



U.S. General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Environmental Services

Federal Supply Schedule 899

Contract Number: GS-10F-0025S

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules link at: <http://www.fss.gsa.gov>.

Contract Period: October 24, 2010 through October 23, 2015
Awarded SINS 899-1, 899-1RC

Strata-G, LLC

2027 Castaic Lane
Knoxville, TN 37932
Phone 865-934-3400
Fax 865-934-3439

Website <http://www.stratag.org>

GSA Contract Admin – Leah Berry

Business Size: Small, Veteran Owned

Price List current, dated 8/29/2014

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VII. Labor Category Descriptions

I. Customer Information

1a. Awarded Special Item Numbers:

SIN 899-1, 899-1RC Environmental Planning Services & Documentation

1b. Labor Rates: Please see Section VI for Labor Rates.

1c. Labor Category Descriptions: Please see Section VII for full Labor Category Descriptions.

2. Maximum Order Threshold: The maximum order for Environmental Services under all SINs is \$1,000,000

3. Minimum Order: The minimum dollar value per order for all Environmental Services is \$100.

4. Geographic Coverage (Delivery Area): Worldwide.

5. Point of Production: Knoxville, TN.

6. Discount from List Prices: All prices listed are net prices.

7. Quantity Discounts: Strata-G, LLC does not offer quantity discounts.

8. Prompt Payment Terms: No special discount is offered for prompt payment. Payment terms are net 30 days.

9a. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders at or below the micro-purchase threshold.

9b. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders above the micro-purchase threshold.

10. Foreign Items: Not Applicable.

11a. Time of Delivery: Specified in each task order.

11b. Expedited Delivery: None.

11c. Overnight and 2-Day Delivery: None.

11d. Urgent Requirements: Not Available.

12. F.O.B. Points(s): To be negotiated with ordering agency per individual task orders.

13a. Ordering Address:

Strata-G, LLC

Attention: Contracts*

2027 Castaic Lane

Knoxville, TN 37932

865-934-3400 phone

865-934-3449 facsimile

* Please mail to the attention of the Contract Administrator identified in the task order proposal.

13b. Ordering Procedures: The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://fss.gsa.gov/schedules>).

14. Payment Address is as Follows:

Payment via Check/U.S. Mail

Strata-G, LLC

Attention: Contracts*

2027 Castaic Lane

Knoxville, TN 37932

15. Warranty Provision: Not applicable.

16. Export Packing Charges: Not applicable.

17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): The Government Credit Card shall be accepted for orders below the micro-purchase threshold.

18. Terms and Conditions of Rental, Maintenance, and Repair: Not applicable.

19. Terms and Conditions of Installation: Not applicable.

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: Not applicable.

20a. Terms and Conditions for Any Other Services: Not applicable.

21. List of Service and Distribution Points: Not applicable.

22. List of Participating Dealers: Not applicable.

23. Preventive Maintenance: Not applicable.

24a. Special Attributes: Not applicable.

24b. Section 508: If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at www.Section508.gov.

25. Data Universal Numbering System (DUNS) Number: 118414932

26. Central Contractor Registration (CCR) Database: Strata-G, LLC is registered in the Central Contractor Registration (CCR) Database.

27. Uncompensated Overtime: Strata-G, LLC labor rates were developed utilizing uncompensated overtime for exempt employees. All hours delivered will be at the rates reflected in the price list.

II. Strata-G Company Overview

Business Status: Small Veteran-Owned Business

Management: Dan Hurst, President and CEO
Darrell Daugherty, Senior Vice President
John Patterson, Senior Vice President

Number of Employees: 100

Business Offices: Knoxville, Tennessee
Oxford, Mississippi

Project Offices: Aiken, South Carolina
Idaho Falls, Idaho
Paducah, Kentucky
Las Vegas, Nevada

III. Contact Information

Strata-G Web Page: www.StrataG.org

Division Managers: **Elliott Barnett**, Operations
Leah Berry, Business and Information Services
Jenny Freeman, Business Development for GSA
Kevin Mitchell, Scientific Services

Strata-G Business Offices: 2027 Castaic Lane
Knoxville, TN 37932
Phone: 865-934-3400
Fax: 865-934-3439

405 Galleria Lane Suite D
Oxford, MS 38655
Phone: 662-701-7328

IV. Statement of Qualifications

Strata-G is a veteran-owned small business dedicated to the principles of integrity, service, and quality. Our Mission Statement and Core Values are an integral part of our everyday operations.

Our Mission

To be a superior professional services team that:

Fosters a spirit of service, innovation, and professional fulfillment;

Optimizes the use of employee talents and diversity; and

Enables each team member to deliver exceptional quality with exceptional care.

Core Values

We Care

We treat our customers and employees as we wish to be treated.

Integrity

We are honest and ethical in every endeavor.

Safety

We hold paramount the safety and health of our associates, our customers, the public, and the environment.

Quality

We maintain a culture of continuous improvement.

Service

We continuously strive to please our customers and to exceed their expectations.

Innovation

We develop creative solutions to better serve our customers.

Attitude

We maintain a positive attitude and value humor.

Outreach

We share the results of our successes with the community.



Our technical professionals apply their significant expertise to the management of strategic materials and information for commercial, municipal, and federal clients, including the Department of Energy. Strata-G services include Waste Management; Regulatory Compliance & Information Management; Transportation Technical Services; Nuclear Operations & Quality Assurance; Logistics & Supply Chain Management; and Training Services.

Waste Management

The Strata-G Waste Management Services team has a proven track record of characterization support for over 20,000 packages of mixed, low-level, and hazardous waste. The team has extensive experience with nuclear facilities, chemical facilities, power plants, industrial waste, incinerators, waste processing facilities, the construction industry, site remediation, and air, water and waste permits.

