

# Alutiiq Logistics & Maintenance Services, LLC

3909 Arctic Blvd Suite 500

Anchorage, AK 99503

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## *MAS-Multiple Award Schedule*

FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

## *(Schedule Contract # 47QSEA18D0009)*

Period of Performance: January 22, 2018- January 21, 2023  
(Current as of 03/03/2020-Mod PS-A812)

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

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at  
[fss.gsa.gov](http://fss.gsa.gov)

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## ABOUT US

Alutiiq Logistics & Maintenance, LLC was founded in 2015 as a Small Disadvantaged Business (SDB). Certified and enrolled in the Small Business Administration's 8(a) program in 2016, Alutiiq Logistics & Maintenance, LLC is a small business with a global reach and history of ensuring our clients' long-term success

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

Alutiiq Logistics & Maintenance, LLC has developed a reputation for delivering solid dependable performance in the fixed price and indefinite quantity contracting arenas. Our team has successfully provided the labor, materials, vehicles, equipment, tools and other resources to perform all tasks our customers have assigned. Alutiiq Logistics & Maintenance, LLC possesses the technical expertise, managerial experience, and human resources organization to excel as a MAS Schedule provider.

Alutiiq Logistics & Maintenance, LLC's maintains service and supply sites at 10 worldwide strategic location while providing a myriad of logistics services to our Government customers, ranging from supply operations to administrative functions. The division currently performs over 425 different contracts and task orders.

## OUR SERVICES

Alutiiq Logistics & Maintenance, LLC's is pleased to announce the expanded range of services through the MAS Schedule with a focus in Temporary Staffing. Alutii q Logistics & Maintenance, LLC offers world-class experience in providing leading edge services to a wide range of public and private sector organizations. The MAS Schedule is a flexible, easy to use task order contract that is available to all agencies of the Federal Government and Government Contractors authorized in writing by a Federal Agency pursuant to CFR 51.1.

## CONTRACTOR INFORMATION

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

**SCHEDULE TITLE:** MAS – Multiple Award Schedule

**SIN:**

[561320SBSA](#) Temporary Staffing (SBSA) - Includes temporary administrative and professional staffing.

**Contract No.** 47QSEA18D0009

**CONTRACT PERIOD:** January 22, 2018 through January 21, 2023

**CONTRACTOR:** Alutiiq Logistics & Maintenance LLC  
737 Volvo Parkway  
Chesapeake, VA 23320  
Phone number: (757) 277-9966  
Fax number: (757) 277-9105  
E-Mail: [lstinnett@alutiiq.com](mailto:lstinnett@alutiiq.com)  
Web Site: [www.alutiiq.com](http://www.alutiiq.com)

**CONTRACTOR'S ADMINISTRATION SOURCE:** LeTasha D. Stinnett

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

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

[561320SBSA](#) Temporary Staffing (SBSA) - Includes temporary administrative and professional staffing.

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

**1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION:** All services rates shown are firm-fixed-price. See the following price list for rates for our preponderance of work location and services offered. See the Service Descriptions provided after the pricing information.

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

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

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic and Overseas  
Wage Determination No. 2015-4187, Revision 6 dated 07/25/2017.

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

6. **Discount from list prices or statement of net price:** Discounts may be given based on the work locations and SCA wages. Discount range (.01% to 4%)
7. **Quantity discounts:** None
8. **Prompt payment terms:** 1% 10 Net 30 days
- 9 a. **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
- 9 b. **Government Purchase Cards are accepted above the micro-purchase threshold**
10. **FOREIGN ITEMS:** None
11. a. **TIME OF DELIVERY:** As specified on Task Orders
11. b. **EXPEDITED DELIVERY:** N/A
11. c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
11. d. **URGENT 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
13. a. **ORDERING ADDRESS:** Same as contractor address. Customer should contact contractor for additional addresses.
13. b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **PAYMENT ADDRESS:** Same as contractor address.
  1. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (any thresholds above the micro-purchase level):** None.
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (if applicable):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (if applicable):** N/A

20. a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (if applicable):** N/A
  1. **LIST OF SERVICE AND DISTRIBUTION POINTS (if applicable):** N/A
  2. **LIST OF PARTICIPATING DEALERS (if applicable):** N/A
23. **PREVENTIVE MAINTENANCE (if applicable):** N/A
24. a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced**
24. b. **Section 508 Compliance for EIT:** N/A
25. **Data Universal Numbering System (DUNS) number:** 080017058
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor has an Active Registration in the CCR database.**

#### **USE OF (MAS)-MULTIPLE AWARD SCHEDULE**

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

#### **GSA ADVANTAGE!**

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

#### **PURCHASE OF NON-SCHEDULE ITEMS**

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

#### **CONTRACTOR TEAMING AGREEMENTS**

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

## **APPROVAL OF SUBCONTRACTS**

The ordering activity may require that *ALUTHIQ LOGISTICS & MAINTENANCE, LLC* receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **GSA APPROVED PRICE LIST**

<b>SIN-561320SBSA</b>	
Accountant	\$65.38
Accounting Clerk I	\$30.91
Accounting Clerk II	\$34.31
Accounting Clerk III	\$37.59
Administrative Assistant	\$55.92
Assistant Instructor	\$51.33
Boiler Tender	\$60.88
Bus Aide	\$36.29
Bus Driver	\$44.19
Business Manager	\$78.07
Buyer	\$36.59
Carpenter	\$49.10
Computer Operator I	\$33.43
Computer Operator II	\$36.68
Computer Operator III	\$40.21
Computer Operator IV	\$44.85
Computer Operator V	\$48.06
Computer Programmer II	\$45.85
Computer Programmer III	\$46.57
Computer Programmer IV	\$47.29
Computer Specialist I	\$44.85
Computer Specialist II	\$45.57
Computer System Analyst I	\$45.85
Computer System Analyst II	\$46.57
Computer System Analyst III	\$47.29
Contracts Manager	\$83.51
Contracts Specialist	\$57.63
Custodian	\$28.68
Data Entry Operator I	\$28.25
Data Entry Operator II	\$30.27
Dispatcher, Motor Vehicle	\$43.20

