state information stories for broadcast; and producing multi-media programs. Applies knowledge of costume construction & stage/set management, photography, digital imaging, web page services, illustrative and graphic art, multi-media production, and/or exhibit design, fabrication, and maintenance. Provides technical advice, information or logistical specifications; may recruit volunteers, students and donors; establishes details of programs/exhibits; and/or obtains materials/equipment/ services through contacts with the public, students, schools, faculty, other local/state agencies, private entities, media, donors, volunteers and vendors. Identifies and resolves hardware and software interface problems in individual workstations and within the media production system. May require knowledge of contract procurement principles, project management and/or budget development.

15095 TECHNICAL INSTRUCTOR / COURSE DEVELOPER

The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.

GSA Schedule 736 Special Item Number (SIN) 736-5

TECHNICAL AND PROFESSIONAL OCCUPATIONS

ACCOUNTANT, JUNIOR (P-Professional)

Under close supervision, is responsible for the maintenance of accounts and records in such areas as disbursements, expenses, tax payments and income. Examines various financial statements for completeness, internal accuracy, and conformance with uniform accounting classifications. Prepares reports, statements, and other accounting information either in full or in part. Examines assigned accounting documents to verify accuracy of computations and uniform application of policies, procedures and acceptable accounting standards. Reviews and verifies accuracy of journal entries and accounting classifications assigned to various records. Assists in the preparation of income and balance sheet statements, consolidated statements, and other accounting statements and reports. May prepare specialized reports and analyses. Provides documentation to support various internal and external audit requirements. Monitors compliance with generally accepted accounting principles and company procedures. Typically requires Bachelors Degree or equivalent and up to two years of related experience. Normal demands associated with an office environment. Ability to work on computer for long periods and communicate with individuals by telephone, email and face to face. Some travel may be required. He/she may be required to pass a background check and obtain a security clearance.

ACCOUNTANT, SENIOR (P-Professional)

Responsible for assisting in preparation of monthly/quarterly/annual schedules according to established timeline. Functions as backup to the Accounting Supervisor role according to experience level. Specific duties may include but not be limited to: Preparation of account reconciliations; preparation of lease expense schedules and journal; preparation of statistical journal entries; review of journal entries as deemed appropriate for lower level accountants and support staff; performance of account analysis and identification and explanation of variances; preparation of period end accruals; management of profit on hold and authorized accrual rate process; monitoring integrity of system burden variance calculations; preparation of expense analysis for PMR (Profit Meeting Reports); reviewing cost transfer requests; reviewing internal funding memo requests; preparing undistributed cost reconciliation; generating burden variance reports; performing research and reporting as needed for unallowable charges; preparing variance and trend/flux analyses; preparing analysis for audit requests; preparation of inter-agency billing; interfacing with billing department to resolve unapplied cash as required; updating existing and documenting new procedures; building knowledge of the agency-wide processes, specifically those affecting general ledgers/sub ledgers in order to improve efficiency and ensure timely and accurate close results; building working relationship across all groups of the agency or department in order to coordinate data/analysis sharing; performing internal self assessment testing as appropriate; contributing to ensure compliance with generally accepted accounting principles and all other authoritative guidance from applicable publications; supporting internal/external audit requirements; identifying process improvements; and special projects as assigned. Must hold a Bachelors in Accounting. Must have 4-6 years of solid core accounting experience in major government/business cycles to include work paper preparation and documentation. Must have prior work experience in a government or public company environment, including awareness of audit requirements. Must be able to work within deadlines and prioritize work. Must have good communications and analytical skills. Must have advanced Microsoft Office Suite skills, including Excel and Word. Preferred additional skills include: CPA or CIA; PeopleSoft Financial Systems experience; government contract accounting experience; and public accounting audit experience. He/she may be required to pass a background check and obtain a security clearance.

ACCOUNTANT, STAFF (P-Professional)

The Staff Accountant provides support to the General Accounting department. Prepares and processes receivables and payables in the Intercompany Billing System (IBS). Prepares standard and miscellaneous monthly journal entries. Completes routine work assignments based on established procedures and general instructions for new effort. Prepares account reconciliations as assigned. Prepares schedules for Year End and Tax Package. Supports additional clerical duties as assigned. Performs various General

Accounting duties as assigned. Bachelor's Degree required with at least 5 years experience. Must have experience with MS Office products such as Excel and Word for the purposes of document creation and report generation. PeopleSoft experience preferred. Able to work independently and maintain a high-level of attention to detail so that work is error-free. Able to work in a team environment with a sense of urgency in meeting established schedules. Possesses good organizational and communication skills. He/she may be required to pass a background check and obtain a security clearance.

ACCOUNTING CLERK IV (P-Professional)

Accounting Clerk IV is a highly independent accounting position that includes maintaining the fiscal operation of a specific accounting functional area. The incumbent's supervisor sets overall objectives and reviews work for adequacy of the accounting system designated and periodically audits reports of accounts kept. This candidate maintains (through data entry) journals or subsidiary ledgers of an electronic accounting system. Reviews invoices and statements to ensure sufficient funds have been obligated; analyzes and reconciles computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance).

Divides incoming funds into designated customer funding categories. Insures consistency between planning and execution of databases, provides job orders for procurement actions, travel orders or vouchers, training, and labor. Selects and applies established procedures and techniques on routine assignments. This position does not have supervisory responsibility.

To meet the minimum qualifications, candidates must be able to apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations. He or she to qualify, must possess two (2) years of specialized experience. College-level course work in accounting can be substituted for specialized experience. Three (3) years of general office experience and knowledge of standardized bookkeeping and accounting procedures used in an accounting System is required with two (2) years experience with creating/editing electronic spreadsheets using Microsoft Suite (MS Word, Excel and Outlook).

He/she must exhibit problem-solving skills as needed, gather and analyze information. He/she develops alternative solutions, writes clearly and informatively with accuracy for presentations of numerical data.

01022 ADMINISTRATIVE ASSISTANT II

He/she will support program/project management by performing such secretarial/administrative services as: scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receiving callers; assisting with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. He/she must be able to work independently and complete all duties assigned. Administrative Assistants must be proficient in the MS Office Suite and be quick learners on varied computer software. 4-6 years of experience preferred.

01023 ADMINISTRATIVE ASSISTANT III

He/she will support program/project management by performing such secretarial/administrative services as: scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receiving callers; assisting with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. He/she must be able to work independently and complete all duties assigned. Administrative Assistants must be proficient in the MS Office Suite and be quick learners on varied computer software. At least 6 years of experience preferred.

ADMINISTRATIVE ASSISTANT – EXECUTIVE I (P-Professional)

Transcribes shorthand notes or from voice video recordings; proofreads and corrects documents, places, receives, and routes phone calls, schedules appointments, meetings and takes meeting minutes. In addition, produces a variance of correspondence and marketing materials. Proofreads and corrects documents. Qualified candidates possess 2-4 years of experience.

ADMINISTRATIVE ASSISTANT – EXECUTIVE II (P-Professional)

The qualified candidate for this labor category will build and maintain relationships with users to provide a high level of customer service through intermediate executive level administrative tasks. The candidate will review documents, contact the user and respond to their direct inquiries.

MAIN JOB RESPONSIBILITIES: prepare and manage correspondence, reports and documents; organize; take, type and distribute minutes of meetings; implement and maintain office systems; maintain schedules and calendars; arrange and confirm appointments; organize internal and external events; handle incoming mail and other material; set up and maintain filing systems; set up work procedures; collate information; maintain databases; communicate verbally and in writing to answer inquiries and provide information; liaison with internal and external contacts; coordinate the flow of information both internally and externally; operate office equipment; manage office space.

EDUCATION AND EXPERIENCE: Associate's Degree and 5 years of verifiable work experience required; relevant training and qualification in Microsoft Office, Database Software (Access, etc.), Personal Computers, Presentation Software (PowerPoint, etc.), Spreadsheet Software (Lotus, Excel, etc.), Email Software (Outlook, etc.), Internet Browser (Netscape, IE, etc.), Word processing Software (MS Word, etc.) MS Excel mastery is a must with advance fluency in English; knowledge of administrative procedures and business principles; proficient in spelling, punctuation, grammar, and other English language skills; proven experience of producing correspondence and documents; proven experience in information and communication management.

KEY COMPETENCIES: verbal and written communication skills; attention to detail; confidentiality; planning and organizing; time management; interpersonal skills; customer-service orientation; initiative; reliability; stress tolerance.

ADMINISTRATIVE SUPPORT SPECIALIST (P-Professional)

An Administrative Support Specialist offers high-level support by researching, preparing reports and handling requests for information. These workers perform clerical duties, including receiving visitors, preparing business letters, setting up conference calls and scheduling meetings and appointments. Candidates may train other administrative staff.

Priorities include relieving management of administrative detail, all projects. Coordinate work flow, update and chase delegated tasks to ensure progress to deadlines, take initiative in manager's absence, keep projects on schedule, maintain procedures manual, compose correspondence/reports, prioritize mail distribution-incoming/outgoing, research, draft or abstract reports, answer phones, route calls, conduct surveys, maintaining calendars. The specialist will also as deemed prepare agendas, book meeting facilities, prepare action minutes, assure discreet handling of all business, arrange travel , prepare itinerary, trip file and supplies, devise expense reports, render data management, update indexes, update secretarial/clerical desk manual, handle routines with minimal supervision, routinely re-order supplies, update mail/phone directories, expertly handle administrative detail, assist in preparing audits and present comparisons on costs, risks, and benefits. Administrative Support Specialists take part in meetings to assure secretarial follow-through, prepare and control administrative budgets.

Candidates must possess good communication, writing, word processing skills and type at least 60-80 wpm. Requires knowledge of office computer software applications, including desktop publishing, spreadsheets, project management and database management. Must be a high school graduate or GED Recipient. Candidates with 1-2 Year Program Certification in office administration by technical, business schools and colleges are highly preferred. For executive level support specialists, a college degree in business or in a related program is required with 2-5 Years Experience gained from a previous administrative career.

ASSISTANT PROJECT COORDINATOR (P-Professional)

This position assists project coordinator with directing the overall operation of the project and responsible for providing coordination assistance for the implementation and scheduling of project activities,

coordination with other agencies, development of materials, provisions of in service and training, conducting meetings; designs, assistance with the gathering, tabulating and interpreting of required data for entry and tracking of projects. He or she is also responsible for providing Support and maintenance of program evaluations and helps to ensure to the Project Coordinator submits the necessary reports/documentation to its executive or governing division.

The Assistant Project Coordinator will also fulfill all the duties within scope of responsibility for assisting the primary coordinator in task directives related to the accomplishment of project objectives. He or she receives program reviews, processes and protocol action for accuracy as well as support training initiatives outlined by the coordinator. The assistant will also communicate with colleagues and branch management to assist in project planning and interaction with executive members and performing administrative duties such as assisting in the acquisition, development, devising computer based materials, filing, making telephone calls, travel arrangements and preparing project documentation.

This position supports the coordinator in all project phases related to the day-to-day operations. The Assistant Project Coordinator will be accountable for providing project information, monitoring expenditures and submitting requests. To qualify, an individual will possess strong verbal and computer skills and have experience in, relevant to its programs. Qualified candidates will have a bachelor's degree, industry experience with assisting project coordination and least two to five years of relevant experience. Candidates must be flexible in attending conferences, training and other project related travel as deemed by the Project Coordinator and division director.

ATTORNEY (P-Professional)

He/she shall be capable of initiating civil lawsuits and/or criminal proceedings, performing primary legal research, carrying out legal investigations and performing as a trial lawyer in the event of litigation or prosecution. He/she will prepare legal pleadings, memoranda and appropriate discovery and will develop appropriate legal strategy, compose cogent arguments and solicit relevant testimony in preparation for presentation of a case. He/she shall hold a Juris Doctorate (J.D.) from an accredited institution of higher learning and must be a member of the Bar of his/her state of residence. He/she shall have a minimum of two (2) years' trial experience.