Regulatory Compliance & Information Management

The Regulatory Compliance and Information Management experts at Strata-G have extensive experience in CWA, CAA, RCRA, TSCA, SARA and OSHA. They strive to ensure safety and compliance; improve operations; and increase efficiency for our clients. We have developed, negotiated, and implemented air, water and waste permits; developed and maintained a comprehensive management system for hundreds of policies and procedures; and developed custom software systems for radiological inventory analysis for over 60,000 items and expedited preparation of hazardous and radioactive waste manifests, container labels, and other shipping documents.

Transportation Technical Services

Our Transportation Services staff members are nationally recognized experts in transportation and packaging, and have developed a reputation for doing tough projects right the first time. The group has completed over 4,000 hazardous and radioactive shipments, and together hold decades of experience in shipping hazardous and radioactive materials throughout the world.

Nuclear Operations & Quality Assurance

Our Nuclear Operations and Quality Assurance professionals serve our clients through rigorous application of procedures, training, and oversight. The result is improved cost performance through problem avoidance, improved quality and reliability, and ensured safety and compliance. Strata-G personnel have more than 100 years of experience in nuclear operations. Our experts have managed 14 reactor refuelings and defuelings, and are experienced in product-oriented audits and evaluations, with thousands of focused audits and assessments conducted. We have developed, implemented, and managed QA programs for DOE, EPA, OSHA, Naval Reactor reviews, new construction, conduct of operations, and facility management.

Training Services

Our Training Services division helps increase worker productivity, ensure safety and compliance, and improve morale by offering our customers fully developed training programs that pass OSHA and EPA inspections, DOE readiness reviews, and ISO reviews and audits. Strata-G personnel have developed and delivered over 50 classroom training courses, including such subjects as environmental, safety and health compliance; waste management and nuclear facility operations; and transportation and logistics, in addition to over 100 on-the-job courses customized for client needs.

Strata-G has been granted a favorable FOCI determination, and there are no restrictions placed for reasons of FOCI. The company also has a Quality Assurance Program that is fully compliant with the ten quality assurance elements found in 10 CFR 830.120 "Quality Assurance Requirements" and Department of Energy



(DOE) Order Q414.1C "Quality Assurance." This quality program complies with several applicable national consensus standards including the American Society of Mechanical Engineers Nuclear Quality Assurance (ASME NQA-1) "Quality Assurance Program Requirements for Nuclear Facilities."

Strata-G personnel hold degrees from top universities and advanced industry certifications. 87% of Strata-G employees hold Bachelor-level degrees, and 53% hold advanced degrees. 10% of Strata-G personnel hold a Ph.D. There are six Registered Professional Engineers and three Certified Hazardous Materials Managers on the Strata-G staff.

Strata-G has extensive experience at multiple Department of Energy sites, as evidenced by the table below:

DOE Client References	Summary Description
<u>BWXT Y-12</u> Y-12 National Security Complex (Y-12)	Nuclear Operations, Quality Assurance, Q-Cleared Security Escort Services, Waste Management, ES&H Support, Pollution Prevention, Waste Minimization
<u>UT-Battelle</u> Oak Ridge National Laboratory (ORNL)	Waste Management, Environmental Management, Nuclear Operations
<u>Bechtel Jacobs Company, LLC</u> ORNL, Y-12, East Tennessee Technology Park (ETTP)	Waste Management, Packaging & Transportation, Project Management, Waste Tracking and Logistics Support
<u>Duratek Federal Services</u> Fernald Site, Y-12, ETTP, Paducah Site	Waste Management, Waste Operations, Wastewater Treatment, Nuclear Operations, Quality Assurance, ES&H Support, Training, Regulatory Compliance
<u>Fluor Fernald</u> Fernald Site	Waste Disposition, Data Management, Quality Assurance
<u>Fluor Corporation</u> United Kingdom, Hanford Site, Savannah River Site	Project Management, Technical Support, Program Development
<u>WESKEM, LLC</u> Y-12, ORNL, ETTP	Waste Disposition, Packaging & Transportation
<u>Innovative Waste Solutions</u> Idaho National Laboratory	Waste Management, Packaging & Transportation
<u>Isotek, LLC</u> ORNL	Nuclear Operations, ES&H, Waste Management, Training, Quality Assurance, Information Management, Environmental Permitting, Regulatory Compliance

V. GSA 899 Contract Details and Description of Services

Under the General Services Administration Schedule Contract Number GS-10F-0025S, effective October 25, 2005, Strata-G is authorized to perform environmental services in the following Special Item Number (SIN) categories:

SIN 899-1 Environmental Planning Services & Documentation

Services available include, but are not limited to:

- Environmental Impact Statements Under NEPA
- Endangered Species and/or Wetlands Analysis
- Watershed and Other Natural Resource Management Plans
- Archeological and/or Cultural Resource Management Plans
- Environmental Program Management and Environmental Regulation Development
- Economic, Technical and/or Risk Analysis
- Vulnerability Assessments
- Biochemical Protection
- Identification and Mitigation of Threats
- Environmental Compliance Audits
- Compliance Management and/or Contingency Planning
- Permitting
- Spill Prevention/Control and Countermeasure Plans
- Pollution Prevention Surveys
- ISO 14000, Environmental Management Systems (EMS)
- Community Right-to-Know Act Reporting
- Data Collection, Feasibility, or Risk Analysis
- RCRA/CERCLA Site Investigation
- Hazard and/or Non-Hazard Exposure Assessments
- Waste Characterization and Source Reduction Studies
- Review and Recommendation of Waste Tracking or Handling Systems
- Waste Management Plans and/or Surveys
- Waste Minimization/Pollution Prevention Initiatives
- Review of Technologies and Processes Impacting Waste Management
- Management, Furnishing or Inventory of Material Safety Data via CD, Internet, Facsimile, Mail or Other Media
- Development of Emergency Response Plans