Documentation Preparation Clerk	\$28.48
Drafter I	\$33.80
Drafter II	\$37.09
Drafter III	\$40.66
Drafter IV	\$48.64
Duplicating Machine Operator	\$28.48
Electrician Maintenance	\$58.50
Electronic Technician Maintenance I	\$44.63
Electronic Technician Maintenance II	\$47.19
Electronic Technician Maintenance III	\$49.97
Engineer I	\$52.08
Engineer II	\$54.49
Engineer III	\$59.21
Engineer IV	\$63.63
Engineering Technician I	\$34.21
Engineering Technician II	\$37.72
Engineering Technician III	\$45.93
Engineering Technician IV	\$50.08
Engineering Technician V	\$59.77
Engineering Technician VI	\$71.06
Environmental Technician	\$42.37
Facility Engineer	\$73.22
Facility Manager I	\$63.00
Facility Manager II	\$67.09
Financial Analyst I	\$59.45
Financial Analyst II	\$61.41
Financial Manager I	\$75.38
Financial Manager II	\$78.24
Financial Manager III	\$81.05
Floor Maintenance	\$28.68
Food Service Worker	\$27.20
Forklift Operator	\$30.50
Fuel Distribution System Operator	\$53.69
General Clerk I	\$27.42
General Clerk II	\$31.26
General Clerk III	\$33.17
General Maintenance Worker	\$41.59
Heat, Refrig & Air Mech	\$47.66
Heavy Equipment Mechanic	\$46.54



Heavy Equipment Operator	\$61.62
High Voltage Electrician	\$55.81
Horticulturist	\$44.91
Housekeeping Aide	\$28.68
Housing Referral Assistant	\$44.83
Human Resource Specialist	\$36.62
Human Resources SME III	\$42.12
Illustrator I	\$44.24
Illustrator II	\$52.58
Illustrator III	\$62.52
Instructional Coordinator III	\$61.26
Instructor IV	\$61.97
Integrated Logistic Specialist III	\$51.28
Integrated Logistic Specialist IV	\$55.38
Integrated Logistics Specialist I	\$44.76
Integrated Logistics Specialist II	\$46.95
Janitor	\$28.68
Laborer	\$29.04
Laborer, Ground Maintenance	\$28.96
Locksmith	\$37.43
Logistics Analyst	\$39.53
Machinist, Maintenance Mechanic	\$44.54
Material Coordinator	\$42.45
Material Expediter	\$42.45
Material Handling Laborer	\$29.70
Media Specialist I	\$40.01
Media Specialist II	\$44.01
Media Specialist III	\$48.38
Medical Records Clerk	\$35.27
Medical Records Technician	\$38.75
Ordnance Helper	\$39.33
Painter, Maintenance	\$42.74
Personal Property Clerk	\$33.17
Personnel Assistant (Employment) I	\$33.37
Personnel Assistant (Employment) II	\$36.62
Personnel Assistant (Employment) III	\$40.13
Personnel Specialist I	\$41.80
Personnel Specialist II	\$44.83
Pipefitter	\$54.77

Planner/Estimator	\$52.85
Plummer	\$53.47
Power Sweeper Operator	\$61.62
Procurement Manager	\$70.58
Production Control Clerk	\$42.45
Program Analyst I	\$48.04
Program Analyst II	\$53.08
Program Analyst III	\$55.54
Program Analyst IV	\$57.91
Program Analyst V	\$60.17
Program Manager	\$76.46
Project Logistics Coordinator	\$38.32
Project Manager I	\$63.53
Project Manager II	\$66.87
Project Manager III	\$70.13
Project Manager IV	\$73.29
Project Manager V	\$81.94
Project Supervisor	\$79.23
Receptionist	\$28.64
Recycling Laborer	\$43.98
Recycling Specialist	\$49.36
Refuse Driver	\$41.26
Secretary I	\$37.13
Secretary II	\$41.80
Secretary III	\$44.83
Sheet Metal Worker	\$54.45
Shipping and Receiving Clerk	\$28.86
Shipping/Packer	\$28.86
Sign Maker	\$29.04
Stock Clerk	\$35.56
Subject Matter Expert III	\$86.66
Supply System Analyst	\$64.29
Supply System Manager II	\$66.68
Supply Technician	\$55.92
System Analyst	\$65.54
Technical Writer I	\$46.17
Technical Writer II	\$55.14
Technical Writer III	\$65.47
Travel Clerk I	\$29.57

Travel Clerk II	\$31.53
Travel Clerk III	\$33.70
Tree Trimmer	\$28.96
Truck Drive, Medium	\$33.24
Truck Driver Heavy	\$41.37
Truck Driver Light	\$31.70
Warehouse Specialist	\$30.50
Welder	\$39.21
Word Processor I	\$31.44
Word Processor II	\$34.57
Word Processor III	\$37.93
Work Control Manager	\$41.68