ATTORNEY, STAFF (P-Professional)

The Staff Attorney is capable of working independently under limited supervision. He/she possesses excellent legal research and writing skills and has the personal disposition and character necessary to work well with the public and in a courtroom environment. In addition, the Staff Attorney should be able to:

- a. Provide legal representation and advice to the Government, its employees, boards, commissions and entities, both orally and in writing, and at private and public meetings and administrative hearings.
- b. Handle litigation brought either on behalf of against the Government, its officials, or its employees.
- c. Research, write, file pleadings, motions, briefs, and other documents and exhibits.
- d. Conduct depositions, trials, and appeals of proceedings in State and/or Federal Courts. (Trial practice is diverse and complex and may include constitutional claims, governmental tort liability, employment claims, contract disputes, collection of debts and delinquent taxes, condemnation, and other civil proceedings.)
- e. Handle real estate transactions, including acquisition and sale of land and interests in land through preparation of contracts, leases, easements, deeds, trust deeds, instruments of title, liens, releases and other documents.
- f. Conduct title examinations.
- g. Negotiate and coordinate with surveyors, appraisers, engineers, property owners, tenants, and attorneys.
- h. Prepare and/or reviews contract documents for construction projects and for the purchase, lease, or sale of goods, services and professional services including specifications, bid documents, requests for proposals, requests for qualifications, bonds, and contractual agreements.
- i. Review rules, policies, plans, and forms prepared by other Government personnel for compliance with applicable laws.

- j. Research legal issues and prepare legal opinions, memoranda and correspondence.
- k. Maintain and develop expertise about laws, regulations, and court decisions affecting Government legal issues.
- l. Safely operate a motor vehicle for the purpose of conducting official duties for the Government, which duties may include transporting other Government contractors or employees.

The Staff Attorney must also meet the following criteria:

- a. Hold a law degree (i.e., Juris Doctorate or J.D.) from an accredited law school with minimum of two (2) to four (4) years of experience as an attorney handling civil matters;
- b. Must be admitted to practice in his/her State of residence;
- c. Must submit to and pass a pre-employment drug and alcohol screen.
- d. Experience in representing governmental or corporate entities desirable.
- e. Significant experience in specialized area of law relevant to Government practice (e.g. administrative law, litigation, real estate law, contract law, construction law, employment law, etc.,) desirable.
- f. The Staff Attorney must be capable of operating a personal computer for computerized legal research, document drafting and production, and e-mail correspondence. (He/she must also be familiar with other equipment, such as dictating equipment, business calculator, facsimile machine, photocopying machine, postage machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in an office environment.)

AUDITOR (P-Professional)

Under the general guidance of the Manager: develop and maintain working knowledge of the Federal Acquisition Regulation (including the Department of Defense and other Supplements) and Government Compliance subject areas including: Cost Accounting Standards/Government Contracting Accounting Systems; Billing Systems; Time and Labor Systems; Purchasing Systems; Material Management; Government Property; Cost Estimating/Bid & Proposal Development and Negotiation Practices; Contract Administration; International Contracting (Import, Export, Foreign Corrupt Practices Act); and Standards of Business Conduct. Perform or support internal audits focused primarily on internal controls, asset safeguarding, and compliance with procedures, laws and regulations. Independently and objectively help plan and execute audits in accordance with professional auditing standards. Assist in preparation of audit work programs identifying specific audit steps to be performed, including test plans. Prepare time and resource budget estimates to complete the audit. Identify and analyze related key processes, systems and controls to determine effectiveness. Verbally communicate audit status and results to internal audit and management team, with emphasis on discussing deficiencies and recommending corrective actions. Prepare formal written work papers and reports, documenting audit work performed, and expressing conclusions. Assist with the annual Internal Control Self Assessment (ICSA) process, as assigned. Perform special reviews and internal investigations at the request of Management or other designated supervisor. Qualifications: BS/BA in Accounting or Finance. 4 years finance, accounting or general business experience. Preferred/additional skills: experience in a Government contracting environment. CPA/CIA/MS/MBA a plus.

AUDIT SUPPORT/ASSISTANT (P-Professional)

Responsible for supporting the accounting departments and for conducting financial analysis projects and statistical studies. Provides financial oversight, leadership and support. Requires a bachelor's degree in accounting or finance and may be expected to have an advanced degree in a related area with at least 0-8 years of related experience. Designation of CPA may be required. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks.

BIOLOGIST I (P-Professional)

Studies the basic principles of plant and animal life and the effects of varying environmental and physical

conditions such as radioactivity or pollution. Studies reactions of plants, animals, and marine species to parasites, bacteria, pharmaceuticals and chemicals. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

BIOLOGIST II (P-Professional)

Studies the basic principles of plant and animal life and the effects of varying environmental and physical conditions such as radioactivity or pollution. Studies reactions of plants, animals, and marine species to parasites, bacteria, pharmaceuticals and chemicals. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

BIOLOGIST III (P-Professional)

Studies the basic principles of plant and animal life and the effects of varying environmental and physical conditions such as radioactivity or pollution. Studies reactions of plants, animals, and marine species to parasites, bacteria, pharmaceuticals and chemicals. Requires a graduate degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

BIOLOGIST IV (P-Professional)

Studies the basic principles of plant and animal life and the effects of varying environmental and physical conditions such as radioactivity or pollution. Studies reactions of plants, animals, and marine species to parasites, bacteria, pharmaceuticals and chemicals. Requires a graduate degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

BIOLOGIST V (P-Professional)

Studies the basic principles of plant and animal life and the effects of varying environmental and physical conditions such as radioactivity or pollution. Studies reactions of plants, animals, and marine species to parasites, bacteria, pharmaceuticals and chemicals. Requires a graduate degree in area of specialty and at least 8-10 years of experience in the field or in a related area. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

BIOMEDICAL TECHNICIAN III (P-Professional)

Repairs, calibrates, and maintains medical equipment and instrumentation used in health-care delivery field: Inspects and installs medical and related technical equipment in medical and research facilities for use by physicians, nurses, scientists, or engineers involved in researching, monitoring, diagnosing, and treating physical ailments or dysfunctions. Services various equipment and apparatus, such as patient monitors, electrocardiographs, blood-gas analyzers, x-ray units, defibrillators, electrosurgical units,

anesthesia apparatus, pacemakers, blood-pressure transducers, spirometers, sterilizers, diathermy equipment, in-house television systems, patient-care computers, and other related technical paraphernalia. Repairs, calibrates, and maintains equipment, using handtools, power tools, measuring devices, and knowledge of manufacturers' manuals, troubleshooting techniques, and preventive-maintenance schedules. Safety-tests medical equipment and health-care facility's structural environment to ensure patient and staff safety from electrical or mechanical hazards. Consults with medical or research staff to ascertain that equipment functions properly and safely, utilizing knowledge of electronics, medical terminology, human anatomy and physiology, chemistry, and physics. May demonstrate and explain correct operation of equipment to medical personnel. May modify or develop instruments or devices, under supervision of medical or engineering staff. May work as salesperson or service technician for equipment manufacturers or their sales representatives. Educational requirements: two (2) year Associate's Degree in electronics, medical technology, or an engineering-related field from an accredited technical college with 5-15 years of experience.

BUDGET ANALYST I (P-Professional)

He/she will perform complete analytical and evaluative duties connected with budget formulation, execution, and reconciliation. He/she will be capable of performing duties such as developing financial operating plans and procedures; projecting financial needs and costs; projecting average grades, etc. ; preparing monthly reports of funds; analyzing expenditures as *they* relate to planned spending and ensuring that adjustments are made in a timely manner; determining whether reprogramming among accounts is necessary; monitoring and reporting FTEs; prioritizing funding based upon knowledge of current and proposed programs; preparing documents; developing recommendations; preparing and analyzing budget and legislative plans; consulting with senior personnel and then developing and recommending strategies for the most effective use of resources; and analyzing budget documents for the organization. The Budget Analyst must have between three to six years of experience.

BUDGET ANALYST II (P-Professional)

Performs routine and recurring budget analysis duties which typically facilitate more complex review and analysis performed by supervisors or higher-level budget analysts. Budget Analyst II will follow guidelines and interpret previous budget reports to develop budget analysis tools and techniques. This analysts will perform typical duties inclusive of budget development, assisting operating officials in preparing budget requests and justifications by gathering, extracting, reviewing, verifying, and consolidation a variety of narrative and statistical data; examining budget requests for accuracy and conformance with procedures and regulations. He or she will render comparing budget requests with prior year estimates and current operating reports, screen requests for allocations of approved budgets and recommend approval, disapproval, or modification based on availability of funds and conformance with regulations. Also analyze operating reports to monitor program expenditures and obligations; and summarize narrative and statistical data in budget forms/reports. Must apply previously-acquired skills to perform routine work independently. The analyst's supervisor provides information regarding budgetary actions to be performed, organizational functions to be covered, and specific instructions for unfamiliar work or complex problems. A College Degree and or 3-4 years of related experience is required.

BUSINESS ANALYST (P-Professional)

Assists with rollout of applications, not limited to needs analysis, documentation, design, process improvement, configuration, conversion, data cleanup, systems testing, training, resolving critical issues, regression testing, functional/configuration changes associated with change/enhancement requests, report development and support.

BUSINESS CONSULTANT II (P-Professional)

He/she will participate in data collection and analysis tasks in support of the development of business cases to support management decision-making. Will also conduct cost benefit analyses. Will assist in the re-engineering of business processes and conduct analyses related to the introduction of new technology.

Will have a minimum of 5-10 years of work experience of which 5 years will relate to the aforementioned activities. An undergraduate degree in a related field is required.

CALL CENTER/CUSTOMER SERVICE REP. (P-Professional)

This candidate's duties include answering in and outbound telephone call inquiries and promoting an organization's products and services. Candidates are responsible for researching and resolving complaints to ensure customer retention and satisfaction. Requires a minimum of a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Must have knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform job functions. Typically reports to a manager, prepares orders for delivery and invoicing. Verifies credit, prepares orders, assist in closing and if necessary, expedite shipping.

CARTOGRAPHIC TECHNICIAN (P-Professional)

Cartographic technicians assist cartographers with the analysis of field survey and land management data, aerial photographs and other geographic information sources to prepare maps, plans, charts and diagrams. Cartographic technicians may perform the following tasks: fit data into required mapping formats, using a variety of methods prepare, edit and revise plans, maps, charts and other drawings, manually or on computers prepare finished material for reproduction and publication. Cartographic technicians may specialize in: topographic maps which display natural features and relief of land; cadastral maps which show boundaries of owned land and properties; or thematic maps relating to geographic phenomena.

CIVIL ENGINEERING TECHNICIAN (P-Professional)

Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.

COMMUNICATIONS RISK STRATEGIST (P-Professional)

Develop and implement an integrated clinical and medical affairs communication strategy. Create the global communications platforms that achieve goals for scientific exchange and awareness levels. Work with medical affairs and asset Team Leaders to develop and implement the scientific communications and strategy to achieve research objectives. Ensure development and requisite approvals of all medical press materials and external communications for Review Committee and senior leadership aligned with corporate policies. Develop objectives and plan major internal communications events. Coordinate with commercial department regarding issues management. Create objectives and participate in meetings with key stakeholders (e.g., policymakers, patient advocates, and opinion leaders). Develop potential spokespeople and allies. Educational requirements include: Master's Degree or Ph.D. and 8-10 yrs of extensive training and experience in leading multiple efforts driving large-scale communications projects to successful completion through effective management of resources, schedules and project scope. Experience working collaboratively with multiple disciplines and organizations both within and outside of a business or agency to ensure consistent and integrated messages with effective and appropriate delivery mediums. Subject expert in the field preferred. Demonstrate organizational skills to track numerous tasks for multiple simultaneous projects in a deadline-oriented environment. Must demonstrate strong interpersonal skills and be able to speak and write detailed technical information and convey complex ideas to a variety of audience types and cultures. 10+ years in a pharmaceutical environment, including all aspects of clinical development, commercialization and regulatory matters preferred. Minimum of 2 years' experience in a global leadership role in development preferred.

COMPLIANCE SPECIALIST (P-Professional)

Responsible for the coordination and completion of all government, regulatory, and compliance documents for all business units in an organization. He/she must hold s a Bachelor's Degree in a related area and at least 4 years of experience in the field or in a related area. He/she must be familiar with

standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

15050 COMPUTER-BASED TRAINING SPECIALIST/INSTRUCTOR (CBT) (P-Professional)

Develops and conducts computer training programs for employees of industrial, commercial, service, or government establishment. Confers with management to gain knowledge of work situation requiring computer training for employees. Formulates teaching outline and determines instructional methods. Conducts training sessions covering specified areas such on-the-job training, use of computers and software. Selects or develops teaching aids such as multimedia visual aids, computer tutorials, training handbooks, and demonstration models.