VI. GSA 899 Labor Categories & Rate Schedule

Strata-G, LLC

Contract Number: GS-10F-0025S

Year 8

Labor Category	Current GSA Rate	Proposed GSA Rate
Principal / Officer	\$ 147.13	\$ 150.08
Sr Consultant/Subject Matter Expert III	\$ 187.60	\$ 191.36
Sr Consultant/Subject Matter Expert II	\$ 180.42	\$ 184.03
Sr Consultant/Subject Matter Expert I	\$ 166.90	\$ 170.24
Project Technical Expert III	\$ 132.55	\$ 135.20
Project Technical Expert II	\$ 126.53	\$ 129.06
Project Technical Expert I	\$ 117.02	\$ 119.36
Senior Scientist III	\$ 105.35	\$ 107.45
Senior Scientist II	\$ 101.37	\$ 103.39
Senior Scientist I	\$ 93.75	\$ 95.63
Sr. Waste Management Specialist III	\$ 105.33	\$ 107.43
Sr. Waste Management Specialist II	\$ 96.64	\$ 98.58
Sr. Waste Management Specialist I	\$ 87.25	\$ 88.99
Waste Management Specialist III	\$ 79.70	\$ 81.30
Waste Management Specialist II	\$ 74.23	\$ 75.72
Waste Management Specialist I	\$ 62.81	\$ 64.06
Sr Project Controls Specialist III	\$ 99.35	\$ 101.34
Sr Project Controls Specialist II	\$ 92.05	\$ 93.89
Sr Project Controls Specialist I	\$ 85.14	\$ 86.85
Sr. Transportation Specialist III	\$ 95.74	\$ 97.66
Sr. Transportation Specialist II	\$ 88.86	\$ 90.64
Sr. Transportation Specialist I	\$ 82.36	\$ 84.00
Transportation Specialist III	\$ 76.88	\$ 78.42
Transportation Specialist II	\$ 69.83	\$ 71.23
Transportation Specialist I	\$ 60.24	\$ 61.44
Sr. Compliance Specialist III	\$ 105.88	\$ 108.00
Sr. Compliance Specialist II	\$ 100.13	\$ 102.13
Sr. Compliance Specialist I	\$ 97.08	\$ 99.02
Compliance Specialist III	\$ 87.19	\$ 88.94
Compliance Specialist II	\$ 82.36	\$ 84.01
Compliance Specialist I	\$ 71.62	\$ 73.05
Sr. Quality Assurance Specialist III	\$ 102.67	\$ 104.72
Sr. Quality Assurance Specialist II	\$ 96.64	\$ 98.57
Sr. Quality Assurance Specialist I	\$ 89.72	\$ 91.52
Quality Assurance Specialist III	\$ 82.14	\$ 83.78



Quality Assurance Specialist II	\$	75.30	\$	76.81
Quality Assurance Specialist I	\$	68.45	\$	69.82
Sr. Training Specialist III	\$	97.08	\$	99.02
Sr. Training Specialist II	\$	88.25	\$	90.02
Sr. Training Specialist I	\$	80.22	\$	81.83
Training Specialist III	\$	72.93	\$	74.39
Training Specialist II	\$	66.31	\$	67.64
Training Specialist I	\$	60.27	\$	61.48
Senior Information Technology Specialist III	\$	93.34	\$	95.21
Senior Information Technology Specialist II	\$	84.93	\$	86.63
Senior Information Technology Specialist I	\$	77.28	\$	78.83
Information Technology Specialist III	\$	53.35	\$	54.42
Information Technology Specialist II	\$	48.55	\$	49.52
Information Technology Specialist I	\$	38.99	\$	39.77
Senior Administrative Specialist III	\$	73.08	\$	74.54
Senior Administrative Specialist II	\$	66.45	\$	67.78
Senior Administrative Specialist I	\$	60.40	\$	61.60
Administrative Specialist III**	\$	53.05	\$	54.11
Administrative Specialist II**	\$	45.69	\$	46.60
Administrative Specialist I**	\$	41.53	\$	42.36

**Indicates SCA eligible categories.

See the SCA Matrix below for additional information regarding these labor categories.

SCA MATRIX

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Specialist III	01313 - Secretary III	05-2493
Administrative Specialist II	01312 - Secretary II	05-2493
Administrative Specialist I	01311 - Secretary I	05-2493

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

VII. Labor Category Descriptions

Labor Category	Minimum Experience / Education	Professional Responsibilities
Principal / Officer	<p>Fifteen or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Day-to-day operations of business, including managing personnel, executing contracts, and interfacing with clients. Maintains relationships and acts as a liaison with clients, including GSA and other government agencies. Develops and implements systems and performance strategies. Develops and maintains management controls to ensure projects are completed on time and within budget, and are compliant with customer specifications. Develops personnel skill requirements, hires, and monitors performance to achieve project or task order objectives.</p>
Senior Consultant/Subject Matter Expert III	<p>Thirty or more years of related experience, or equivalent demonstrated capability.</p> <p>An advanced degree or equivalent in Engineering or Science or a related field, or appropriate certification</p>	<p>Provides highly specialized guidance and in-depth experience and knowledge of environmental technical issues, as well as methodologies required for analyzing extremely complex projects. Capable of providing very high level expertise in providing functional and technical support to top-level management. Work activity including the integration of the best industry practices and risk reduction in implementing new technologies, methods, and processes. Individual possesses job knowledge and skills that enable identification, evaluation, and control of complex environmental issues. Operates with wide latitude for actions or decisions.</p>
Senior Consultant/Subject Matter Expert II	<p>Twenty-five or more years of related experience, or equivalent demonstrated capability.</p> <p>An advanced degree or equivalent in Engineering or Science or a related field, or appropriate certification</p>	<p>Provides highly specialized guidance and in-depth experience and knowledge of environmental technical issues, as well as methodologies required for analyzing extremely complex projects. Capable of providing very high level expertise in providing functional and technical support to top-level management. Work activity including the integration of the best industry practices and risk reduction in implementing new technologies, methods, and processes. Individual possesses job knowledge and skills that enable identification, evaluation, and control of complex environmental issues. Operates with some latitude for actions or decisions.</p>
Senior Consultant/Subject Matter Expert I	<p>Twenty or more years of related experience, or equivalent demonstrated capability.</p> <p>An advanced degree or equivalent in Engineering or Science or a related field, or appropriate certification</p>	<p>Provides highly specialized guidance and in-depth experience and knowledge of environmental technical issues, as well as methodologies required for analyzing extremely complex projects. Capable of providing very high level expertise in providing functional and technical support to top-level management. Work activity including the integration of the best industry practices and risk reduction in implementing new technologies, methods, and processes. Individual possesses job knowledge and skills that enable identification, evaluation, and control of complex environmental issues. Operates with some latitude for actions or decisions.</p>
Project Technical Expert III	<p>Ten or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering, the Sciences, or a related field, or appropriate certification</p>	<p>Provides expert support in technical disciplines of environmental science including project management, computer support, task implementation, and field activity. Coordinates with contract management to ensure that problems are defined and solutions are developed. All tasks performed with limited supervision.</p>
Project Technical Expert II	<p>Seven or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering, the Sciences, or a related field, or appropriate certification</p>	<p>Provides expert support in technical disciplines of environmental science including project management, computer support, task implementation, and field activity. Coordinates with contract management to ensure that problems are defined and solutions are developed. All tasks performed with limited supervision.</p>
Project Technical Expert I	<p>Four or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering, the Sciences, or a related field, or appropriate certification</p>	<p>Provides expert support in technical disciplines of environmental science including project management, computer support, task implementation, and field activity. Coordinates with contract management to ensure that problems are defined and solutions are developed. All tasks performed with limited supervision.</p>