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

# SCA MATRIX

<u>SCA Eligible</u>	<u>SCA Equivalent Code Title</u>	<u>WD</u>
Accounting Clerk I	01011 - Accounting Clerk I	2015-4187 r 6
Accounting Clerk II	01012 - Accounting Clerk II	2015-4187 r 6
Accounting Clerk III	01013 - Accounting Clerk III	2015-4187 r 6
Administration Assistant	01020 - Administrative Assistant	2015-4187 r 6
Assistant Instructor	15090 - Technical Instructor	2015-4187 r 6
Boiler Tender	25010- Boiler Tender	2015-4187 r 6
Bus Aide	31030 - Bus Aide	2015-4187 r 6
Bus Driver	31020 - Bus Driver	2015-4187 r 6
Carpenter	23130 - Carpenter, Maintenance	2015-4187 r 6
Computer Operator I	14041 - Computer Operator I	2015-4187 r 6
Computer Operator II	14042 - Computer Operator II	2015-4187 r 6
Computer Operator III	14043 - Computer Operator III	2015-4187 r 6
Computer Operator IV	14044 - Computer Operator IV	2015-4187 r 6
Computer Operator V	14045 - Computer Operator V	2015-4187 r 6
Computer Specialist I	14160- Personal Computer Support Technician	2015-4187 r 6
Computer Specialist II	14160- Personal Computer Support Technician	2015-4187 r 6
Computer Programmer II	14072 - Computer Programmer II	2015-4187 r 6
Computer Programmer III	14073 - Computer Programmer III	2015-4187 r 6
Computer Programmer IV	14074 - Computer Programmer IV	2015-4187 r 6
Computer System Analyst I	14100 - Computer Systems Analyst	2015-4187 r 6
Computer System Analyst II	14100 - Computer Systems Analyst	2015-4187 r 6
Computer System Analyst III	14100 - Computer Systems Analyst	2015-4187 r 6
Custodian	11150 - Janitor	2015-4187 r 6
Data Entry Operator I	01051 - Data Entry Operator I	2015-4187 r 6
Data Entry Operator II	01052 - Data Entry Operator II	2015-4187 r 6
Dispatcher, Motor Vehicle	01060 - Dispatcher, Motor Vehicle	2015-4187 r 6
Documentation Preparation Clerk	01070 - Document Preparation Clerk	2015-4187 r 6
Drafter/CAD Operator I	30061 - Drafter/CAD Operator I	2015-4187 r 6
Drafter/CAD Operator II	30062 - Drafter/CAD Operator II	2015-4187 r 6
Drafter/CAD Operator III	30063 - Drafter/CAD Operator III	2015-4187 r 6
Drafter/CAD Operator IV	30064 - Drafter/CAD Operator IV	2015-4187 r 6
Duplicating Machine Operator	01090 - Duplicating Machine Operator	2015-4187 r 6
Electrician Maintenance	23160 - Electrician, Maintenance	2015-4187 r 6
Electronics Technician Maintenance I	23181 - Electronics Technician Maintenance I	2015-4187 r 6
Electronics Technician Maintenance II	23182 - Electronics Technician Maintenance II	2015-4187 r 6
Electronics Technician Maintenance III	23183 - Electronics Technician Maintenance III	2015-4187 r 6
Engineering Tech I	30081 - Engineering Technician I	2015-4187 r 6
Engineering Tech II	30082 - Engineering Technician II	2015-4187 r 6
Engineering Tech III	30083 - Engineering Technician III	2015-4187 r 6
Engineering Tech IV	30084 - Engineering Technician IV	2015-4187 r 6
Engineering Tech V	30085 - Engineering Technician V	2015-4187 r 6
Engineering Tech VI	30086 - Engineering Technician VI	2015-4187 r 6
Environmental Technician	30090 - Environmental Technician	2015-4187 r 6
Floor Maintenance	11150 - Janitor	2015-4187 r 6
Food Service Worker	07130 - Food Service Worker	2015-4187 r 6
Forklift Operator	21020 - Forklift Operator	2015-4187 r 6
Fuel Distribution System Operator	23312 - Fuel Distribution System Operator	2015-4187 r 6
General Clerk I	01111 - General Clerk I	2015-4187 r 6

General Clerk II	01112 - General Clerk II	2015-4187 r 6
General Clerk III	01113 - General Clerk III	2015-4187 r 6
General Maintenance	23370 - General Maintenance Worker	2015-4187 r 6
Heavy Equipment Mechanic	23430 - Heavy Equipment Mechanic	2015-4187 r 6
Heavy Equipment Operator	23440 - Heavy Equipment Operator	2015-4187 r 6
Housekeeping	11122- House keeping Aide	2015-4187 r 6
Housing Referral Assistant	01120 - Housing Referral Assistant	2015-4187 r 6
Human Resources SME III	01263 - Personnel Assistant (Employment) III	2015-4187 r 6
Human Resources Specialist	01262 - Personnel Assistant (Employment) II	2015-4187 r 6
	23410 - Heating, Ventilation And Air-Conditioning Mechanic	2015-4187 r 6
HVAC Mechanic		
Illustrator I	13041 - Illustrator I	2015-4187 r 6
Illustrator II	13042 - Illustrator II	2015-4187 r 6
Illustrator III	13043 - Illustrator III	2015-4187 r 6
Instructional Coordinator III	15095 - Technical Instructor/Course Developer	2015-4187 r 6
Instructor IV	15095 - Technical Instructor/Course Developer	2015-4187 r 6
Janitor	11150 - Janitor	2015-4187 r 6
Laborer	23470 - Laborer	2015-4187 r 6
Laborer Grounds Maintenance	11210 - Laborer, Grounds Maintenance	2015-4187 r 6
Locksmith	23510 - Locksmith	2015-4187 r 6
Machinist Maintenance Mechanic	23530 - Machinery Maintenance Mechanic	2015-4187 r 6
Material Coordinator	21030 - Material Coordinator	2015-4187 r 6
Material Expeditor	21040 - Material Expediter	2015-4187 r 6
Material Handling Laborer	21050 - Material Handling Laborer	2015-4187 r 6
Media Specialist I	13061 - Media Specialist I	2015-4187 r 6
Media Specialist II	13062 - Media Specialist II	2015-4187 r 6
Media Specialist III	13063 - Media Specialist III	2015-4187 r 6
Medical Records Clerk	12160 - Medical Record Clerk	2015-4187 r 6
Medical Records Technician	12190- Medical Records Technician	2015-4187 r 6
Ordinance Helper	23550 - Machinist, Maintenance	2015-4187 r 6
Painter	23760 - Painter, Maintenance	2015-4187 r 6
Personal Property Clerk	01113 - General Clerk III	2015-4187 r 6
Personnel Assistant I	01261 - Personnel Assistant (Employment) I	2015-4187 r 6
Personnel Assistant II	01262 - Personnel Assistant (Employment) II	2015-4187 r 6
Personnel Assistant III	01263 - Personnel Assistant (Employment) III	2015-4187 r 6
Personnel Specialist I	01311 - Secretary II	2015-4187 r 6
Personnel Specialist II	01312 - Secretary III	2015-4187 r 6
Pipefitter	23790 - Pipefitter, Maintenance	2015-4187 r 6
Plumber	23810 - Plumber, Maintenance	2015-4187 r 6
Power Sweeper Operator	23440 - Heavy Equipment Operator	2015-4187 r 6
Production Control Clerk	01270 - Production Control Clerk	2015-4187 r 6
Receptionist	01460- Switchboard Operator/Receptionist	2015-4187 r 6
Recycling Laborer	99710 - Recycling Laborer	2015-4187 r 6
Recycling Specialist	99711 - Recycling Specialist	2015-4187 r 6
Refuse Driver	99730 - Refuse Collector	2015-4187 r 6
Secretary I	01311 - Secretary I	2015-4187 r 6
Secretary II	01312 - Secretary II	2015-4187 r 6
Secretary III	01313 - Secretary III	2015-4187 r 6
Sheet Metal Worker	23890 - Sheet Metal Worker	2015-4187 r 6
Shipping/Receiving Clerk	21130 - Shipping/Receiving Clerk	2015-4187 r 6
Shipping Packer	21110- Shipping Packer	2015-4187 r 6
Sign Maker	23470 - Laborer	2015-4187 r 6
Stock Clerk	21150 - Stock Clerk	2015-4187 r 6
Supply Technician	01410 - Supply Technician	2015-4187 r 6
Technical Writer I	30461 - Technical Writer I	2015-4187 r 6
Travel Clerk I	01531 - Travel Clerk I	2015-4187 r 6