CONSUMER SAFETY SPECIALIST (P-Professional)

Investigate complaints of injury, illness, or death caused by an FDA-regulated product initiating actions against violators advising industry, state and local officials and consumers on enforcement policies, methods, and interpretation of regulations planning and directing regulatory programs developing inspection procedures and techniques coordinating the review process of New Drug Applications (NDAs) . Master's or higher degree, including 30 semester hours in one or a combination of biological sciences, chemistry, pharmacy, physical sciences, food technology, nutrition, medical science, engineering, epidemiology, veterinary medical science, or related scientific fields that provide knowledge directly related to consumer safety officer work with 3-10 years of experience.

CONTRACT ADMINISTRATOR (P-Professional)

The Contract Administrator Position is responsible for managing contracts, supplier negotiation, negotiating contract terms and conditions, supplier management and collaboration with internal City departments. This position is responsible for managing the contract database and all associated files. Duties include assisting with contract development, administration, tracking, and analysis, as well as communication of supplier performance and contract compliance. This position is responsible for contracts for tangible goods, technical and professional services and construction projects. Incumbent must be proficient in contract development, contract standards and language. Review modifications, extensions and contract closeout documents. Monitor vendor performance and make recommendations for improvement when appropriate. Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files. Work as project manager to direct and coordinate the activities of City personnel to accomplish assigned objectives. Coordinate with all levels of management to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices and procedures. Administer large, long term contracts including, but not limited to cell phone, pager, copier, communication and technology contracts. Participate in and provide support for initiatives such as supplier enablement, contract management, project management, problem resolution, and customer support. As directed, provide assistance in procurement for high-value and/or high-risk projects and other areas as directed. Graduation from an accredited four year college or university with a degree in contract administration, public administration, business management or a closely related field is strongly preferred. Five to seven years experience in the procurement/contract field is preferred. However, any equivalent combination of education and experience sufficient to perform job duties may be considered. Certified Purchasing Manager (C.P.M.) or Certified Public Purchasing Officer (C.P.P.O.) preferred. In the alternative, should have the ability to obtain same within first two (2) years of employment. Certified Federal Contracts Manager (CFCM), Certified Professional Contracts Manager (CPCM) designations preferred, but not required.

CONTRACT SPECIALIST I (P-Professional)

Negotiates with suppliers to draw up procurement contracts. Negotiates, administers, extends, terminates, and renegotiates contracts. Formulates and coordinates procurement proposals. Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations. Approves or rejects requests for deviations from contract

specifications and delivery schedules. Arbitrates claims or complaints occurring in performance of contracts. Analyzes price proposals, financial reports, and other data to determine reasonableness of prices. May negotiate collective bargaining agreements. May serve as liaison officer to ensure fulfillment of obligations by contractors. 2-4 years of experience preferred.

CONTRACT SPECIALIST II (P-Professional)

Negotiates with suppliers to draw up procurement contracts. Negotiates, administers, extends, terminates, and renegotiates contracts. Formulates and coordinates procurement proposals. Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations. Approves or rejects requests for deviations from contract specifications and delivery schedules. Arbitrates claims or complaints occurring in performance of contracts. Analyzes price proposals, financial reports, and other data to determine reasonableness of prices. May negotiate collective bargaining agreements. May serve as liaison officer to ensure fulfillment of obligations by contractors. 5-8 years of experience preferred.

CONTRACT SPECIALIST III (P-Professional)

Contract Specialist is responsible for the full range of pre-award and post-award contracting activities involved in the acquisition of various commodities and/or services. Reviews assigned procurement packages, including Procurement Requests, technical specifications, cost estimates, requests for adequacy of content and compliance with applicable laws and procurement regulations. Determines method of procurement, sealed bidding or negotiated, and identifies type of contract best suited for the procurement. Contracts may involve fixed price with or without adjustment provisions, or indefinite delivery contracts where the quantities are unknown. Evaluates pre-award surveys on prospective contractors. Makes independent determinations as to their technical, business and financial responsibility and their ability to perform the contract.

CONTRACTING SUPPORT (P-Professional)

Negotiates with suppliers to draw up procurement contracts: Negotiates, administers, extends, terminates and renegotiates contracts. Formulate and coordinates procurement proposals. Directs and coordinates activities of workers engaged in formulating bid proposals. Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts and compliance to contractual obligations. Approves or rejects requests for deviations from contract specifications and delivery schedules. Arbitrates claims or complaints occurring in performance of contracts. Analyzes price proposals, financial reports and other data to determine reasonableness of prices. May negotiate collective bargaining agreements. May serve as liaison officer to ensure fulfillment of obligations by contractors.

CONTROLLER (P-Professional)

Responsible for directing an organization's accounting functions. These functions include establishing and maintaining the organization's accounting principles, practices, procedures, and initiatives. Prepares financial reports and presents findings and recommendations to top management. Requires a bachelor's degree and at least 10 years of direct experience in the field. Typically requires a CPA. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top financial officer or CEO.

DESKTOP SUPPORT TECHNICIAN (P-Professional)

The Desktop Support Technician provides problem resolution, analysis, configurations, coordination; testing and installation of PC based software, peripherals. This includes performing routine bench and field repairs, training and providing technical assistance to computer system users to support PC customers. A candidate evaluates and recommends PC solutions according to company and network guidelines for

applications, telecommunications and web technology. Experience in the computer field will include computer installation, Microsoft Operating Systems, peripheral interfaces and/or mobile computer devices, microcomputer/communications software systems, experience in configuring and installing printers with very strong verbal and written communication skills.

This position requires candidates to answer questions in person or via telephone. Must provide assistance concerning the use of computer hardware and software including printing, installation, word processing, electronic mail and operating systems. Qualified candidates will possess an Associate's degree in electronics or equivalent experience in electronics possessing Windows NT/2000 and or A+/microcomputer repair certifications. Two years of experience may be substituted for each year of formal education. Working knowledge of Windows XP and Vista operating systems, ability to perform hardware maintenance of computer issues involving Outlook 2007.

DISCLOSURE SUPPORT SERVICE SPECIALIST (P-PROFESSIONAL)

The Disclosure Support Service Specialist performs disclosure support services, which include the following: processing, coordinating, and developing proposed responses to Freedom of Information Act (FOIA), Privacy Act and Open Government Act requests. He/she also maintains the currency and accuracy of the FOIA log, prepares reports as necessary, and reviews, analyzes and prepares documents that will be proactively disclosed. In addition to the foregoing, the candidate should also be prepared to:

review incoming requests and prepare FOIA/Privacy Act request folders; enter request data in the FOIA/Privacy Act tracking database; recommend processing action, including appropriateness of fee waiver and expedited treatment requests; draft response letters and other FOIA/Privacy Act correspondence; communicate and initiate negotiations with requesters pertaining to records requested and associated information to be released; serve as a liaison with other agencies, appellants, and requesters, regarding requests for records that may involve other agencies; coordinate searches for documents responsive to requests for records under the FOIA/Privacy Act or in response to a subpoena received by the department.

Review program records for responsiveness and suggest releasability determination; apply appropriate exemptions to FOIA/Privacy Act requests; prepare records for release, including the redaction of materials to be withheld, and duplicating materials as necessary; ensure released materials do not contain information exempted under the applicable statutes; coordinate recommended response with agency counsel, as determined necessary by the FOIA Officer; and review disclosure-related documents and recommend appropriate action; maintain accurate, timely and complete statistical reporting; prepare routine weekly and monthly reports; gather and analyze program statistics for inclusion in the annual FOIA reports and other reports as required; be familiar with the provisions and regulations that apply to proactive disclosure; identify records that would be appropriate for proactive disclosure; prepare documents for publishing and public viewing/dissemination; and provide support for implementation of disclosure training efforts.

30061 DRAFTER/CAD OPERATOR I (P-Professional)

Prepares routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in design drafting. Consults with engineers regarding model accuracy, design, and drafting standards. Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree or its equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

30062 DRAFTER/CAD OPERATOR II (P-Professional)

Prepares routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in design drafting. Consults with engineers regarding model accuracy, design, and drafting standards. Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree or its equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

30063 DRAFTER/CAD OPERATOR III (P-Professional)

Prepares routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in design drafting. Consults with engineers regarding model accuracy, design, and drafting standards. Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree or its equivalent and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A certain degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

30064 DRAFTER/CAD OPERATOR IV (P-Professional)

Prepares routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in design drafting. Consults with engineers regarding model accuracy, design, and drafting standards. Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. May require an associate's degree in a related area and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

EEO SPECIALIST (P-Professional)

Monitors and evaluates compliance with affirmative action and equal opportunity laws, guidelines, and policies. Compile and analyze statistical data on hiring, selections, promotions, awards, training, prepares reports. He/she investigates complaints of alleged discrimination. He/she performs audits of recruitment and employment practices for the purpose of ensuring compliance with all legal regulations.

30081 ENGINEERING TECHNICIAN I (P-Professional)

Engineering technicians solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance by using science, engineering and mathematical principles. They mainly assist engineers and scientists. The work of engineering technicians is more application oriented and more limited in scope than that of engineers. Engineering technicians specialize in the following engineering disciplines: Aerospace; Agricultural; Biomedical; Chemical; Civil; Computer Hardware; Electrical and Electronics; Environmental; Industrial; Materials; Mechanical; Mining and Geological; Nuclear; and Petroleum. Engineering technicians should have at least an Associate's Degree in engineering technology, although some employers will hire candidates who don't have formal training. Should have taken courses in college algebra, trigonometry and basic science. Other coursework depends

on specialty. The Engineering Technician I should have 0-2 years experience in the field and works under the supervision of more experienced technicians, technologists, engineers or scientists.

30082 ENGINEERING TECHNICIAN II (P-Professional)

Engineering technicians solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance by using science, engineering and mathematical principles. They mainly assist engineers and scientists. The work of engineering technicians is more application oriented and more limited in scope than that of engineers. Engineering technicians specialize in the following engineering disciplines: Aerospace; Agricultural; Biomedical; Chemical; Civil; Computer Hardware; Electrical and Electronics; Environmental; Industrial; Materials; Mechanical; Mining and Geological; Nuclear; and Petroleum. Engineering technicians should have at least an Associate's Degree in engineering technology, although some employers will hire candidates who don't have formal training. Should have taken courses in college algebra, trigonometry and basic science. Other coursework depends on specialty. The Engineering Technician II should have 2-3 years experience in the field and works under the supervision of more experienced technicians, technologists, engineers or scientists.

30083 ENGINEERING TECHNICIAN III (P-Professional)

Engineering technicians solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance by using science, engineering and mathematical principles. They mainly assist engineers and scientists. The work of engineering technicians is more application oriented and more limited in scope than that of engineers. Engineering technicians specialize in the following engineering disciplines: Aerospace; Agricultural; Biomedical; Chemical; Civil; Computer Hardware; Electrical and Electronics; Environmental; Industrial; Materials; Mechanical; Mining and Geological; Nuclear; and Petroleum. Engineering technicians should have at least an Associate's Degree in engineering technology, although some employers will hire candidates who don't have formal training. Should have taken courses in college algebra, trigonometry and basic science. Other coursework depends on specialty. The Engineering Technician III should have 3-5 years experience in the field and works under the supervision of more experienced technicians, technologists, engineers or scientists.

30084 ENGINEERING TECHNICIAN IV (P-Professional)

Engineering technicians solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance by using science, engineering and mathematical principles. They mainly assist engineers and scientists. The work of engineering technicians is more application oriented and more limited in scope than that of engineers. Engineering technicians specialize in the following engineering disciplines: Aerospace; Agricultural; Biomedical; Chemical; Civil; Computer Hardware; Electrical and Electronics; Environmental; Industrial; Materials; Mechanical; Mining and Geological; Nuclear; and Petroleum. Engineering technicians should have at least an Associate's Degree in engineering technology, although some employers will hire candidates who don't have formal training. Should have taken courses in college algebra, trigonometry and basic science. Other coursework depends on specialty. The Engineering Technician IV is given more difficult assignments than his/her Junior counterparts and performs his/her responsibilities with limited supervision.