<p>Senior Scientist III</p>	<p>Twenty or more years of related experience, or equivalent demonstrated capability.</p> <p>An advanced degree or equivalent in Science or a related field, or appropriate certification.</p>	<p>Provides scientific or other technical support for the development, execution, and evaluations of environmental programs, projects, and systems. Work includes reviewing technical documents, conducting scientific modeling, performing ecological risk assessments, reviewing sampling and analysis procedures and results, performing pollution prevention work, and conducting audits and technical assessments. Experienced with interpretation of local, state, and federal environmental regulations. Capable of working with minimal supervision and of supervising others.</p>
<p>Senior Scientist II</p>	<p>Fifteen or more years of related experience, or equivalent demonstrated capability.</p> <p>An advanced degree or equivalent in Science or a related field, or appropriate certification.</p>	<p>Provides scientific or other technical support for the development, execution, and evaluations of environmental programs, projects, and systems. Work includes reviewing technical documents, conducting scientific modeling, performing ecological risk assessments, reviewing sampling and analysis procedures and results, performing pollution prevention work, and conducting audits and technical assessments. Experienced with interpretation of local, state, and federal environmental regulations. Capable of working with minimal supervision and of supervising others.</p>
<p>Senior Scientist I</p>	<p>Ten or more years of related experience, or equivalent demonstrated capability.</p> <p>An advanced degree or equivalent in Science or a related field, or appropriate certification.</p>	<p>Provides scientific or other technical support for the development, execution, and evaluations of environmental programs, projects, and systems. Work includes reviewing technical documents, conducting scientific modeling, performing ecological risk assessments, reviewing sampling and analysis procedures and results, performing pollution prevention work, and conducting audits and technical assessments. Experienced with interpretation of local, state, and federal environmental regulations. Capable of working with minimal supervision.</p>
<p>Sr. Waste Management Specialist III</p>	<p>Ten or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes evaluating waste management alternatives for a broad range of waste types including the handling, packaging, shipment, treatment and disposal of radioactive and hazardous waste streams. Performs regulatory analysis, economic analysis, feasibility and market research studies, and interfaces directly with service and technology vendors and treatment, storage and disposal (TSD) facilities to identify technically sound and cost effective alternatives to meet milestones or regulatory requirements. Certifies on behalf of the generator that waste streams meet waste acceptance requirements for TSD facilities accepting radiological or hazardous waste. Possesses demonstrated ability to supervise others.</p>
<p>Sr. Waste Management Specialist II</p>	<p>Seven or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification</p>	<p>Work activity includes evaluating waste management alternatives for a broad range of waste types including the handling, packaging, shipment, treatment and disposal of radioactive and hazardous waste streams. Performs regulatory analysis, economic analysis, feasibility and market research studies, and interfaces directly with service and technology vendors and treatment, storage and disposal (TSD) facilities to identify technically sound and cost effective alternatives to meet milestones or regulatory requirements. Certifies on behalf of the generator that waste streams meet waste acceptance requirements for TSD facilities accepting radiological or hazardous waste. Possesses demonstrated ability to supervise others.</p>
<p>Sr. Waste Management Specialist I</p>	<p>Five or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes evaluating waste management alternatives for a broad range of waste types including the handling, packaging, shipment, treatment and disposal of radioactive and hazardous waste streams. Performs regulatory analysis, economic analysis, feasibility and market research studies, and interfaces directly with service and technology vendors and treatment, storage and disposal (TSD) facilities to identify technically sound and cost effective alternatives to meet milestones or regulatory requirements. Certifies on behalf of the generator that waste streams meet waste acceptance requirements for TSD facilities accepting radiological or hazardous waste. Possesses demonstrated ability to supervise others.</p>
<p>Waste Management Specialist III</p>	<p>Four or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes evaluating waste management alternatives for a broad range of waste types including the handling, packaging, shipment, treatment and disposal of radioactive and hazardous waste streams. Performs regulatory analysis, economic analysis, feasibility and market research studies, and interfaces directly with service and technology vendors and treatment, storage and disposal (TSD) facilities to identify technically sound and cost effective alternatives to meet milestones or regulatory requirements. Certifies on behalf of the generator that waste streams meet waste acceptance requirements for TSD facilities accepting radiological or hazardous waste. All tasks performed with limited supervision.</p>