Travel Clerk II	01532 - Travel Clerk II	2015-4187 r 6
Travel Clerk III	01533 - Travel Clerk III	2015-4187 r 6
Tree Trimmer	11210 - Laborer, Ground Maintenance	2015-4187 r 6
Truck Driver, Light	31361 - Truckdriver, Light	2015-4187 r 6
Truck Driver, Medium	31362 - Truckdriver, Medium	2015-4187 r 6
Truck Driver, Heavy	31363 - Truckdriver, Heavy	2015-4187 r 6
Warehouse Specialist	21410 - Warehouse Specialist	2015-4187 r 6
Welder	23960 - Welder, Combination, Maintenance	2015-4187 r 6
Word Processor I	01611 - Word Processor I	2015-4187 r 6
Word Processor II	01612 - Word Processor II	2015-4187 r 6
Word Processor III	01613 - Word Processor III	2015-4187 r 6

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. 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.

## **LABOR CATEGORIES DESCRIPTIONS**

***\*\*Note\*\* Years of experience may be substituted for education***

### **736-1 Administrative Support and Clerical**

#### **ACCOUNTING CLERK I-DOL CATEGORY 01011**

- 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 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 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.

Education requirements: High School Diploma. Experience: One year of experience as an accounting clerk or equivalent.

#### **ACCOUNTING CLERK II-DOL CATEGORY 01012**

- 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 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 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.

Education requirements: High School Diploma. Experience: Two year of experience as an accounting clerk or equivalent.

### **ACCOUNTING CLERK III-DOL CATEGORY 01013**

- 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 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 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

Education requirements: High School Diploma. Experience: Three years of experience as an accounting clerk or equivalent.

### **ADMINISTRATIVE ASSISTANT\_DOL CATEGORY 01020**

- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Monitor and assist with maintenance of the organization's website.



- Interact with clients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.
- Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- Set up and coordinate meetings and conferences.
- Prepare agendas and make arrangements for committee, Board or other meetings.
- Interact with the organization's Board of Directors.
- Attend Board, committee meetings or other meetings as requested in order to record minutes.
- Compile, transcribe and distribute minutes of meetings.
- Make travel arrangements for staff, board and volunteers.
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office furniture, equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Support staff in assigned project-based work.
- May supervise volunteers and other support personnel.
- Assists in special events, such as fundraising activities and the annual meeting.
- Assist with overall maintenance of the organization and its offices.

- Other duties as assigned by Executive Director.

Minimum Education: High School Diploma

Minimum/General Experience: Three years of experience.

### **DATA ENTRY OPERATOR I (KEY ENTRY OPERATOR I) 01051**

- Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered.
- Refers to supervisor problems arising from erroneous items, codes, or missing information.

Education requirements: High School Diploma. Experience: One year of Experience Required.

### **DATA ENTRY OPERATOR II (KEY ENTRY OPERATOR II) 01052**

- Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered.
- Refers to supervisor problems arising from erroneous items, codes, or missing information.

Education requirements: High School Diploma. Experience: Two years of Experience Required.

### **DISPATCHER, MOTOR VEHICLE 01060**

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

Education requirements: High School Diploma. Experience: One year of Experience Required.

## **DOCUMENT PREPARATION CLERK-01070**

- Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine.
- Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife.
- Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine.
- Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure.
- Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

Education requirements: High School Diploma. Experience: One year of Experience Required.

## **DUPLICATING MACHINE OPERATOR-DOL CATEGORY 01090**

- Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins.
- Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work.
- Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.

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

## **GENERAL CLERK I DOL CATEGORY 01111**

- Shall follow detailed procedures in performing, simple repetitive tasks in the same sequence, such as filing recorded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, address-o-graph or mailing machine.

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

## **GENERAL CLERK II - DOL CATEGORY 01112**

- Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts.

- Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Education requirements: High School Diploma. Experience: Two years of related experience.

### **GENERAL CLERK III (ADMIN AND CLERICAL1)-DOL CATEGORY 01112**

- Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence.
- Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures.
- Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks.
- Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.
- Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Education requirements: High School Diploma. Experience: Three years of related experience

### **HOUSING REFERRAL ASSISTANT-DOL CATEGORY 01120**

- Provides housing information to an organization's employees moving to a new location.
- Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone and correspondence to obtain listings of rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service.
- Compiles listings of houses, apartments and mobile homes which may be rented and properties which may be purchased.
- Periodically, communicates with contacts to update listings. Ensures that property owners are in compliance with nondiscrimination policy.
- Counsel's applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicant's needs. Provides information regarding community service, i.e., schools, churches, transportation, hospitals, motels and job information centers.
- Searches files, places telephone calls and makes referrals. Furnishes information to inquirer interested in home purchase regarding locations, owners, agents.

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

## **HUMAN RESOURCES SPECIALIST**

- Develop and generate a variety of reports; maintain accuracy as well as all data clean up. Helps administer benefit plans to include health, dental, life insurance, and 401k plan policies and practices.
- Supports recruitment and reimbursement functions in the Medical Staff Office.
- Demonstrated computer skills, effective communication and report preparation skills required.

Minimum Education: High School Diploma

Minimum Experience: Three years of experience.

## **HUMAN RESOURCES SME**

- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Analyze employment-related data and prepare required reports.
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Hire employees and process hiring-related paperwork.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Conduct reference or background checks on job applicants.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Schedule or conduct new employee orientations.
- Interview job applicants to obtain information on work history, training, education, or job skills.
- Confer with management to develop or implement personnel policies or procedures.
- Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.

Minimum Education: High School Diploma

Minimum Experience: Nine years of experience.

## **MEDICAL RECORD CLERK-DOL CATEGORY 12160**

- Compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys.

- Prepares folders and maintains records of newly admitted patients. Reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure. Reviews inpatient and emergency room records to insure presence of required reports and physician's signatures, and routes incomplete records to appropriate personnel for completion of prepares reports of incomplete records to notify administration.
- Checks list of discharged patients to insure receipt of all current records. Compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered.
- Records diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms. May maintain death log. May make copies of medical records, using duplicating equipment. May schedule/post results of laboratory tests to records.

Education requirements: High School Diploma, plus course work related to field. Experience: One year related experience required.