30085 ENGINEERING TECHNICIAN V (P-Professional)

Engineering technicians solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance by using science, engineering and mathematical principles. They mainly assist engineers and scientists. The work of engineering technicians is more application oriented and more limited in scope than that of engineers. Engineering technicians specialize in the following engineering disciplines: Aerospace; Agricultural; Biomedical; Chemical; Civil; Computer Hardware; Electrical and Electronics; Environmental; Industrial; Materials; Mechanical; Mining and Geological; Nuclear; and Petroleum. Engineering technicians should have at least an Associate's Degree in engineering technology, although some employers will hire candidates who don't have formal training.

Should have taken courses in college algebra, trigonometry and basic science. Other coursework depends on specialty. The Engineering Technician V is given more difficult assignments than his/her Junior counterparts and performs his/her responsibilities with limited supervision.

30086 ENGINEERING TECHNICIAN VI (P-Professional)

Engineering technicians solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance by using science, engineering and mathematical principles. They mainly assist engineers and scientists. The work of engineering technicians is more application oriented and more limited in scope than that of engineers. Engineering technicians specialize in the following engineering disciplines: Aerospace; Agricultural; Biomedical; Chemical; Civil; Computer Hardware; Electrical and Electronics; Environmental; Industrial; Materials; Mechanical; Mining and Geological; Nuclear; and Petroleum. Engineering technicians should have at least an Associate's Degree in engineering technology, although some employers will hire candidates who don't have formal training. Should have taken courses in college algebra, trigonometry and basic science. Other coursework depends on specialty. The Engineering Technician VI is given more difficult assignments than his/her Junior counterparts and performs his/her responsibilities with limited supervision.

30090 ENVIRONMENTAL TECHNICIAN (P-Professional)

An environmental technician, working under the direction of an environmental scientist, monitors the environment and investigates sources of pollution by performing laboratory and field tests. One usually needs only an Associate's Degree or a Certificate in Applied Science or science-related technology to work in this field, but some jobs require a Bachelor's Degree in Chemistry or Biology. An environmental technician must have good organizational, analytical thinking, communication and interpersonal skills. One must be well-versed in using computers, particularly in computer modeling. The environmental technician's tasks might include: collecting samples of gases, soils, water, industrial wastewater, and asbestos products to conduct tests on pollutant levels and identify sources of pollution; recording test data and preparing reports, summaries, and charts that interpret test results; developing and implementing programs for monitoring of environmental pollution and radiation; discussing test results and analysis with customers; and setting up equipment or stations to monitor and collect pollutants from sites, such as smoke stacks, manufacturing plants, or mechanical equipment. An Environmental Technician generally works under the direct supervision of an environmental scientist or more senior technician.

FINANCIAL ANALYST I (P-Professional)

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

FINANCIAL ANALYST II (P-Professional)

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

FINANCIAL ANALYST III (P-Professional)

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree and 4-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

FINANCIAL ANALYST IV (P-Professional)

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Requires a bachelor's degree in accounting or finance and may be expected to have an advanced degree in a related area with at least 7 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

FINANCIAL SUPPORT/ASSISTANT (P-Professional)

Perform financial work including interpretation and processing of entitlements and payments as well as maintenance of various administrative and financial records and files. Perform financial work on the project independently and exercise a high degree of judgment within established financial rules and regulations, circulars, manuals and other written instruction. Process and analyze a variety of transactions related to the project while monitoring the availability of funds and matching data to different accounts. Assist in the preparation/revision of budgets applicable to staff and recurring expenditures and maintain necessary budgetary control records. Requisite education: At least an Associate's Degree in either Accounting or Finance is preferred. Experience with accounting processes desirable. He/she should have a good working knowledge of Microsoft Office software programs (i.e., Microsoft Excel, PowerPoint, Word and Access). He/she should be team player with good verbal and written communication skills. Experience with process improvements preferred.

FOIA/PRIVACY ANALYST, SR. (P-Professional)

The FOIA/Privacy Analyst, Sr. performs duties including, but not necessarily limited to, those listed below: Participate in the development and implementation of privacy controls throughout the department/agency's information, business, and system life cycles; Perform analysis of system and business documentation and operations in the context of Fair Information Practices (FIP) and providing guidance to ensure compliance with the law, various regulations, and governmental and public policy; Develop privacy programs and evidence of compliance including risk assessments, mitigation strategies, audits, and policy and procedure protocols; Recommend selection of privacy-enhancing technologies based upon client requirements and risk; Develop Privacy Notices including Privacy Impact Assessments (PIAs), Paperwork Reduction Act (PRA), System of Records Notices (SORNs), Privacy Act Exemption Notices (Exemptions), and National Archives and Records Administration (NARA) documents and help to ensure their proper use in the department/agency's environment; and Conduct research and present analyses regarding departmental/agency-specific issues concerning the use of data and/or technologies that impact upon the department/agency's ability to enforce FIPs. The successful candidate will possess an appropriate combination of the following knowledge, skills, education and attributes:

- Excellent client relationship management skills;
- Well-developed oral and written communication skills;

- An ability to deal with individuals at all levels;
- Familiarity with the Privacy Act, the Freedom of Information Act (FOIA), the E-Government Act, and other privacy-related federal statutes and guidelines;
- A Bachelor's or Master's degree in a related discipline;
- 3-5 years of relevant experience; and
- An active Federal government security clearance, or the ability to obtain one.

GIS SURVEYOR (P-Professional)

Under general supervision, supports the team in formulating/defining the scope, requirements and objectives for GPS surveys and activities based on user needs. Participates in the recommendation of procedures to conduct work considering equipment limitations, operating time and form of desired results. Must be able to measure elevations (heights), contours (curves), points, and lines on the land's surface using a variety of instruments and electronics including the Global Positioning System (GPS). After collecting the necessary information and checking it for accuracy, must be able to prepare charts, maps, and reports. Must be familiar with Geographic Information Systems (GIS) software to assist in assembling and analyzing the data gathered in the field as well as information from previous surveys and mappings.

GRANT TECHNICAL WRITER (P-Professional)

Primary responsibilities include preparation of proposals, grant applications and performance of responsible professional work in researching, identifying, developing and responding to public and private grant opportunities and provision of technical writing services related to drafting of manuscripts for publication. Identifies, researches and investigates new funding opportunities from foundations, corporate, government and individual sources.

Drafts, edits and proofreads text of grants, manuscripts, abstracts, presentations, and other material, including recommending reorganization for better flow, rewording for clarity, checking bibliography, verifying concordance between figures and text, suggesting new figures, and editing to comply with APA or other style guidelines.

Researches a variety of topics and information for staff and create/write sections (as templates or for single use) and online resources that support the proposal and submission process and may also be used in grants, articles, and other material. Identifies, researches, and disseminates to individual staff members lists of potential funding sources, journal possibilities for their articles, and information specific to their research and teaching interests.

Minimum of requirements include a Bachelor's degree in English, Journalism, or related field and or a minimum of three years of grant writing experience for federal, corporate, foundation, and/or professional agencies. Candidates must demonstrate documented track record of success in obtaining funding through grants, adhere to editing guidelines and have knowledge of research methods and funding sources for effective presentations.

15080 GRAPHIC ARTIST (DESIGNER) (P-Professional)

The Graphic Artist designs art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, television, and packaging. Studies illustrations and photographs to plan presentation of material, product, or service. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and esthetic design concepts. Draws sample of finished layout and presents sample to Art Director for approval. He/she prepares notes and instructions for workers who assemble and prepare final layouts for printing. He/she reviews final layout and suggests improvements as needed. The Graphic Artist may prepare illustrations or rough sketches of material according to instructions of client or supervisor. He/she may prepare a series of drawings to illustrate sequence and timing of story development for television production.

HEALTH COMMUNICATIONS SPECIALIST III (P-Professional)

The employee serves as an expert and advisor in interactive and new media-based communication and marketing. He/she researches, plans, develops, and evaluates a wide-range of projects that allow public health agencies to utilize new media, interactive, and web-based communication mechanisms to effectively communicate health messages. He/she designs e-Health, interactive and new media projects that effectively utilize health communication theories. Provides consultation and technical assistance to people who have expertise and interest in health behavior change, technology, multi-media, tailored communication, physical activity, and marketing health. The successful candidates must be creative, technical, detail-oriented, flexible, independent, and have a strong research orientation. Candidates must have an understanding of tailored communication and be strong writers.

This specialist publishes to external groups about e-Health communication programs, projects, and strategy development and implementation. They must provide strong content development, health communication strategy and oversight for new media and web-based communication and marketing products. He or she continually explores emerging e-Health channels for use in reaching audiences with health communication tools and marketing messages. Candidates are required to have expertise and interest in health behavior change, technology and multi-media. A minimum of 2-4 years in health communications, public health, health education, or public health information/communications is required. A Master's Degree in Public Health (or Candidate) with a concentration in health communications or health education is preferred. Work experience or a combination of education may be substituted for the requisite educational requirements as deemed appropriate.

HEALTH PHYSICIST (P-Professional)

Devises and directs research, training, and monitoring programs to protect plant and laboratory personnel from radiation hazards: Conducts research to develop inspection standards, radiation exposure limits for personnel, safe work methods, and decontamination procedures, and tests surrounding areas to ensure that radiation is not in excess of permissible standards. Develops criteria for design and modification of health physics equipment, such as detectors and counters, to improve radiation protection. Assists in developing standards of permissible concentrations of radioisotopes in liquids and gases. Directs testing and monitoring of equipment and recording of personnel and plant area radiation exposure data. Requests bioassay samples from individuals believed to be exposed. Consults with scientific personnel regarding new experiments to determine that equipment or plant design conforms to health physics standards for protection of personnel. Conducts research pertaining to potential environmental impact of proposed atomic energy related industrial development to determine qualifications for licensing. Requisitions and maintains inventory of instruments. Instructs personnel in principles and regulations related to radiation hazards. Assigns film badges and dosimeters to personnel, and recommends changes in assignment for health reasons. Advises public authorities on methods of dealing with radiation hazards, and procedures to be followed in radiation incidents, and assists in civil defense planning. May specialize in research concerning decontamination of radioactive equipment and work areas in nuclear plants, laboratories, and other facilities. Educational Requirements: Master's Degree or Ph.D. in Health Physics or in a related engineering or science discipline with a minimum of 5-10 years of related technical work experience Radiological Control/Health Physics. The position requires an in-depth knowledge of applied health physics with emphasis upon radiological and field engineering services.

HR MANAGEMENT SPECIALIST (P-Professional)

He/she will assist in the development of program objectives and program policies and procedures. He/she will formulate division policy and plans; will organize, direct, and evaluate, through subordinate staff, the work of the division. He/she will provide orientation, training, and supervision for subordinate staff; plan and implement policies and methods to coordinate and improve procedures in order to increase efficiency, reduce administrative costs, and improve services. The Human Resources Manager will coordinate the work of the division with that of the other divisions; and develop and maintain liaison with a variety of officials, agencies, and organizations. He / she will demonstrate knowledge and experience in developing new or modified HR programs, policies, and work methods for delivering effective HR services to clients.

HR RECORDS MANAGEMENT SPECIALIST (P-Professional)

The Human Resources Records Management Specialist shall be responsible for performing, but not necessarily limited to, the following duties: ongoing maintenance of Official Personnel Folders (OPF), which includes quality control review of all documents to be filed, ensuring compliance with all Federal procedures, rules and regulations, and ensuring that all forms are sorted by type organizational component and filed in alphabetical and / or chronological order as required.

Preparing missing OPF documentation for PO signature. This is accomplished through form flow or equivalent software or through use of a manual typewriter. Providing administrative support to personnel operations staff, which may include photocopying, mass mailings, preparation of documents from drafts or samples, and other miscellaneous duties.

HUMAN RESOURCES (HR) CONSULTANT (P-Professional)

He/she shall provide advice, counseling, and program development ideas for human resources activities. The HR Consultant possesses expert level knowledge and experience in one or more areas of human resources support functions. The HR Consultant possesses strong oral and written communication. Experience redesigning payroll or HR business processes is mandatory. Experience conducting large and small scale Business Process Review. Knowledge of both Public and Private sector HR required. At least four years of related work experience is required.