<p>Waste Management Specialist II</p>	<p>Two or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes evaluating waste management alternatives for a broad range of waste types including the handling, packaging, shipment, treatment and disposal of radioactive and hazardous waste streams. Performs regulatory analysis, economic analysis, feasibility and market research studies, and interfaces directly with service and technology vendors and treatment, storage and disposal (TSD) facilities to identify technically sound and cost effective alternatives to meet milestones or regulatory requirements. Certifies on behalf of the generator that waste streams meet waste acceptance requirements for TSD facilities accepting radiological or hazardous waste. All tasks performed with limited supervision.</p>
<p>Waste Management Specialist I</p>	<p>Zero or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes evaluating waste management alternatives for a broad range of waste types including the handling, packaging, shipment, treatment and disposal of radioactive and hazardous waste streams. Performs regulatory analysis, economic analysis, feasibility and market research studies, and interfaces directly with service and technology vendors and treatment, storage and disposal (TSD) facilities to identify technically sound and cost effective alternatives to meet milestones or regulatory requirements. Certifies on behalf of the generator that waste streams meet waste acceptance requirements for TSD facilities accepting radiological or hazardous waste. All tasks performed with limited supervision.</p>
<p>Sr. Project Controls Specialist III</p>	<p>Ten or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes resource planning, budgeting, personnel scheduling, and project management. Evaluates procedures, develops baseline estimates for hours and financial analysis. Prepares management reports. Prepares management plans and reports. Coordinates personnel schedules to facilitate completion of contract deliverables. Possesses demonstrated ability to supervise others.</p>
<p>Sr. Project Controls Specialist II</p>	<p>Seven or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes resource planning, budgeting, personnel scheduling, and project management. Evaluates procedures, develops baseline estimates for hours and financial analysis. Prepares management reports. Prepares management plans and reports. Coordinates personnel schedules to facilitate completion of contract deliverables. Possesses demonstrated ability to supervise others.</p>
<p>Sr. Project Controls Specialist I</p>	<p>Five or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes resource planning, budgeting, personnel scheduling, and project management. Evaluates procedures, develops baseline estimates for hours and financial analysis. Prepares management reports. Prepares management plans and reports. Coordinates personnel schedules to facilitate completion of contract deliverables. Possesses demonstrated ability to supervise others.</p>
<p>Sr. Transportation Specialist III</p>	<p>Ten or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes preparation of waste material and documents in compliance with Department of Transportation, Nuclear Regulatory Commission, and Environmental Protection Agency regulatory requirements; daily and long range transportation issue resolution; interfacing with operations personnel to coordinate shipments; analyzing transportation systems and alternatives; and planning and project management support. Interface with generator personnel and transporters to schedule and coordinate inbound and outbound shipments. Requires working knowledge of State, Federal and other regulations and the waste acceptance criteria for treatment, storage and disposal facilities receiving the waste. Activities are conducted in support of characterizing, packaging, and transportation of radioactive and/or hazardous waste streams. Possesses demonstrated ability to supervise others.</p>
<p>Sr. Transportation Specialist II</p>	<p>Seven or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes preparation of waste material and documents in compliance with Department of Transportation, Nuclear Regulatory Commission, and Environmental Protection Agency regulatory requirements; daily and long range transportation issue resolution; interfacing with operations personnel to coordinate shipments; analyzing transportation systems and alternatives; and planning and project management support. Interface with generator personnel and transporters to schedule and coordinate inbound and outbound shipments. Requires working knowledge of State, Federal and other regulations and the waste acceptance criteria for treatment, storage and disposal facilities receiving the waste. Activities are conducted in support of characterizing, packaging, and transportation of radioactive and/or hazardous waste streams. Possesses demonstrated ability to supervise others.</p>

<p>Sr. Transportation Specialist I</p>	<p>Five or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes preparation of waste material and documents in compliance with Department of Transportation, Nuclear Regulatory Commission, and Environmental Protection Agency regulatory requirements; daily and long range transportation issue resolution; interfacing with operations personnel to coordinate shipments; analyzing transportation systems and alternatives; and planning and project management support. Interface with generator personnel and transporters to schedule and coordinate inbound and outbound shipments. Requires working knowledge of State, Federal and other regulations and the waste acceptance criteria for treatment, storage and disposal facilities receiving the waste. Activities are conducted in support of characterizing, packaging, and transportation of radioactive and/or hazardous waste streams. Possesses demonstrated ability to supervise others.</p>
<p>Transportation Specialist III</p>	<p>Four or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes preparation of waste material and documents in compliance with Department of Transportation, Nuclear Regulatory Commission, and Environmental Protection Agency regulatory requirements; daily and long range transportation issue resolution; interfacing with operations personnel to coordinate shipments; analyzing transportation systems and alternatives; and planning and project management support. Interface with generator personnel and transporters to schedule and coordinate inbound and outbound shipments. Requires working knowledge of State, Federal and other regulations and the waste acceptance criteria for treatment, storage and disposal facilities receiving the waste. Activities are conducted in support of characterizing, packaging, and transportation of radioactive and/or hazardous waste streams. All tasks performed with limited supervision.</p>
<p>Transportation Specialist II</p>	<p>Two or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification</p>	<p>Work activity includes preparation of waste material and documents in compliance with Department of Transportation, Nuclear Regulatory Commission, and Environmental Protection Agency regulatory requirements; daily and long range transportation issue resolution; interfacing with operations personnel to coordinate shipments; analyzing transportation systems and alternatives; and planning and project management support. Interface with generator personnel and transporters to schedule and coordinate inbound and outbound shipments. Requires working knowledge of State, Federal and other regulations and the waste acceptance criteria for treatment, storage and disposal facilities receiving the waste. Activities are conducted in support of characterizing, packaging, and transportation of radioactive and/or hazardous waste streams. All tasks performed with limited supervision.</p>
<p>Transportation Specialist I</p>	<p>Zero or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes preparation of waste material and documents in compliance with Department of Transportation, Nuclear Regulatory Commission, and Environmental Protection Agency regulatory requirements; daily and long range transportation issue resolution; interfacing with operations personnel to coordinate shipments; analyzing transportation systems and alternatives; and planning and project management support. Interface with generator personnel and transporters to schedule and coordinate inbound and outbound shipments. Requires working knowledge of State, Federal and other regulations and the waste acceptance criteria for treatment, storage and disposal facilities receiving the waste. Activities are conducted in support of characterizing, packaging, and transportation of radioactive and/or hazardous waste streams. All tasks performed with limited supervision.</p>
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<p>Sr. Compliance Specialist III</p>	<p>Ten or more years of related experience, or equivalent demonstrated capability.</p> <p>Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes oversight of an Environmental Management compliance program and/or functioning as the point of contact for the development, implementation and oversight of an Environmental Management compliance program. Responsibilities include conducting facility/project compliance audits, investigations, and the development of required reports. Perform assessments of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. Assures compliance with reporting requirements and other processes including the oversight of investigations and development of detailed compliance reports. Provides oversight of activities and performs compliance audits and quality assessment audits of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. Possesses demonstrated ability to supervise others.</p>
<p>Sr. Compliance Specialist II</p>	<p>Seven or more years of related experience, or equivalent demonstrated capability.</p> <p>Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes oversight of an Environmental Management compliance program and/or functioning as the point of contact for the development, implementation and oversight of an Environmental Management compliance program. Responsibilities include conducting facility/project compliance audits, investigations, and the development of required reports. Perform assessments of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. Assures compliance with reporting requirements and other processes including the oversight of investigations and development of detailed compliance reports. Provides oversight of activities and performs compliance audits and quality assessment audits of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. Possesses demonstrated ability to supervise others.</p>
<p>Sr. Compliance Specialist I</p>	<p>Five or more years of related experience, or equivalent demonstrated capability.</p> <p>Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes oversight of an Environmental Management compliance program and/or functioning as the point of contact for the development, implementation and oversight of an Environmental Management compliance program. Responsibilities include conducting facility/project compliance audits, investigations, and the development of required reports. Perform assessments of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. Assures compliance with reporting requirements and other processes including the oversight of investigations and development of detailed compliance reports. Provides oversight of activities and performs compliance audits and quality assessment audits of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. Possesses demonstrated ability to supervise others.</p>