### **MEDICAL RECORD TECHNICIAN-12190**

- Maintains medical records of hospital and clinic patients. Reviews medical records for completeness and accuracy.
- Codes diseases, operations, diagnoses, and treatments.
- Compiles medical care and census data for statistical reports.
- Transcribes medical reports. Maintains indexes on patient, disease, operation, and other categories.
- Directs routine operation of medical record department. Files, or directs Medical Record Clerk to file, patient records.
- Maintains flow of medical records and reports to departments. May assist medical staff in special studies or research.

Education requirements: High School Diploma, plus course work related to field. Experience: Two years related experience required.

### **PERSONNEL ASSISTANT I - DOL CATEGORY 01261**

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

- May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

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

**PERSONNEL ASSISTANT II - DOL CATEGORY 01262**

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

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

**PERSONNEL ASSISTANT III -DOL CATEGORY 01263**

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

Education requirements: High School Diploma. Experience: Two years of experience required.

**PERSONNEL SPECIALIST I**

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
- Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
- Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Prepares reports by collecting information.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Analyze employment-related data and prepare required reports.
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Hire employees and process hiring-related paperwork.
- Position may include Human Resource functions, scheduling, registration, and other secretarial functions.

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

## **PERSONNEL SPECIALIST II**

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
- Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
- Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Prepares reports by collecting information.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Analyze employment-related data and prepare required reports.
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Hire employees and process hiring-related paperwork.



- Position may include Human Resource functions, scheduling, registration, and other secretarial functions.

Education requirements: High School Diploma. Experience: Two years of experience required.

### **PERSONNEL PROPERTY CLERK**

- Receives, stores, records, and issues money, valuables, and other articles seized as evidence, removed from prisoner, or recovered, lost, or stolen property: Prepares record of articles and valuables received, including description of article, name of owner, name of police officer from whom received, and reason for retention.
- Issues property being retained as evidence to officer at time of trial upon receipt of authorization.
- Telephones owners or mails letters to notify owners to claim property, and releases lost or stolen property to owners upon proof of ownership.
- Returns property to released prisoners.
- Prepares list of articles required by law to be destroyed and destroys narcotics and drugs in presence of official witnesses.
- Sends alcoholic beverages to state liquor commission.
- Lists and sends unclaimed or confiscated money to auditor's office.
- Sends unclaimed and illegal weapons for official destruction.
- Prepares inventory of unclaimed articles for possible sale at auction or donation to charitable organization.

Education requirements: High School Diploma. Experience: Two years of experience required.

### **RECEPTIONIST DOL CATEGORY 01460**

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

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

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

## 01311 THRU 01315 SECRETARY I through III (Occupational Base)

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

### **Classification by Level**

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

#### Level of Secretary's Supervisor (LS)

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

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

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

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1. In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

#### Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

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

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

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

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

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

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

***Excludes secretaries performing any of the following duties:***

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

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

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

**CRITERIA FOR MATCHING SECRETARIES BY LEVEL**

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

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

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

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

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

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

## **SUPPLY TECHNICIAN-DOL CATEGORY 01410**

- Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities.
- Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility.
- Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty.
- The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines.
- Assignments require (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take Or recommend action based upon application or interpretation of established guidelines. Illustrative Assignments:
  1. Inventory management: Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Items managed typically are of low unit or annual demand value, involve short procurement lead time (less than 9 months), are obtained from standard or other readily available sources of supply, and reflect relatively stable patterns of demand. Items usually are of a general, common-use type, nonreparable and seldom require intensive investigation of atypical variations in their supply and demand patterns. Positions are located in local, regional, or headquarters offices for which the military supply management organization has overall inventory management responsibility. The work includes requirements determination and forecasting, distribution or redistribution of material, procurement authorization, limited funds management, or other related work.
  2. Material coordination: Performs material coordination duties for special programs, maintenance, or production shops. Duties are performed on the basis of practical experience in processing and expediting supply transactions related to the particular organizations serviced.
  3. Cataloging: Writes item descriptions for a range of new items entering the supply channels of a particular agency or field establishment. Applies requirements selecting the appropriate description pattern and answering the requirements contained in the pattern. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

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

Deals with a variety of operating officials regarding limited aspects of program needs of the organization serviced. Contacts may relate to inventory requirements in a stable or standardized organization and to the adequate description or identification of less complex items which are new to the system. May contact representatives of commercial firms to obtain information regarding new items of supply, item characteristics,

or procurement lead time; or representatives of government agencies (Federal, State or local) regarding the utilization of property.

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

### **TRAVEL CLERK I-DOL CATEGORY 01531**

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

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

### **TRAVEL CLERK II-DOL CATEGORY 01532**

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

Education requirements: High School Diploma. Experience: Two years of experience required.

### **TRAVEL CLERK III-DOL CATEGORY 01533**

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

Education requirements: High School Diploma. Experience: Three years of experience required.

### **WORD PROCESSOR I - DOL CATEGORY 01611**

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

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

## **WORD PROCESSOR II - DOL CATEGORY 01612**

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

Education requirements: High School Diploma. Experience: Two years of experience required.

## **WORD PROCESSOR III - DOL CATEGORY 01613**

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.

Education requirements: High School Diploma. Experience: Three years of experience required.

## **736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS**

### **COMPUTER OPERATOR I (IT) - DOL CATEGORY 14041**

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

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

### **COMPUTER OPERATOR II (IT) - DOL CATEGORY 14042**

- Processes scheduled routines, which present few difficult operating problems (e.g., infrequent or easily resolved error conditions).

- In response to computer output instructions or error conditions, applies standard operating or corrective procedure.
- Refers problems, which do not respond to preplanned procedure.
- May serve as an assistant operator, working under general supervision.

Education requirements: High School Diploma along with computer science coursework. Experience: Two years of directly related experience as a Computer Operator or equivalent.

### **COMPUTER OPERATOR III (IT) - DOL CATEGORY 14043**

- Processes a range of scheduled routines.
- In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations).
- In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution.
- Refers problems, which do not respond to corrective procedures.

Education requirements: High School Diploma along with computer science coursework. Experience: Three years of experience as a Computer Operator or equivalent.

### **COMPUTER OPERATOR IV (IT) - DOL CATEGORY 14044**

- Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures).
- In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems.
- Typically, completed work is submitted to users without supervisory review.

Education requirements: High School Diploma along with computer science coursework. Experience: Four years of experience as a Computer Operator or equivalent.

### **COMPUTER OPERATOR V (LAN) - DOL CATEGORY 14045**

- Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in



equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements).