INSTRUCTIONAL ASSISTANT (PARAPROFESSIONAL)

Under general supervision, assists teaching staff in monitoring of student activities, maintenance of a suitable learning environment and learning experiences, preparation of appropriate materials, and providing a safe and healthy environment. Assists in the planning and implementation of an educational program for children and performs a variety of general clerical duties. Requires a high school diploma or its equivalent.

ESSENTIAL DUTIES: (May include, but are not limited to the following.)

- Participate as a member of the educational team and work closely with principals, teachers, aides and office personnel in order to coordinate the program with the normal routine of the participating school.
- Monitor students during classroom, outdoor, or community activities.
- May transport students for field trips and other activities.
- Recognize and respond to health and safety situations such as illness and seizures.
- Maintain orderliness & cleanliness of the facilities; may set up and move chairs & tables; assist in caring for & maintaining materials, equipment, supplies or toys.
- Perform clerical duties as assigned (e.g.: typing, copying, filing, maintaining materials, equipment and supplies, answering phones, taking messages; maintaining student records and mail distribution].

IT PROFESSIONALS (P-Professional)

Positions will include, but are not limited to, database design and developers, web-based training developers, e-learning designers and developers, systems engineers, training specialists, help desk, and administrative system support staff. Qualifications range per position and can be complex. Positions will require a professional knowledge of electronics engineering theories and principles. Experience using Object Orient Programming, SMS (Sequel Messaging Service), MS SQL, server and Oracle DB server; PHP, Java, Ruby on Rails, and MS. NET application framework; and both Apache and MS IIS web servers. Experience with engineering of computer hardware and software (e.g., advanced component technologies, software tools and digital theory). Ability to conduct analysis of system requirements to establish functional requirements and identify and perform hardware/software trade offs. Ability to develop conceptual design of computer systems through analysis of computer hardware, interface hardware, software requirements, and network architectures as elements of total system design. Bachelor's Degree in Computer Science or Computer engineering with 10+ years of experience or Microsoft Certified

Technology Specialist (MCTS), Microsoft Certified IT Professional (MCITP), Microsoft Certified Database Administrator (MCDBA), Microsoft Certified Desktop Support Technician (MCDST), Microsoft Certified Systems Administrator (MCSA), and Microsoft Certified Systems Engineer (MCSE) credentials, plus 10 years of experience.

IT PROJECT MANAGER II (P-Professional)

Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities and monitors and summarizes progress of project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

IT SUPPORT (P-Professional)

Maintain networking equipment, installation of systems, including equipment and cabling, and maintaining remote linkages. Performs order fulfillment. Retrieves stored documents. Maintains data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked to a host workstation or mainframe. Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and works with management to define requests for information. Provides technical guidance to less experienced systems administrators. Performs the routine operation of server software including maintaining system security, monitoring usage statistics and logs, modifying configuration settings and backing up the systems. Troubleshoot system related problems. May write shell scripts. Knowledgeable in operating systems UNIX and Windows NT, TCP/IP, and Internet services such as HTTP and FTP servers. Designs, develops, implements, and maintains complex business, accounting, and management information systems. Works on complex assignments. Works with users to define existing or new system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Directs users in the operation of the application. Establish complex operational databases, software configuration control and system interfaces for computer system(s) assigned. Maintain file servers, network access, document, analyze, and troubleshoot system anomalies to ensure optimum equipment performance.

30210 LABORATORY TECHNICIAN I (P-Professional)

This is first level of laboratory work responsible for performing support services related to laboratory testing and analysis.

- Work is performed under close supervision of a technical superior.
- He/she assists with performing routine laboratory tests.
- Performs routine, specific laboratory activities in accordance with established laboratory practices and procedures.

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Prepares media, reagents and stains. Computes and measures quantity.
- Ensures orderly and environmentally correct storage of media, reagents, supplies, samples and equipment.
- Ensures technically correct cleaning, sterilization and solvent treatment of equipment.
- Conducts laboratory tests and analyses.
- Operates and maintains various laboratory equipment.

- Requisitions, inspects and distributes laboratory supplies and equipment.
- Records information on manual/computerized records, logs and related requests for analysis, shipping/transporting samples, ordering supplies/equipment, and status of water supply system.
- Packs and ships, picks up or delivers supplies, samples and equipment.
- May perform phlebotomy to obtain blood specimens for examination.

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class. In addition to the foregoing, the Laboratory Assistant I position may require demonstration of the following:

- Knowledge of laboratory practices, procedures and terminology.
- Knowledge of chemistry.
- Knowledge of proper sample handling, preservation and storage.
- Knowledge of inventory control procedures.
- Skill in the proper use, maintenance and storage of lab equipment, media and reagents.
- Skill in basic mathematics.
- Ability to conduct routine tests.
- Ability to prepare media, reagents and stains according to established procedures.
- Ability to compute correct amounts and measure ingredients.
- Ability to maintain accurate records.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships.

Education and Training: Equivalent of an Associate's Degree from an accredited college or university with major coursework in chemistry, bacteriology, biology or a related field. May require 0-2 years of increasingly responsible experience performing laboratory analysis duties.

LABORATORY TECHNICIAN II (P-Professional)

This is the second level of laboratory work responsible for conducting technical laboratory support services in performing a variety of sample preparations, testing and analysis. Consequently, the Laboratory Technician II is expected to meet and exceed the aforementioned knowledge, skills and abilities of the Laboratory Technician I in each of the following respects:

- Work is performed with supervision from a technical superior
- Conducts a variety of standardized tests and analyses in accordance with established methods and procedures while ensuring quality control and time constraints are met.
- Ensures time critical and technically correct sample/specimen preparation and testing.
- Operates and maintains increasingly complex equipment.
- Prepares and performs quality control checks.
- Records sample/specimen/test information such as test results, type of test, observations and laboratory activities.

In addition to the above knowledge, skills and abilities, the Laboratory Technician II requires:

- Knowledge of the principles and practices of quality control.
- Knowledge of proper data reporting.
- Skill in laboratory testing and analysis.
- Skill in laboratory practices and procedures for area of discipline (e.g., analytical chemistry, medical/biological/microbiological).
- Ability to perform precise measurements and mathematical computations through algebra.

Education and Training: Equivalent of an Associate's Degree from an accredited college or university with major coursework in chemistry, bacteriology, biology or a related field. May require two (2) to three (3) years of increasingly responsible experience performing laboratory analysis duties.

LABORATORY TECHNICIAN III (P-Professional)

This is the third level of laboratory work responsible for conducting technical laboratory support services in performing a variety of sample preparations, testing and analysis. Consequently, the Laboratory Technician III is expected to meet and exceed the aforementioned knowledge, skills and abilities of the Laboratory Technician II in each of the following respects:

- Work is performed with limited supervision and reviewed at random.
- Conducts a variety of quantitative and qualitative chemical, bacteriological or microscopic tests and analyses.
- Samples/matrices may be in extremely small quantity or in less than usual condition.
- Prepares, stains and analyzes slides when the quantity/condition of samples precludes analysis via instrumentation.
- Recommends alternative methods for dealing with problem samples.
- Provides guidance to lower level technicians.
- Operates standard and complex instrumentation. Examples include: determine quality and quantity of chemical analytes present in various tissue samples/body fluids/environmental matrices or develop data regarding blood cell components or analyze various plant, animal, soil, water or air samples to determine presence of toxins, disease and other abnormalities and/or pollutants.
- Performs daily quality control, standardization, calibration and instrument maintenance.

In addition to the above knowledge, skills and abilities, the Laboratory Technician III requires:

- Knowledge of the principles and practices for area of discipline (e.g., medical technology/microbiology; analytical chemistry).
- Knowledge of state and federal laws, rules and regulations applicable to assigned area, in particular, EPA requirements.
- Skill in operation, maintenance and troubleshooting of complex instrumentation.
- Skill in performing precise measurements and mathematical computations.
- Ability to recognize problem samples, determining alternative methods for testing or rejecting.
- Ability to train lower level staff.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Experience in conducting chemical or biological laboratory tests.
2. Experience in using laboratory equipment and instrumentation.
3. Experience in laboratory sample handling.
4. Knowledge of performing mathematical and statistical computations on laboratory test data.

Education and Training: Equivalent of an Associate's Degree from an accredited college or university with major coursework in chemistry, bacteriology, biology or a related field. A Bachelor's Degree is preferred. May require three (3) to five (5) years of increasingly responsible experience performing laboratory analysis duties.

LABORATORY TECHNOLOGIST (P-Professional)

Clinical laboratory testing plays a crucial role in the detection, diagnosis, and treatment of disease. Clinical laboratory technologists, also referred to as clinical laboratory scientists or medical technologists, perform most of these tests. Clinical laboratory personnel examine and analyze body fluids and cells. They handle the following tasks: look for bacteria, parasites, and other microorganisms; analyze the chemical content of fluids; match blood for transfusions; and test for drug levels in the blood that show how a patient is responding to treatment. Technologists also prepare specimens for examination, count cells, and look for abnormal cells in blood and body fluids. They use microscopes, cell counters, and other sophisticated laboratory equipment. They also use automated equipment and computerized instruments capable of

performing a number of tests simultaneously. After testing and examining a specimen, they analyze the results and relay them to physicians. Clinical laboratory technologists usually handle more complex tasks than those performed by clinical laboratory technicians. Clinical laboratory technologists perform complex chemical, biological, hematological, immunologic, microscopic, and bacteriological tests. Technologists microscopically examine blood and other body fluids. They make cultures of body fluid and tissue samples, to determine the presence of bacteria, fungi, parasites, or other microorganisms. Technologists analyze samples for chemical content or a chemical reaction and determine concentrations of compounds such as blood glucose and cholesterol levels. They also type and cross match blood samples for transfusions. Clinical laboratory technologists evaluate test results, develop and modify procedures, and establish and monitor programs, to ensure the accuracy of tests. Technologists in small laboratories perform many types of tests, whereas those in large laboratories generally specialize. Clinical chemistry technologists, for example, prepare specimens and analyze the chemical and hormonal contents of body fluids. Microbiology technologists examine and identify bacteria and other microorganisms. Blood bank technologists, or immunohematology technologists, collect, type, and prepare blood and its components for transfusions. Immunology technologists examine elements of the human immune system and its response to foreign bodies. Cytotechnologists prepare slides of body cells and examine these cells microscopically for abnormalities that may signal the beginning of a cancerous growth. Molecular biology technologists perform complex protein and nucleic acid testing on cell samples. Clinical laboratory personnel are trained to work with infectious specimens. When proper methods of infection control and sterilization are followed, few hazards exist. Protective masks, gloves, and goggles often are necessary to ensure the safety of laboratory personnel.

Education and Training: A clinical laboratory technologist usually holds a Bachelor's Degree with a major in Medical Technology or one of the Life Sciences. It is possible, however, to qualify for some jobs with a combination of education and on-the-job and specialized training. Universities and hospitals offer medical technology programs. Bachelor's Degree programs in medical technology include courses in chemistry, biological sciences, microbiology, mathematics, and statistics, as well as specialized courses devoted to knowledge and skills used in the clinical laboratory. Many programs also offer or require courses in management, business, and computer applications. The Clinical Laboratory Improvement Act requires technologists who perform highly complex tests to have at least an Associate's Degree.

LEGAL SECRETARY I (P-Professional)

Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos and reports, answering phones, and filing. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

LEGAL SECRETARY II (P-Professional)

Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos and reports, answering phones, and filing. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

LEGAL SECRETARY III (P-Professional)

Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos and reports, answering phones, and filing. Requires a high school diploma with at least 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

LEGAL SECRETARY IV (P-Professional)

Performs secretarial and administrative duties for an attorney. Responsibilities will include typing letters, memos and reports, answering phones, and filing. Requires a high school diploma with at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

LOAN PROCESSOR (P-Professional)

Completes the mortgage loan processing and/or closing processes. Functions include processing customer loan payments, acquire necessary information to obtain loan decisions, collection, review and processing of mortgage related documents and assist in maintaining customer relationships. Verifies, compiles, and types application information for mortgage loans. Reviews residential loan application file to verify that application data is complete and meets establishment standards, including type and amount of mortgage, borrower assets, liabilities, and length of employment. Calls or writes credit bureau and employer to verify accuracy of information. Calls specified companies to obtain property abstract, survey, and appraisal. Informs supervisor of discrepancies in title or survey. Submits mortgage loan application file for underwriting approval. Types and mails approval and denial letters to applicants. Records data on status of loans, including number of new applications and loans approved, canceled, or denied, using computer. Performs other related duties as assigned or required.