<p>Compliance Specialist III</p>	<p>Four or more years of related experience, or equivalent demonstrated capability.</p> <p>Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes oversight of an Environmental Management compliance program and/or functioning as the point of contact for the development, implementation and oversight of an Environmental Management compliance program. Responsibilities include conducting facility/project compliance audits, investigations, and the development of required reports. Perform assessments of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. Assures compliance with reporting requirements and other processes including the oversight of investigations and development of detailed compliance reports. Provides oversight of activities and performs compliance audits and quality assessment audits of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. All tasks performed with limited supervision.</p>
<p>Compliance Specialist II</p>	<p>Two or more years of related experience, or equivalent demonstrated capability.</p> <p>Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes oversight of an Environmental Management compliance program and/or functioning as the point of contact for the development, implementation and oversight of an Environmental Management compliance program. Responsibilities include conducting facility/project compliance audits, investigations, and the development of required reports. Perform assessments of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. Assures compliance with reporting requirements and other processes including the oversight of investigations and development of detailed compliance reports. Provides oversight of activities and performs compliance audits and quality assessment audits of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. All tasks performed with limited supervision.</p>
<p>Compliance Specialist I</p>	<p>Zero or more years of related experience, or equivalent demonstrated capability.</p> <p>Bachelor's degree or equivalent in Engineering or a related field, or appropriate certification.</p>	<p>Work activity includes oversight of an Environmental Management compliance program and/or functioning as the point of contact for the development, implementation and oversight of an Environmental Management compliance program. Responsibilities include conducting facility/project compliance audits, investigations, and the development of required reports. Perform assessments of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. Assures compliance with reporting requirements and other processes including the oversight of investigations and development of detailed compliance reports. Provides oversight of activities and performs compliance audits and quality assessment audits of ongoing work for compliance with site procedures and State and Federal regulatory requirements and standards. All tasks performed with limited supervision.</p>
<p>Sr. Quality Assurance Specialist III</p>	<p>Ten or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Science or Engineering or other related field, or appropriate certification.</p>	<p>Work activity includes providing independent oversight of processes or programs to ensure compliance with applicable State, Federal and regulatory laws and requirements. Conducts audits, surveillance and assessments; tracks and trends performance indicators; identifies deficient conditions and nonconforming items, and facilitates the identification and disposition of corrective actions including root cause analysis. Prepares Quality Assurance programs and procedures and performs quality reviews of site documents, procedures and purchase orders or requisitions. Manages Quality Control staff and provides guidance and expertise to line management on quality matters. Possesses demonstrated ability to supervise others.</p>
<p>Sr. Quality Assurance Specialist II</p>	<p>Seven or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Science or Engineering or other related field, or appropriate certification.</p>	<p>Work activity includes providing independent oversight of processes or programs to ensure compliance with applicable State, Federal and regulatory laws and requirements. Conducts audits, surveillance and assessments; tracks and trends performance indicators; identifies deficient conditions and nonconforming items, and facilitates the identification and disposition of corrective actions including root cause analysis. Prepares Quality Assurance programs and procedures and performs quality reviews of site documents, procedures and purchase orders or requisitions. Manages Quality Control staff and provides guidance and expertise to line management on quality matters. Possesses demonstrated ability to supervise others.</p>
<p>Sr. Quality Assurance Specialist I</p>	<p>Five or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Science or Engineering or other related field, or appropriate certification.</p>	<p>Work activity includes providing independent oversight of processes or programs to ensure compliance with applicable State, Federal and regulatory laws and requirements. Conducts audits, surveillance and assessments; tracks and trends performance indicators; identifies deficient conditions and nonconforming items, and facilitates the identification and disposition of corrective actions including root cause analysis. Prepares Quality Assurance programs and procedures and performs quality reviews of site documents, procedures and purchase orders or requisitions. Manages Quality Control staff and provides guidance and expertise to line management on quality matters. Possesses demonstrated ability to supervise others.</p>
<p>Quality Assurance Specialist III</p>	<p>Four or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Science or Engineering or other related field, or appropriate certification.</p>	<p>Work activity includes providing independent oversight of processes or programs to ensure compliance with applicable State, Federal and regulatory laws and requirements. Conducts audits, surveillance and assessments; tracks and trends performance indicators; identifies deficient conditions and nonconforming items, and facilitates the identification and disposition of corrective actions including root cause analysis. Prepares Quality Assurance programs and procedures and performs quality reviews of site documents, procedures and purchase orders or requisitions. Manages Quality Control staff and provides guidance and expertise to line management on quality matters. All tasks performed with limited supervision.</p>