- In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans.
- May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

Education requirements: High School Diploma along with computer science coursework. Experience: Five years of experience as a Computer Operator or equivalent.

### **COMPUTER SPECIALIST I**

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

Minimum Education: Bachelor's degree. Eight (8) years experience in computer operations may be substituted.

Minimum/General Experience: Five years of experience.

### **COMPUTER SPECIALIST II**

- Provide technical assistance necessary to support IT growth needs and maintain and modify, as necessary, an assigned group of programs within the total number of utility routines, execution routines, input/output control programs.
- Evaluate various brands of IT equipment and software and development of detailed logic, test, debug and program documentation for system applications and LAN requirements.
- Providing computer training on an as-needed basis and be competent with at least Windows 98 or later and software productivity packages.
- Understand hardware requirements and be able to reconfigure/configure associated PC and LAN hardware.
- Report progress and financial status of assigned project to project supervisor.

Minimum Education: Bachelor's degree. Eight (8) years experience in computer operations may be substituted.

Minimum/General Experience: Six years of experience.

### **COMPUTER SYSTEMS ANALYST I – DOL CATEGORY 14101**

- Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems.
- Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations.
- May analyze or recommend commercially available software.

Education requirements: High School Diploma plus course work related to Information Technology.

Experience: Two years of related experience.

### **COMPUTER SYSTEMS ANALYST II I – DOL CATEGORY 14102**

- Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems.
- Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations.
- May analyze or recommend commercially available software.

Education requirements: High School Diploma plus course work related to Information Technology.

Experience: Three years of related experience.

### **COMPUTER SYSTEMS ANALYST III I – DOL CATEGORY 14103**

- Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems.
- Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations.
- May analyze or recommend commercially available software.

Education requirements: High School Diploma plus course work related to Information Technology.

Experience: Four years of related experience.

### **COMPUTER PROGRAMMER II (IT) - DOL CATEGORY 14072**

- At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems.
- Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements.
- Works according to clear cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.
- Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes.
- Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc.
- In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff.
- The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats.
- Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in-selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.
- Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.

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

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

### **COMPUTER PROGRAMMER III (IT) - DOL CATEGORY 14073**

- As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem.
- Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced.
- The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves

conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)

- Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files, and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding, and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.)
- Tests and documents work and write and maintain operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data.
- In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided.
- May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff.
- May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.
- Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available.
- Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments.
- Works on complex programs under close direction of higher-level staff or supervisor. May assist higher-level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.

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

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

#### **COMPUTER PROGRAMMER IV (IT) - DOL CATEGORY 14074**

- Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications.

- Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc.
- Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems.
- Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.
- Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e-g., a critical path analysis program to assist in managing a special project.
- Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts. In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.
- Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed.
- Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.

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

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

## **736-3 GENERAL SERVICES AND SUPPORT**

### **BOILER TENDER, DOL CATEGORY 25010**

- The incumbent operates, maintains and repairs boilers, large tonnage chillers.

- Keeps supervisor apprised of unique situations and problems encountered and identify and reports safety, environmental and other work requirements for resolution.
- Stop and start high pressure boilers, large tonnage chillers and large hp air compressors. (i.e. 25hp and above)
- Observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation.
- Adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high temperature water.
- Maintains boiler operation log; clean, oil, make minor repairs to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.
- Ability to read, understand and interpret technical manuals, shop directives, blueprints, sketches, diagrams, specifications, verbal and written instructions
- Responsible for completing daily work order log documenting inspections, maintenance and repair information, to include work performed, materials used and hours worked on each assigned work order.
- Interfaces with customers and responsible for customer feedback, as applicable.
- Operates motor vehicles in accordance with company vehicle policies

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

#### **BUS AIDE - DOL CATEGORY 31020**

- Duties includes assisting the driver with monitoring of the students, potentially operation of wheelchair lift and securement of wheelchairs.
- Will also supervise the children, provided for their safety while on the bus, including loading and unloading in case of emergency, taking attendance. Must maintain a pleasant, orderly and safe bus atmosphere.

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

#### **BUS DRIVER-DOL CATEGORY 31030**

- Drives bus to transport passengers over specified routes to local or distant points according to time schedules.
- Assists passengers with baggage and collects tickets or cash fares. Regulates heating, lighting, and ventilating systems for passenger comfort. Complies with local traffic regulations.
- Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires.
- May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school.

- May drive diesel or electric powered transit bus to transport passengers over established city route. Must have current state drivers license required to drive a bus.

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

### **CARPENTER, MAINTENANCE DOL CATEGORY 23130**

- The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors.
- Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work.
- In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Diploma.

Minimum Experience: One year of Experience Required.

### **CUSTODIAN/JANITOR-DOL CATEGORY 11150**

- Maintains and cleans all floor surfaces, including sweeping, mopping, scrubbing, or vacuuming
- Collects and disposes of paper and rubbish.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and other objects
- Cleans, monitors and maintains restrooms, fitting rooms, corridors, store entrance areas
- Empties trash receptacles for proper disposal; use of compactor for certain materials
- Clean windows, glass partitions, and mirrors, using appropriate cleaners and equipment
- Spot clean carpets; assist in carpet extractions and shampooing
- Replenishes paper products and sanitary supplies.
- Follows housekeeping schedule outlined by the immediate supervisor.
- Use of heavy cleaning equipment, such as, floor scrubbers, backpack vacuums and buffers.
- Other duties may be assigned, as required by scope of work or customer needs.

Minimum Education: High School Diploma.

Minimum Experience: One year of Experience Required.

### **FLOOR MAINTENANCE-JANITOR DOL CATEGORY 11150**

The employee must be able to perform the essential functions of the job with or without reasonable accommodations. Except as specifically noted, the following functions are considered essential to this position.

- Vacuum rooms, common areas, halls and office with carpeting.
- Sweeps and mops tile and linoleum floors.
- Strips and waxes floors according to schedule.

- Buffs floors.
- Cleans dining room floors after meals and special events.
- Cleans common area floors, including break room.
- Is responsible for scrubbing kitchen floor according to schedule.

Minimum Education: High School Diploma.

Minimum Experience: One year of Experience Required.

### **FORKLIFT OPERATOR - DOL CATEGORY 21020**

- Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

Education requirements: High School Diploma.

Experience: One year of experience required.