MANAGEMENT ANALYST I (P-Professional)

Analyzes business or operating procedures to devise most efficient methods of accomplishing work: Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Gathers and organizes information on problem or procedures including present operating procedures. Analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures or organizational changes. Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedure. May install new systems and train personnel in application. May conduct operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed. May develop or update functional or operational manuals outlining established methods of performing work in accordance with organizational policy.

MANAGEMENT ANALYST II (P-Professional)

Responsible for a variety of comprehensive analytical assignments in support of program operations. The Management Analyst will be responsible for performing, but not necessarily limited to, the following duties; review and analyze procedures and operating policies to assess their effectiveness; provide evaluations, information, and written recommendations to effectively manage administrative operations; study, interpret, develop, and implement new and existing administrative directives; write instructions related to personnel matters based on established policies and procedures; respond to inquiries; research and resolve problems; analyze reports; and including, but not limited to: personnel actions, printing and reproduction, records, management system, property management, telephone and personal equipment inventory, training, travel and procurement. The Management Analyst II must have a minimum of six (6) years of experience.

MANAGEMENT ANALYST III (P-Professional)

Responsible for a variety of comprehensive analytical assignments in support of program operations. The Management Analyst will be responsible for performing, but not necessarily limited to, the following duties; review and analyze procedures and operating policies to assess their effectiveness; provide

evaluations, information, and written recommendations to effectively manage administrative operations; study, interpret, develop, and implement new and existing administrative directives; write instructions related to personnel matters based on established policies and procedures; respond to inquiries; research and resolve problems; analyze reports; and including, but not limited to: personnel actions, printing and reproduction, records, management system, property management, telephone and personal equipment inventory, training, travel and procurement. The Management Analyst III must have a minimum ten (10) years of experience.

MEDIA MAKER (SCIENTIST'S ASSISTANT) (P-Professional)

The Media Maker performs duties involving media preparation. The same include pouring both normal and custom media and preparing biochemical solutions. This person would also assure the availability of laboratory items through inventory and ordering actions and at times may also perform the duties of a Level I Lab Technician. He/she works in the media department and weighs samples. He/she must work at a fast pace throughout the day to efficiently supply the laboratory with the necessary materials for the next testing day. The job may include operation of a steam sterilization unit, pH meter and working with other people in the media room. He/she may have to perform limited mathematical computation. Media makers must be able to work with powders, chemicals and repeatedly lift up to 30 pounds throughout the day. The job entails continuous standing during the day. A successful candidate will be able to accomplish repeated tasks on a daily basis as well as work and communicate well with other laboratory personnel in a team environment. The Media Maker must have earned a High School Diploma or its equivalent, but some undergraduate course work in chemistry is preferred.

MEDICAL RECORDS ASSISTANT (P-Professional)

The Medical Records Clerical Assistant must hold a high school diploma, or its equivalent, and must have one (1) year of experience in a clinical or any medical facility requiring experience for communication and skill factors involving medical terminology, forms, reports, etc. The individual performing the services must be able to type, file, perform basic math computations and work on a computer. He/she must also demonstrative the ability to read, understand, fluently speak, and legibly write in the English language. The Medical Records Clerical Assistant must also have a limited amount of knowledge regarding procedures for the assembly and maintenance of patient records.

12190 MEDICAL RECORDS TECHNICIAN (P-Professional)

The Medical Records Technician must hold a high school diploma or its equivalent. The Medical Records Technician should have a minimum of three (3) years experience working in a medical office. He/she must be familiar with both numeric and alphabetic filing procedures. He/she must be able to understand and utilize medical terminology and must be able to use a personal computer to perform word processing and to keep track of important information. He/she must have basic typing skills. In addition to the foregoing, the medical records technician must do the following:

- File various medical reports, laboratory studies, x-rays, etc., in medical files on a daily basis.
- Pull patient medical files for sick call and call-outs daily as listed on a call out sheet.
- Pull patient medical files for physicians, clinical staff, and consultants daily.
- File patient medical records and documentation in patient medical and dental records files.
- Copy information from patient files as documented on a waiting list.
- Routinely review medical files for inappropriate filing.
- Copy various records necessary for Freedom of Information Act (FOIA) compliance, administrative tort claim investigations, and litigation use.
- Track and maintain litigation files.
- Organize and account for medical records.
- Assist in internal and external audits.
- Participate in any Improvement Organizational Program (IOP).
- Become familiar with and utilize the pertinent Electronic Medical Records system for record filing.

He/she must be able to carry out several specific procedures to complete various repetitive clerical steps performed in a prescribed or slightly varied sequence. The same include filing documents and operating office equipment (e.g. computer, fax machine, scanner, photocopier and/or telephone). He/she must have some familiarity with the terminology and operations of both a legal and a medical office in order to complete assignments with minimal instruction. The Contractor must have the ability to maintain confidentiality as to all office work products.

MEDICAL SECRETARY (P-Professional)

The Medical Secretary performs secretarial duties utilizing specific knowledge of medical terminology, medical billing/insurance procedures and hospital, clinic, or laboratory procedures. Medical secretaries usually work in doctors' offices, group practices, clinics, hospitals, home health agencies or governmental agencies. Their specific job duties depend on the size and type of the facility. The daily duties and tasks will vary based on the employer, but they typically include:

- Compiling, recording and filing medical charts, histories, reports and correspondence;
- Coordinating office or hospital administrative tasks;
- Transcription;
- Preparing and reviewing correspondence;
- Assisting physicians or scientists with medical research;
- Scheduling appointments;
- Billing patients;
- Ordering medical supplies;
- Coordinating billing matters with insurance companies; and
- Coordinating testing with medical laboratories.

The Medical Secretary must have earned a High School Diploma or its equivalent. An Associate's Degree may be required. He/she must be able to carry out several specific procedures to complete various repetitive clerical steps performed in a prescribed or slightly varied sequence. The same include filing documents and operating office equipment (e.g., computer, fax machine, scanner, photocopier and/or telephone). He/she may be required to have some familiarity with legal terminology in addition to the normal medical terminology requirements. He/she should be familiar with Medicaid, Medicare, TriCare and/or other governmental billing procedures in addition to those associated with private insurance companies. He/she must be able to complete assignments with minimal instruction and must have the ability to maintain confidentiality as to all office work product. He/she must be well-acquainted with the Microsoft Office Suite of software as well as a medical electronic records management system.

MICROBIOLOGIST I (P-Professional)

Identifies, isolates and studies micro-organisms, bacteria and their byproducts. May require a Bachelor's Degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

MICROBIOLOGIST II (P-Professional)

Identifies, isolates and studies micro-organisms, bacteria and their byproducts. May require a Bachelor's Degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

MICROBIOLOGIST III (P-Professional)

Identifies, isolates and studies micro-organisms, bacteria and their byproducts. May require an Advanced Degree (i.e., Master's Degree or Ph.D) and 4-6 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of

creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

MICROBIOLOGIST IV (P-Professional)

Identifies, isolates and studies micro-organisms, bacteria and their byproducts. May require an Advanced Degree (i.e., Master's Degree or Ph.D) and 5-8 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

MICROBIOLOGIST V (P-Professional)

Identifies, isolates and studies micro-organisms, bacteria and their byproducts. May require an Advanced Degree (i.e., Master's Degree or Ph.D) and at least 8 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

30361 PARALEGAL/LEGAL ASSISTANT I (P-Professional)

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 1-2 years of experience in the field. Knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. One to two years of experience.

30362 PARALEGAL/LEGAL ASSISTANT II (P-Professional) At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent: Reviews case materials to become familiar with questions under consideration. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law. Interviews potential witnesses and prepares summary interview reports for the attorney's review. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits. Verifies citations and legal references on prepared legal documents. Prepares summaries of testimony and depositions. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

30363 PARALEGAL/LEGAL ASSISTANT III (P-Professional)

At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following: analyzes and evaluates case files against litigation worthiness standards; and notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney.

He/she reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity; interviews relevant personnel and potential witnesses to gather information; reviews and analyzes relevant statistics; performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; consults with statistical experts on reliability evaluations; and may testify in court concerning relevant data.

30364 PARALEGAL/LEGAL ASSISTANT IV (P-Professional)

At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties: examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law; determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; identifies types of record keeping systems and types of records maintained which would be relevant; gathers, sorts, and interprets data from various record systems including computer information systems; interviews potential witnesses for information and prepares witnesses for court appearances; develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results; analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court; continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files; and may appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

PAYROLL SPECIALIST I (P-Professional)

At least 5 years of functional expertise and analytical experience supporting Federal Payroll Operations. At least 5 years of experience re-designing business processes to support organizational and/or operational changes. Experience redesigning payroll or HR business processes is desirable but not mandatory. Specialties should include areas such as Federal retirements and processing back pay cases.

PERSONNEL ANALYST (P-Professional)

The Personnel Analyst performs professional, analytical personnel work in one of the following specialty areas: equal employment opportunity, training, benefits, compensation and classification, employment or other human resource area. He/she carries out a combination of specialty functions in the area of transactions/records which may include leave records and dissemination of employee information. When performing specialized work, he/she usually acts in support of other specialists or analysts. He/she performs work of moderate difficulty which predominantly involves technical support in a specialty area or combination of specialty areas including an analytical component or the areas of transactions, reporting and benefits. The Personnel Analyst audits personnel records to ensure that the records are properly documented by reviewing actions and supporting documents submitted by others and making corrections through the revision of automated data or manual records to meet specified requirements. He/she notifies new employees about agency benefits and policies to ensure that all necessary forms are completed and policies are understood by conducting orientation sessions and counseling employees. The Personnel Analyst assists managers in the hiring process by developing advertisements, screening applicants and guiding the manager in the interview process by developing job-related interview questions and criteria. He/she develops training plans to ensure implementation of training programs and improves skill levels by conducting needs assessments and coordinating or conducting workshops. He/she determines the proper classification of positions by conducting single position audits of well-defined classes. The Personnel Analyst provides technical guidance to others in recordkeeping matters to ensure consistency and accuracy of records by reviewing records and preparing guidelines. He/she prepares reports on issues such as worker's compensation, unemployment compensation, manpower and other statistical reports to provide necessary data for management.

Receives general supervision from the head of the agency's human resource program, human resource manager or specialist manager. Work usually involves the execution of specific rules and regulations or procedures that will affect the work of others in the section and is usually presented in the form of a recommendation. Must have a good working knowledge of personnel forms and associated procedures and the process and workflow of transactions. Must also demonstrate some knowledge of the working

principles and practices of personnel administration. Should be well-versed in keyboarding and/or operating other automated office equipment. Must demonstrate the ability to record and organize statistical data and apply logical sequence to the analysis and resolution of an issue.

Requisite Education or Training: Graduation from a four (4) year college or university with course work in personnel administration or a related field. Some experience in personnel specialty areas is desirable. An equivalent combination of training and experience indicating possession of the preceding knowledge, skills and abilities may substitute for the aforementioned training and experience.

POLICY ANALYST I (P-Professional)

The Policy Analyst will provide subject matter experts to review policies and programs, make recommendations for improvement, draft technical documents, and offer expert opinions in matters pertaining to programs. These subject matter experts may be required to have expertise in a wide range of scientific and health-related disciplines and will most likely be performing on short-term or intermittent task orders. The Policy Analyst must have a minimum of one year of experience.

POLICY ANALYST II (P-Professional)

The Policy Analyst will provide subject matter experts to review policies and programs, make recommendations for improvement, draft technical documents, and offer expert opinions in matters pertaining to programs. These subject matter experts may be required to have expertise in a wide range of scientific and health - related disciplines and will most likely be performing on short - term or intermittent task orders. The Policy Analyst II must have a minimum of six years of experience.

POLICY ANALYST III (P-Professional)

The Policy Analyst will provide subject matter experts to review policies and programs, make recommendations for improvement, draft technical documents, and offer expert opinions in matters pertaining to programs. These subject matter experts may be required to have expertise in a wide range of scientific and health-related disciplines and will most likely be performing on short-term or intermittent task orders. The Policy Analyst III must have a minimum of ten years of experience.