<p>Quality Assurance Specialist II</p>	<p>Two or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Science or Engineering or other related field, or appropriate certification.</p>	<p>Work activity includes providing independent oversight of processes or programs to ensure compliance with applicable State, Federal and regulatory laws and requirements. Conducts audits, surveillance and assessments; tracks and trends performance indicators; identifies deficient conditions and nonconforming items, and facilitates the identification and disposition of corrective actions including root cause analysis. Prepares Quality Assurance programs and procedures and performs quality reviews of site documents, procedures and purchase orders or requisitions. Manages Quality Control staff and provides guidance and expertise to line management on quality matters. All tasks performed with limited supervision.</p>
<p>Quality Assurance Specialist I</p>	<p>Zero or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Science or Engineering or other related field, or appropriate certification.</p>	<p>Work activity includes providing independent oversight of processes or programs to ensure compliance with applicable State, Federal and regulatory laws and requirements. Conducts audits, surveillance and assessments; tracks and trends performance indicators; identifies deficient conditions and nonconforming items, and facilitates the identification and disposition of corrective actions including root cause analysis. Prepares Quality Assurance programs and procedures and performs quality reviews of site documents, procedures and purchase orders or requisitions. Manages Quality Control staff and provides guidance and expertise to line management on quality matters. All tasks performed with limited supervision.</p>
<p>Senior Information Technology Specialist III</p>	<p>Ten or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in a related field, or appropriate certification.</p>	<p>Work activity includes introduction and application of Information Technology to improve waste management processes. Provides software engineering services including system analysis, requirements analysis, design, development, implementation, testing, maintenance, and configuration control. Develops waste tracking, bar-coding, and waste profiling software. Develops systems and tools to ensure hazardous and radioactive waste is stored and shipped in compliance with Federal and State regulations. Integrates systems with DOE site waste tracking systems.</p>
<p>Senior Information Technology Specialist II</p>	<p>Seven or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in a related field, or appropriate certification.</p>	<p>Work activity includes introduction and application of Information Technology to improve waste management processes. Provides software engineering services including system analysis, requirements analysis, design, development, implementation, testing, maintenance, and configuration control. Develops waste tracking, bar-coding, and waste profiling software. Develops systems and tools to ensure hazardous and radioactive waste is stored and shipped in compliance with Federal and State regulations. Integrates systems with DOE site waste tracking systems.</p>
<p>Senior Information Technology Specialist I</p>	<p>Five or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in a related field, or appropriate certification.</p>	<p>Work activity includes introduction and application of Information Technology to improve waste management processes. Provides software engineering services including system analysis, requirements analysis, design, development, implementation, testing, maintenance, and configuration control. Develops waste tracking, bar-coding, and waste profiling software. Develops systems and tools to ensure hazardous and radioactive waste is stored and shipped in compliance with Federal and State regulations. Integrates systems with DOE site waste tracking systems.</p>
<p>Information Technology Specialist III</p>	<p>Four or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in a related field, or appropriate certification.</p>	<p>Work activity includes introduction and application of Information Technology to improve waste management processes. Provides software engineering services including system analysis, requirements analysis, design, development, implementation, testing, maintenance, and configuration control. Develops waste tracking, bar-coding, and waste profiling software. Develops systems and tools to ensure hazardous and radioactive waste is stored and shipped in compliance with Federal and State regulations. Integrates systems with DOE site waste tracking systems.</p>
<p>Information Technology Specialist II</p>	<p>Two or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in a related field, or appropriate certification.</p>	<p>Work activity includes introduction and application of Information Technology to improve waste management processes. Provides software engineering services including system analysis, requirements analysis, design, development, implementation, testing, maintenance, and configuration control. Develops waste tracking, bar-coding, and waste profiling software. Develops systems and tools to ensure hazardous and radioactive waste is stored and shipped in compliance with Federal and State regulations. Integrates systems with DOE site waste tracking systems.</p>
<p>Information Technology Specialist I</p>	<p>Zero or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in a related field, or appropriate certification.</p>	<p>Work activity includes introduction and application of Information Technology to improve waste management processes. Provides software engineering services including system analysis, requirements analysis, design, development, implementation, testing, maintenance, and configuration control. Develops waste tracking, bar-coding, and waste profiling software. Develops systems and tools to ensure hazardous and radioactive waste is stored and shipped in compliance with Federal and State regulations. Integrates systems with DOE site waste tracking systems.</p>