### **FUEL DISTRIBUTION SYSTEM OPERATOR-DOL CATEGORY 23312**

- Receives, stores, transfers, and issues fuel through pipelines at a main-line or terminal stations.
- Receives fuel by tanker. Ships fuel by pipeline, tank car, tank truck, and barge. Prepares and checks receiving or ship's documents.
- Connects lines, grounding wires, and loading and off loading arms or hoses to pipelines. Visually inspects samples of fuel, and checks gravity and flashpoint. Gauges tanks for water, temperature, and fuel levels.
- Checks pumping systems for correct operating pressure or unusual noises. Performs preventive maintenance and repairs on terminal systems. Assists in maintenance of government-owned railroad loading and switch area.
- Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

Education requirements: High School Diploma. Experience: Two years related experience required.

### **GENERAL MAINTENANCE WORKER-DOL CATEGORY 23370**

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

Education requirements: High School Diploma. Experience: Two years of related experience.

### **HEAVY EQUIPMENT MECHANIC - DOL CATEGORY 23430**



- Analyzes malfunctions and repairs, rebuilds and, maintains power equipment such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors, and pneumatic tools.
- Operates and inspects machines or equipment to diagnose defects.
- Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear/ using micrometers and gauges.
- Replaces defective engines and subassemblies, such as transmissions.
- Tests overhauled equipment to insure operating efficiency.
- Welds broken parts and structural members.
- May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment.
- May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

Education requirements: High School Diploma, plus coursework/trade school in related field. Experience: Two years of related experience.

### **HEAVY EQUIPMENT OPERATOR-DOL CATEGORY 23440**

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

Education requirements: High School Diploma, plus coursework/trade school in related field.

Experience: Operators shall be licensed in accordance with local, state or federal laws and have three years related experience.

### **HOUSEKEEPING AIDE -DOL CATEGORY 11122**

- Performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the Housekeeping Department and with hospital objectives.
- Uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies.
- Dry- and wet-mops floors. Scrubs and buffs floors with roto and other machines. Vacuums carpets to clean and control bacteria.

- Transports trash from utility rooms and other collection points to incinerator, compactor, or pick-up area. Performs special cleaning of induction units, walls, lighting fixtures, and windows both inside and outside.
- Moves furniture and sets up meeting rooms.
- Collects soiled linen. Assists in cleaning emergency spills that are observed or as requested. Maintains assigned equipment for cleanliness and requests repairs when needed.
- Reports need for repairs to hospital equipment, furniture, building and fixtures.
- Assists in moving patients in case of fire, disaster or emergency evacuation.
- Assists security personnel in restraining disturbed patients in psychiatric wards.

Education Requirements: High School Diploma.

Experience level: One year of Experience.

### **HEATING, VENTILATION AND AIR CONDITIONING MECHANIC - DOL CATEGORY 23440**

Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout.

- Mounts compressor, and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications.
- Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment.
- Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools.
- Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit.
- Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation.
- Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure.
- Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution.
- Wraps pipe in insulation batting and secure them in place with cement or wire bands.
- Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Education requirements: High School Diploma, plus coursework/trade school in related field. Experience: One year of related experience.

### **JANITOR - DOL CATEGORY 11150**

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

Excluded are:

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

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

### **LABORER-GENERAL-DOL CATEGORY 23470**

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

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

### **LABORER, GROUNDS MAINTENANCE-DOL CATEGORY 11210**

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

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

#### **LOCKSMITH DOL CATEGORY 23510**

- Employee will cut duplicate or new keys using key-cutting machines, impressions or code key machines.
- They install locks and closers in doors and disassemble electrical and mechanical locking devices. They also maintain locking systems by repairing and replacing worn springs, tumblers and other parts.

Education requirements: High School Diploma.

Experience: One year of experience required.

#### **MACHINERY MAINTENANCE MECHANIC -DOL CATEGORY 23530**

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

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

### **MATERIAL COORDINATOR-DOL CATEGORY 21030**

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

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

### **MATERIAL EXPEDITER - DOL CATEGORY 21040**

- Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders.
- Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials.
- Locates and moves materials to specified production areas, using cart or hand truck.
- Records quantity and type of materials distributed and on hand.
- May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas.
- May compare work ticket specifications with material at workstations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.

Education requirements: High School Diploma. Experience: Two years of experience in related field.

## **MATERIAL HANDLING LABORER-DOL CATEGORY 21050**

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

Excluded from this definition are workers whose primary function involves:

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

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

## **ORDNANCE HELPER**

- Assist in inspecting, maintaining, storing, and preparing for use ordnance material, like guns, primers, fuses, mines, bombs, rockets, guided missiles, tanks, munitions, and fire-control equipment for weapons.

Education requirements: High School Diploma.

Experience: One year of experience required.

## **PAINTER (MAINTENANCE) - DOL CATEGORY 23760**

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

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

## **PIPEFITTER, MAINTENANCE -DOL CATEGORY 23790**

- The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting.

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

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

### **PLUMBER, MAINTENANCE - DOL CATEGORY 23810**

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

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

### **POWER SWEEPER OPERATOR**

- Safely operates a motorized sweeper and other motorized maintenance/construction equipment on an assigned route.
- Clean streets, gutters, and reports large debris on streets and rights of way; respond to traffic accidents

- Clean debris and hazardous materials spills.
- Report illegally parked vehicles, hazardous conditions, road damage, damaged curbs and sidewalks, downed signage and signal malfunctions.
- Perform daily equipment inspections and preventative maintenance; make minor adjustments and repairs.
- Perform equipment repairs such as; remove and replace conveyors, rollers and bearings, drag shoes.

Education requirements: High School Diploma.

Experience: One year of experience required.

## **PRODUCTION CONTROL CLERK - DOL CATEGORY 01270**

- Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices.
- Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats.
- Maintains files of documents used and prepared.
- Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities.
- Compiles material inventory records and prepares requisitions for procurement of materials and supplies.
- Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies or material to workers.
- Provides the Units with scheduling data, status-to-date, and process controls, and forecasts completions and computations of various tasks on contract units. Education requirements: High School Diploma. Experience: One year of experience required.

## **RECYCLING WORKER-DOL CATEGORY 99711**

- Sorts through collected trash and debris for recyclable materials, and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper and corrugated paper.
- Discards contaminants and other items that can't be recycled.
- Conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials.



- Stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration.
- Operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars.
- Prepares receipts and reports concerning materials collected and chipped. May assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor.
- May assist in performing preventive maintenance, minor repairs and lubrication of machinery. May disassemble scrap material, using hand tools.
- Client histories; and keeps records, writes reports, and maintains supplies and equipment.