PROCUREMENT CLERK I (P-Professional)

The Procurement Clerk I compiles information and records to prepare purchase orders for procurement of material for industrial firm, governmental agency, or other establishment. He/she performs the following tasks:

- Verifies nomenclature and specifications of purchase requests;
- Searches inventory records or warehouse to determine if material on hand is in sufficient quantity;
- Consults catalogs and interviews suppliers to obtain prices and specifications;
- Types or writes invitation-of-bid forms and mails forms to supplier firms or for public posting;
- Writes or types purchase order and sends copy to supplier and department originating request;
- Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories;
- Computes total cost of items purchased, using calculator;
- Confers with suppliers concerning late deliveries;
- May compare prices, specifications, and delivery dates and award contract to bidders or place orders with suppliers or mail order firms;
- May verify bills from suppliers with bids and purchase orders and approve bills for payment; and
- May classify priority regulations.

A minimum of a High School Diploma or its equivalent is required. An Associate's Degree is preferred. He/she should be proficient with Microsoft Word, Excel and PowerPoint. He/she must have 0-2 years experience in the procurement field.

PROCUREMENT CLERK II (P-Professional)

The Procurement Clerk II compiles information and records to prepare purchase orders for procurement of material for industrial firm, governmental agency, or other establishment. He/she performs the following tasks:

- Verifies nomenclature and specifications of purchase requests;
- Searches inventory records or warehouse to determine if material on hand is in sufficient quantity;
- Consults catalogs and interviews suppliers to obtain prices and specifications;
- Types or writes invitation-of-bid forms and mails forms to supplier firms or for public posting;
- Writes or types purchase order and sends copy to supplier and department originating request;
- Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories;
- Computes total cost of items purchased, using calculator;
- Confers with suppliers concerning late deliveries;
- May compare prices, specifications, and delivery dates and award contract to bidders or place orders with suppliers or mail order firms;
- May verify bills from suppliers with bids and purchase orders and approve bills for payment; and
- May classify priority regulations.

A minimum of a High School Diploma or its equivalent is required. An Associate's Degree is preferred. He/she should be proficient with Microsoft Word, Excel and PowerPoint. He/she must have 0-2 years experience in the procurement field.

PROGRAM ANALYST III (P-Professional)

Responsible for coordinating grants and projects; develops system for data collection, reporting criteria and grant records; researches and compiles statistics and data for grants/projects; may assist in writing narratives for grant proposals, monitors grant/project timeline; creates, monitors and maintains audit files for program compliance; designs and implements procedures to fulfill grant/project objectives and criteria; may prepare memorandums of understanding for agencies; works with agencies to resolve concerns and issues; prepares Board agenda items; prepares reports including statistical summaries and comparisons; trains, coordinates, and reviews work of project staff/student assistants; assists in monitoring revenue and expenditures for grants/projects; assists in marketing and presentations. Creates and maintains databases; enters and retrieves data; analyzes, creates, and presents reports from databases; assists in the development and administering of survey instruments, forms, and questionnaires; monitors record keeping procedures for accuracy, and compiles data; reviews and prepares program reports and data; documents the survey/data review process and product. Prepares letters, memos, and program reports. Creates and maintains databases; enters and retrieves data; analyzes, creates, and presents reports from databases; assists in the development and administering of survey instruments, forms, and questionnaires; monitors record keeping procedures for accuracy, and compiles data; reviews and prepares program reports and data; documents the survey/data review process and product. He/she must have completed two years of college, including coursework and training in technical writing, basic statistics, and computer usage. Experience with various database, spreadsheet, word processing, and desktop publishing applications is desirable. Principles of data review and reporting; standard office procedures and practices related to record keeping; English grammar; computerized data management systems; basic accounting and budget principles; research methods; effective telephone techniques. Prepare clear and concise written communications and make oral presentations; conduct complex data and budget review; communicate effectively with diverse groups; operate various computer and standard office equipment; compute basic statistics including mathematical averages and percentages; set up and maintain database files and retrieve data to prepare reports; adapt to changing technology; organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain and apply laws, rules, regulations, policies and procedures relating to department/unit business; establish and maintain cooperative working relationships.

PROGRAM MANAGER I (P-Professional)

He/she will have overall responsibility for a major program and frequently will be responsible for multiple contracts providing a variety of services to a diverse customer base. Works with senior leadership in client organizations to plan and implement new programs and ensure quality products and services consistent with the terms of each agreement are provided in a timely manner. Works with clients to identify and resolve complex problems or contractual issues. Have responsibility for several projects simultaneously. Must have at least 10 years of relevant work experience and an undergraduate degree in a related discipline. A graduate degree is preferred.

PROGRAM MANAGER II (P-Professional)

He/she will have overall responsibility for a major program and frequently will be responsible for multiple contracts providing a variety of services to a diverse customer base. Works with senior leadership in client organization to plan and implement new programs and ensure quality products and services consistent with the terms manner. Works with clients to identify and resolve complex problems or contractual issues. Has responsibility for several projects simultaneously. Must have 10-15 years of relevant work experience and an undergraduate degree in a related discipline. A graduate degree is preferred.

PROGRAM MANAGER V (P-Professional)

Candidates for Program Manager V will be required to render the following duties similar to and as a high level contract specialist and program technical advisor for solicitation, negotiation, award, administration, classification, close-out and termination for contracts in support of agency-wide operations. Specifically, candidates will:

Direct formal evaluation and source selection of all contracts to ensure equitable and comprehensive evaluation of competitive proposals and to assure selections are made that are the greatest benefit to agencies; employ sound principles as program leader to assist in the efficient and effective execution of assignments and interviews.

Qualified candidates will also suggests selections and provides constructive feedback to program team members, make final decisions regarding planning, technical program support, methods of procurement inclusive of cost and fixed-price techniques; decipher and administer justification and negotiation of contract(s) and modifications.

As a Program Manager V, it is required to monitor contract performance, complete contract negotiation cycles that include coordination of technical evaluation, pre-award surveys and awards with recommendations/signatures; to execute and administer contracts and amendments. Notwithstanding Program Manager V will provide technical advice and guidance to clients including the adequacy of work statements and specifications and provides guidance and support in the selection strategy, evaluation process, negotiation of business and technical terms and the subsequent administration and formal closeout of the suggested program's contracts with formulating contract pricing and terms.

He or she provides coordination, assistance and guidance in the development of complex procurement requirements and translates into comprehensive solicitation package, review external audit reports on procurements and makes recommendations on findings. Analyzes inquiries involving procurements and prepares appropriate responses based upon knowledge of procurement operations. The minimum qualifications include completion of training or high level, Federal contracting positions, including at least 4 plus years experience in contracting or related position with at least 1-2 years of that experience being specialized or equivalent to work at the next lower level of the position, having provided the knowledge, skills, and abilities to perform successfully the work of the position with a 4-year course of study leading to a bachelor's degree in any combination of the accounting, business, finance, law, contracts, purchasing, economics, public health program management, marketing, organization and management.

PROJECT ADMINISTRATOR I (P-Professional)

Plans and coordinates project scheduling, budgeting, and administrative tasks. Supports the project staff by facilitating project logistics such as meetings, conference rooms, conference calls, etc. Takes meeting minutes and action items during meetings and performs basic follow-up. Assists in development of presentations. Requires a bachelor's degree in a related area and 4-6 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a project leader or manager.

PROJECT ADMINISTRATOR II (P-Professional)

Plans and coordinates project scheduling, budgeting, and administrative tasks. Supports the project staff by facilitating project logistics such as meetings, conference rooms, conference calls, etc. Takes meeting minutes and action items during meetings and performs basic follow-up. Assists in development of presentations. Requires a bachelor's degree in a related area with at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a project leader or manager.

PROJECT ASSISTANT (P-Professional)

Handles a variety of detailed and complex tasks; work independently and/or in coordination with a project manager or team leader. May organize and prioritize tasks using sophisticated software. Keeps track of project progress and development. May establish and maintain databases related to project implementation. Prepares reports and handles various administrative tasks. Requires 0-2 years of related experience.

PROJECT COORDINATOR I (P-Professional)

The Project Coordinator will develop, coordinate, design and administer projects. He/she will develop operational manuals, policies and procedures; will coordinate projects and staff. Identify budget and schedule requirements as needed. The Project Coordinator will evaluate project performance, including recommending project goals, priorities and delivery strategies. He/she will also compile information and analyze the effectiveness of the assigned project. They will coordinate efforts between departments and staff; will analyze existing needs and assist departments and staff. Develop and maintain working relationships. Develop and implement a public relations plan and strategy.

The Project Coordinator will collect data, compile, prepare and maintain a variety of documents, reports and records for the project. Will recruit and provide training and counseling of project staff. Will research funding sources, determine needs, write proposals and administer grants. Establish and administer the project budget, determine service levels and required equipment, supplies etc. Provide recommendations and track expenditures to ensure compliance with established budgetary guidelines. Performs other duties of a similar nature or level. Candidate will possess at least three to five years of equivalent experience and an Associate's Degree with 3-5 years of experience within a related field.

PROJECT COORDINATOR II (P-Professional)

The responsibilities and duties of this position include, but are not limited to working with project and training leads to help turn project content into deliverables. Finalize operational and training materials; assist with governance of project procedures as deemed by principal coordinator. The coordinator must possess a combination of Microsoft technical skills and detailed orientation. They must also coordinate training and development for business, technical and scientific affairs. At level II, he or she must coordinate and implement training projects as assigned, determine project logistics/production

requirements, develop project schedules, ensure the project timelines/deadlines are met. Thereafter, coordinate project team meetings for assigned programs and is responsible for tracking and documenting progress of projects with monitor project expenses. He or she also defines project scope at an operational and financial standpoint.

The requirements for this level coordinator are strong Microsoft Office Skills, demonstrated organization/project balancing skills, attention to detail, the ability to work in fast-paced environment. Education requirements are a Bachelor's Degree with 3-7 years of related and or equivalent experience (within specific project discipline) in an administrative role including administration of special projects with good technical, administrative and scientific reading, interpretation and writing skills. The candidate must have problem-solving, negotiation, decision-making and organizational skills with the ability to lift up to 20 pounds of project related materials.

PROJECT MANAGER I (P-Professional)

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

PROJECT MANAGER II (P-Professional)

With little or no corporate guidance the PM shall be capable of managing a large team of professionals in providing a wide range of services, and managing assigned projects within scope and budget. He/she is responsible for all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.). He/she organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and management reports, oversees quality control, develops and modifies project plans, and documents and resolves problems. The Project Manger provides leadership to the project team, ensures conformance to performance requirements, and assists in the, overall direction to all project level activities and personnel. Must have at least eight years of relevant work experience and an undergraduate degree. Five additional years of work experience may be substituted for the undergraduate degree. Graduate degree is preferred.

PUBLIC HEALTH ANALYST/ADVISOR I (P-Professional)

Performs a wide range of functions. They conduct disease intervention activities, control and evaluate programs, and provide technical assistance to State, local and foreign governments, and other organizations. Program areas that employ public health advisors include chronic diseases, environmental health, immunization, infectious diseases, injury prevention and control, international health and refugee programs, sexually transmitted diseases, and tuberculosis prevention. As an analyst to a public health and governmental agency individual will be involved developing and applying disease prevention and control, environmental health, and health promotion and health education activities designed to improve the health of the people of the United States. Analyst will also collaborate with national public and private sector partners to provide critical information to assist planning, directing, coordinating programs and research responsible for policy development, research coordination and communications.

He or she will work with Division senior staff and program managers with assisting on a wide range of activities related to the strategic direction public health agencies by participating in regularly scheduled Team and Division-Wide meetings as well as outside partners, to exchange information.

They further coordinate with others and conduct independent research (with guidance, as needed) to collect scientific information and synthesize into a variety of written documents that could include facts sheets, issue briefs, speeches, testimony, publications and more. Serve as the lead staff on a variety of

policy initiatives and projects such as the expansion of a legislative tracking database or development of a training session for state program managers. Developing talking points, slides, testimony, briefing materials; position statements. Responds to routine requests for information and generates progress reports on the business unit's goals and objectives; update budget plans. Experience required or at least and or 2-3 years proven track record with an Associates and or Bachelor's Degree in Medical, Public Health or Sociological Concentrations.