<p>Sr. Training Specialist III</p>	<p>Ten or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Education, the Sciences, or a related field, or appropriate certification.</p>	<p>Work activity includes performing training and providing guidance for the following training related activities with demonstrated ability to supervise others: develops training policies, program plans, and procedures; conducts needs, job, and task analyses; creates training baselines and/or training matrices; designs and develops training courses (i.e. lesson plans, instructor and student materials, exams, etc.); conducts training (i.e., classroom, on-the-job, self-study, required-reading, CBT/online, etc.); tracks training status and maintains training records; conducts training program and course assessments to continually improve the process and associated products; and manages project, site-wide, and corporate training programs.</p>
<p>Sr. Training Specialist II</p>	<p>Seven or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Education, the Sciences, or a related field, or appropriate certification.</p>	<p>Work activity includes performing training and providing guidance for the following training related activities with demonstrated ability to supervise others: develops training policies, program plans, and procedures; conducts needs, job, and task analyses; creates training baselines and/or training matrices; designs and develops training courses (i.e. lesson plans, instructor and student materials, exams, etc.); conducts training (i.e., classroom, on-the-job, self-study, required-reading, CBT/online, etc.); tracks training status and maintains training records; conducts training program and course assessments to continually improve the process and associated products; and manages project, site-wide, and corporate training programs.</p>
<p>Sr. Training Specialist I</p>	<p>Five or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Education, the Sciences, or a related field, or appropriate certification.</p>	<p>Work activity includes performing training and providing guidance for the following training related activities with demonstrated ability to supervise others: develops training policies, program plans, and procedures; conducts needs, job, and task analyses; creates training baselines and/or training matrices; designs and develops training courses (i.e. lesson plans, instructor and student materials, exams, etc.); conducts training (i.e., classroom, on-the-job, self-study, required-reading, CBT/online, etc.); tracks training status and maintains training records; conducts training program and course assessments to continually improve the process and associated products; and manages project, site-wide, and corporate training programs.</p>
<p>Training Specialist III</p>	<p>Four or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Education, the Sciences, or a related field, or appropriate certification.</p>	<p>Work activity includes performing training and providing guidance for the following training related activities with limited supervision: develops training policies, program plans, and procedures; conducts needs, job, and task analyses; creates training baselines and/or training matrices; designs and develops training courses (i.e. lesson plans, instructor and student materials, exams, etc.); conducts training (i.e., classroom, on-the-job, self-study, required-reading, CBT/online, etc.); tracks training status and maintains training records; conducts training program and course assessments to continually improve the process and associated products; and manages project, site-wide, and corporate training programs.</p>
<p>Training Specialist II</p>	<p>Two or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Education, the Sciences, or a related field, or appropriate certification.</p>	<p>Work activity includes performing training and providing guidance for the following training related activities with limited supervision: develops training policies, program plans, and procedures; conducts needs, job, and task analyses; creates training baselines and/or training matrices; designs and develops training courses (i.e. lesson plans, instructor and student materials, exams, etc.); conducts training (i.e., classroom, on-the-job, self-study, required-reading, CBT/online, etc.); tracks training status and maintains training records; conducts training program and course assessments to continually improve the process and associated products; and manages project, site-wide, and corporate training programs.</p>
<p>Training Specialist I</p>	<p>Zero or more years of related experience, or equivalent demonstrated capability.</p> <p>A Bachelor's degree or equivalent in Education, the Sciences, or a related field, or appropriate certification.</p>	<p>Work activity includes performing training and providing guidance for the following training related activities with limited supervision: develops training policies, program plans, and procedures; conducts needs, job, and task analyses; creates training baselines and/or training matrices; designs and develops training courses (i.e. lesson plans, instructor and student materials, exams, etc.); conducts training (i.e., classroom, on-the-job, self-study, required-reading, CBT/online, etc.); tracks training status and maintains training records; conducts training program and course assessments to continually improve the process and associated products; and manages project, site-wide, and corporate training programs.</p>
<p>Senior Administrative Specialist III</p>	<p>Ten or more years of related experience, or equivalent demonstrated capability.</p> <p>B.S. degree or equivalent post-secondary education or training.</p>	<p>Provide support to technical staff with demonstrated ability to supervise others. Assimilate and disseminate information to other staff. Generate electronic and hardcopy documents, maintain filing system, coordinate meetings, briefings, and team activities. Perform and direct others in the performance of a variety of both complex and routine administrative duties. Maintain subject and project files of correspondence, program documents, and reports. Maintain calendars and schedules appointments for staff members. Schedule and support regular and ad hoc meetings. Word processing, document compilation, usage of spreadsheet, and graphics presentation.</p>
<p>Senior Administrative Specialist II</p>	<p>Seven or more years of related experience, or equivalent demonstrated capability.</p> <p>B.S. degree or equivalent post-secondary education or training.</p>	<p>Provide support to technical staff with demonstrated ability to supervise others. Assimilate and disseminate information to other staff. Generate electronic and hardcopy documents, maintain filing system, coordinate meetings, briefings, and team activities. Perform and direct others in the performance of a variety of both complex and routine administrative duties. Maintain subject and project files of correspondence, program documents, and reports. Maintain calendars and schedules appointments for staff members. Schedule and support regular and ad hoc meetings. Word processing, document compilation, usage of spreadsheet, and graphics presentation.</p>

<p>Senior Administrative Specialist I</p>	<p>Five or more years of related experience, or equivalent demonstrated capability.</p> <p>B.S. degree or equivalent post-secondary education or training.</p>	<p>Provide support to technical staff with demonstrated ability to supervise others. Assimilate and disseminate information to other staff. Generate electronic and hardcopy documents, maintain filing system, coordinate meetings, briefings, and team activities. Perform and direct others in the performance of a variety of both complex and routine administrative duties. Maintain subject and project files of correspondence, program documents, and reports. Maintain calendars and schedules appointments for staff members. Schedule and support regular and ad hoc meetings. Word processing, document compilation, usage of spreadsheet, and graphics presentation.</p>
<p>Administrative Specialist III</p>	<p>Four or more years of related experience, or equivalent demonstrated capability.</p> <p>B.S. degree or equivalent post-secondary education or training.</p>	<p>Provide support to technical staff with limited supervision. Assimilate and disseminate information to other staff. Generate electronic and hardcopy documents, maintain filing system, coordinate meetings, briefings, and team activities. Perform and direct others in the performance of a variety of both complex and routine administrative duties. Maintain subject and project files of correspondence, program documents, and reports. Maintain calendars and schedules appointments for staff members. Schedule and support regular and ad hoc meetings. Word processing, document compilation, usage of spreadsheet, and graphics presentation.</p>
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