PUBLIC HEALTH ANALYST II (P-Professional)

Qualified applicants execute disease intervention activities, handle and evaluate programs, and provide direct-advanced technical assistance to State, local and foreign governments, and other organizations within chronic disease, environmental health, immunization and infectious diseases. Applicant applies disease prevention and control, environmental health, and health promotion activities to advance health nationwide. They will form partnerships to provide sensitive data to plan, direct and form programs and research for policy development, research and communications. Analyst will team with executives to form public health strategies for agencies within meetings and similar forums. Candidate should possess 3-5 years of public health experience on a mid-management to senior level with a degree in a specific or general health discipline. He or she conducts independent research compiling a high level of scientific information that forges document, facts sheets, briefs and speeches. They lead staff on a variety of policy initiatives and training for state programs. Develop highly formed responses to frequent requests for information, budgets and planning.

PURCHASING AGENT (P-Professional)

Coordinates activities involved with procuring goods and services, such as raw materials, equipment, tools, parts, supplies, and advertising. Reviews requisitions. Confers with vendors to obtain product or service information, such as price, availability, and delivery schedule. Selects products for purchase by testing, observing, or examining items. Estimates values according to knowledge of market price. Determines method of procurement, such as direct purchase or bid. Prepares purchase orders or bid requests. Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority. Maintains manual or computerized procurement records, such as items or services purchased, costs, delivery, product quality or performance, and inventories. Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action. May approve invoices for payment. May expedite delivery of goods to users.

QUALITY ASSURANCE TECHNICIAN (P-Professional)

Plans and directs activities concerned with development, application, and maintenance of quality standards for industrial processes, materials, and products: Develops and initiates standards and methods for inspection, testing, and evaluation, utilizing knowledge in fields such as environmental, chemical, electrical, or mechanical engineering. Devises sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting quality and reliability data. Establishes program to evaluate precision and accuracy of production equipment and testing, measurement, and analytical equipment and facilities. Develops and implements methods and procedures for disposition of discrepant material and devises methods to assess cost and responsibility. Directs workers engaged in measuring and testing product and tabulating data concerning materials, product, or process quality and reliability. Compiles and writes training material and conducts training sessions on quality control activities. May specialize in areas of quality control engineering, such as design, incoming material, process control, product evaluation, product reliability, inventory control, metrology, automated testing, software, research and development, and administrative application.

REAL PROPERTY CLERK (P-Professional)

The Real Property Clerk performs real property records review, maintenance and update of real property. He/she assists in performing the inventory of real property and extracts data from real property databases [e.g., Integrated Facility System (IFS)] to generate reports. The Clerk maintains installation maps, graphical

real property facility records and engineering blueprints. He/she processes reports and files real property transfer documents (e.g., DD 1391's). The Real Property Clerk also provides clerical support for the real property assignments/termination function by assuring that all required support documents are maintained in the individual real property files. He/she must follow all office practices, procedures and processes utilizing information resources and information technology while complying with all current regulations and policies. The Clerk must comply with policies regarding the personal use of Government automation and communications resources. He/she must protect the integrity and security of IT resources and avoid unauthorized access to IT systems and equipment. The Real Property Clerk updates internal databases, performs and completes assignments within specified timeframes, willingly assists all customers regarding matters pertaining to real property, and may be required to prepare periodic (e.g., monthly) reports describing activities undertaken, problems encountered, and actual or recommended corrective action. Education/Skills Requirements: (1) a High School Diploma, or it equivalent; (2) ability to communicate effectively in the English language both orally and in writing; (3) computer data entry skills, including good facility with Microsoft Office Suite (Word, Excel and PowerPoint); and good customer service skills.

REGISTRAR/ARCHIVIST (P-Professional)

Responsible for managing a college, university, library or other institutional asset collection by acquiring, processing, and archiving digital resources. Establishes records for archiving and retrieving resources by following appropriate standards and guidelines. Assists individuals in accessing the digital asset collection. Requires a master's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

REPOSITORY SPECIALIST (P-Professional)

The Repository Specialist assists Project Scientists and Project Directors in the department with the oversight and management of a central repository and of the repository's interactions with large-scale clinical studies contributing samples to the Central Repository. The primary responsibilities of this position include: (1) interacting with clinical trial investigators, Project Officers and Scientists, and other Central Repository contractors to facilitate archiving of samples and data; (2) reviewing informed consents from each participating site that contributes studies to ensure that the consent forms permit the samples/data to be placed in the repository, and to thereafter provide consents and approval letters to the contractor maintaining the consent database; (3) assisting Project Officers with budget tracking of Repository costs, including reviews of invoices and monthly/quarterly/annual reports; (4) participating in site visits to the Repositories; (5) serving as coordinator of the Repository Steering Committee, arranging weekly meetings and phone calls, preparing and distributing meeting materials, and preparing minutes; (6) serving as Executive Secretary for the External Advisory Committee (EAC) of the Repositories, arranging meetings and preparing and/or collecting relevant documents including meeting minutes, Repository user feedback, etc.; and (7) serving as coordinator of requests for access to data or samples, monitoring electronic application systems, assigning reviewers, reviewing applications for completeness, distributing relevant documents, and corresponding with applicants for sample and/or data access.

RESEARCH ASSISTANT I (P-Professional)

Participates in research and development activities. Utilizes established mathematical and scientific techniques to compile and analyze data. Writes technical reports detailing procedures, outcomes, and observations. Requires a Bachelor's Degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

RESEARCH ASSISTANT II (P-Professional)

Participates in research and development activities. Utilizes established mathematical and scientific techniques to compile and analyze data. Writes technical reports detailing procedures, outcomes, and observations. Requires a Bachelor's Degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Works under general supervision. Typically reports to a supervisor or manager.

RESEARCH ASSISTANT III (P-Professional)

Participates in research and development activities. Utilizes established mathematical and scientific techniques to compile and analyze data. Writes technical reports detailing procedures, outcomes, and observations. The Research Assistant III must hold a Graduate Degree (i.e., Master's Degree or Ph.D.) and have 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

RESEARCH ASSISTANT IV (P-Professional)

Designated applicants for Research Assistant IV perform a variety of scientific and diagnostic assays with evaluations of drug distributions within human cells and tissues. Applicants carry out research and development activities. Makes detailed observations, analyzes data, and interprets results. He or she compiles results and prepares technical reports and documentation of outcomes. He/she must be familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experiences and judgment to plan and accomplish goals. He/she performs a variety of tasks. Typically reports to a project supervisor or project manager. A wide degree of creativity and latitude is expected. He or she prepare research results for manuscripts and presentations, calibrate and maintain laboratory instruments, assess drug levels, process biological specimens, maintain experiment records, prepare reports and characterize virus or cultures. Research Assistant IV will ensure the quality of work required will meet standards and timelines of deliverables for designated laboratories. Candidates will make an account of Lab Operations, research protocols and priorities to document findings for disease interventions and preventions working with scientists, epidemiologists and other clinical personnel. All applicants require a Master's Degree and at least 5 years of direct experience in the field. May substitute Master's Degree with scientific B.S. Degree in specialized areas of research and or applied science.

01314 SECRETARY IV (P-Professional)

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: Based on knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered. Reads publications, regulations and directives and takes action or refers those that are important to the supervisor and staff. Prepares special or one-time reports, summaries, or replies to inquires, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general direction.

Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquires, etc. Shifts clerical staff to accommodate work load needs. Works under an organizational structure that is complex and is divided into subordinate groups that usually differ from each other as to subject matter and function. Supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls

are formal. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

01315 SECRETARY V (P-Professional)

Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following: Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized. Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations. Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems. Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts.

In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters. Works under an organizational structure that 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 inter-locked 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 public 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. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

Essential skill sets include: word processing: excellent verbal/written communication skills; extensive knowledge of computer software applications such as desktop publishing, project management, spreadsheets and database management. Should be proficient at typing and utilize good spelling, punctuation, grammar and interpersonal skills.

SECRETARY/ASSISTANT, EXECUTIVE (P-Professional)

Provides an advanced level of executive support to various executives with complex organizational responsibilities. The Executive Assistant serves as the primary support and acts as a liaison between the executive and his/her organization. In some cases and within pre-agreed limits, the EA may act as the executive representative. The EA independently completes assigned non-routine tasks to meet goals under supervision and may work in a team environment. The level of support requires a good understanding to the executive's organization, along with the business knowledge to communicate and work effectively with the executive's organization and clients. Prepares a range of non-routine correspondence according to company guidelines for signature by executive (i.e. brand compliance, proof reading materials for consistency grammar and spelling), Compile process and analyze data based on research objectives and prepare reports. Arrange and coordinate meeting/conference in liaison with the meeting and events planning team when applicable. Handle routine and non-routine logistics (e.g. contact meeting participants and coordinate responses, compose meeting materials and follow-up correspondence with input and review by Executives).

They will follow up on action and items and report status to Executives/meeting attendees. Identify potential speakers and provide local, on-site support as appropriate. Coordinate work with third-party

suppliers-both internal and external to address support needs and issues on behalf of the executive. Arrange conference calls, video conferences or data conferences occasionally involving a global audience. Anticipate travel needs of executives and independently coordinate complex travel arrangements, typically involving multiple changes and destinations based on understanding of executive's availability and obligations. Support with travel documentation and procedures (itineraries, visa/passports procedures). Prepare draft proposals and presentations with direction from Executive and/or support from other individuals or service departments, as necessary. Review and sort paper-based and electronic mail, identify action required and take action where appropriate. Assist with miscellaneous complex administrative tasks voicemail/email distribution lists, may handle time and expense report. Control potential complex calendar/diary activity, including coordination of appointments for executives as well as extensive rescheduling. Keep executives informed as needed. Develop relationships with executive's clients and their EA's. Provide telephone support (*i.e. answer calls promptly and courteously). Act as executive representative to independently handle calls. May record and monitor work requests into the tracking tool in a timely manner according to local capabilities and guidelines. Maintain voicemail and email distribution lists. Requires a minimum of 10 years of progressively responsible secretarial and administrative experience supporting Executive level management.

STATISTICIAN I (P-Professional)

Analyzes and interprets data from various sources. Compiles reports, charts, and tables based on established statistical methods. Requires a Bachelor's Degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

STATISTICIAN II (P-Professional)

Analyzes and interprets data from various sources. Compiles reports, charts, and tables based on established statistical methods. Requires a Bachelor's Degree in a related area and, 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

STATISTICIAN III (P-Professional)

Analyzes and interprets data from various sources. Compiles reports, charts, and tables based on established statistical methods. Requires a Bachelor's Degree in area of specialty and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

STATISTICIAN IV (P-Professional)

Analyzes and interprets data from various sources. Compiles reports, charts, and tables based on established statistical methods. Requires a Bachelor's Degree in a related area and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

STATISTICIAN V (P-Professional)

Analyzes and interprets data from various sources. Compiles reports, charts, and tables based on established statistical methods. Requires a Bachelor's Degree in area of specialty and 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

30461 TECHNICAL WRITER I (P-Professional)

Writes, edits and reviews complicated subject matter in the form of manuals, brochures, articles, reports, etc. Provides technical documentation for internal or external software or networking products and services. Responsible for planning, organizing, writing, and editing operational, maintenance or test procedure manuals. May research engineering schematics, technical design specifications, interface design, design diagrams and test specifications with design engineers. Helps coordinate the layout and manual organization. Acquires and organizes basic source material, including applicable specifications, engineering write-ups, and drawing packages. Requires a Bachelor's Degree and 0-3 years of relevant experience.

30462 TECHNICAL WRITER II (P-Professional)

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

30463 TECHNICAL WRITER III (P-Professional)

Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

WEB DEVELOPER (P-Professional)

Designs, implements, and tests software components using a variety of tools. Experienced in analysis, design and integration of information systems and commercial-off-the shelf (COTS) software. Experienced in web server configuration, management and applications development. Designs, configures and maintains the client's and customer's websites. Troubleshoots, debugs and implements software code. May require a Bachelor's Degree in a related area and at least 2 years of experience in the field or in a related area. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C++, HTML, CGI and JavaScript). Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a project leader or manager.