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

### **REFUSE COLLECTOR/DRIVER, 99730**

- Employee will primarily pick up trash and recycling along designated routes through a town or city.
- Employee will operate garbage or recycling trucks and operate hydraulic lifts to pick up containers.
- Some refuse drivers must manually deposit trash into garbage trucks that do not have hydraulic equipment.
- Most refuse collectors work during early morning hours.

### **SHIPPING/RECEIVING CLERK - DOL CATEGORY 21130**

- Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments.
- In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials.
- May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.
- Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.
- Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

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

### **SHIPPING PACKER-DOL CATEGORY 21110**

- 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.

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

### **SHEET-METAL WORKER, MAINTENANCE DOL LABOR CATEGORY-23890**

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

Education Requirements: High School Diploma.

Experience level: 1 year of experience or related experience

### **SIGN MAKER-DOL CATEGORY LABOROR 23470**

- Employee will design and create signs of all types and sizes, either by hand using wood, paint and other artists' supplies, or with a computer using graphics software.
- Employee with work within the factory of a sign manufacturer, a print shop or even at home as a freelance designer.

Education Requirements: High School Diploma.

Experience level: 1 year of experience or related experience

### **STOCK CLERK- DOL CATEGORY-21150**

- Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard.

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

Education requirements: High School Diploma.

Experience: One year of Experience.

### **TREE TRIMMER DOL LABORER, GROUNDS MAINTENANCE 11210**

- Cut away dead, obstructive, or excess branches from trees and shrubbery.
- Utilize chain saws and work crews to safely cut down limbs.
- Climb trees with safety devices to properly cut down limbs.
- Prune or treat trees or shrubs using handsaws, pruning hooks, sheers, and clippers.
- Use lifts and power tools to gain access to high areas.
- Fill in cavities of trees with chemicals to promote healing.
- Remove debris and cart away large limbs for disposal.
- Cut branches away from power lines.
- Cable, brace, tie, bolt, stake, and guy trees and branches to provide support.
- Utilize climbing equipment or buckets of extended truck booms, and/or chainsaws, hooks, handsaws, shears, and clippers.
- Use shovels and rakes to clear debris.
- Submit job estimates.
- Manage work crews.
- Clear sites, streets, and grounds of woody and herbaceous materials, such as tree stumps and fallen trees and limbs.
- Spray and treat diseased trees.
- Reshape trees to create aesthetically pleasing shapes.
- Water and fertilize trees.
- Apply tar to cut surfaces to seal in moisture.
- Strip bark from trees.

Education requirements: High School Diploma.

Experience: One year of Experience.

### **WAREHOUSE SPECIALIST-DOL CATEGORY 21410**

- As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan.
- Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment.
- May operate hand or power trucks in performing warehousing duties.
- Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift operator).

Education requirements: High School Diploma.

Experience: One year of experience required.

## **736-4 INFORMATION AND ARTS OCCUPATIONS**

### **ASSISTANT INSTRUCTOR -DOL LABOR CATEGORY TECHNICAL INSTRUCTOR 15090**

- The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve 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.

Education requirements: Must have at least a 4 year degree in related field. Experience: Two years of related experience.

### **INSTRUCTOR IV DOL CATEGORY TECHNICAL INSTRUCTOR/COURSE DEVELOPER 15095**

- The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve 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 at the testing officer, the conducting of test analysis and development or revision of test items.

Education requirements: Must have at least a 4 year degree in related field. Experience: Four years of related experience.

**INSTRUCTIONAL COORDINATOR III DOL CATEGORY TECHNICAL INSTRUCTOR/COURSE DEVELOPER 15095**

- Instructional coordinators will be responsible for developing curricula, training teachers, selecting textbooks, and assessing the quality and relevance of educational programs.
- The coordinator 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.
- They may also have to work to implement new technologies at the classroom level.

*Minimum Education:* Bachelors Degree in related field.

*Minimum/Experience:* Three years experience.

**FOOD SERVICE WORKER - DOL CATEGORY 07130**

- Performs a variety of tasks concerned with the preparation and serving of foods and beverages. Washes, peels, scrape, and cut vegetables and fruits. Prepares simple salads and toast.
- Cuts butter and slices cakes and pies. Makes coffee, tea, and other beverages. Dishes out portions of foods on trays or plates, and pours beverages.
- Prepares dining and serving areas by setting up counters, stands, and tables. Places food containers in serving order, fills salt and peppershakers, and places linen and silverware.
- Cleans kitchen equipment, pots and pan, counters, and tables. Sweeps and mops floors.

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

**ILLUSTRATOR I- DOL CATEGORY 13041**

- Shall work on projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oil, and airbrush over a period of time.

- These projects require the illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles.
- The Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. Shall not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustration. Shall acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments.
- The kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

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

### **ILLUSTRATOR II- DOL CATEGORY 13042**

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

Education requirements: High School Diploma. Experience: Two years of related experience.

### **ILLUSTRATOR III- DOL CATEGORY 13043**

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

Education requirements: High School Diploma. Experience: Three years of related experience.

### **MULTI-MEDIA SPECIALIST I- DOL CATEGORY-13061**

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

*Minimum Education:* High School Diploma.

*Minimum/Experience:* One years of experience.

### **MULTI-MEDIA SPECIALIST II- DOL CATEGORY-13062**

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

*Minimum Education:* High School Diploma.

*Minimum/Experience:* Two years of experience.

### **MULTI-MEDIA SPECIALIST III- DOL CATEGORY-13063**

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

*Minimum Education:* High School Diploma

*Minimum/Experience:* Three years of experience

## **736-5 INFORMATION AND ARTS OCCUPATIONS**

### **ACCOUNTANT**

- Accountant will carry the primary responsibility for financial records, making sure the appropriate taxes are paid by federal and state deadlines, oversee efficient use of funds and related tasks.
- They may work with individuals, major corporations and/or small businesses.
- They will work closely with clients in preparation, explanation and verification of any financial paperwork, they also help consumers to go over budgeting and to make plans for future investments.
- Those who work as public accountants may work as a private or business sector and may specialize in tax work or in the handling of client assets.
- Certified public accountants either work as an independent or may work for a larger accounting firm.

*Minimum Education:* Bachelors Degree in Accounting or Finance.

*Minimum/Experience:* Three years of experience

### **BUSINESS MANAGER**

- Job duties may consist of managing and/or supervising a staff that preforms functions such as marketing, advertising, office duties, warehousing, educational, logistics, administration, etc.
- The Business Manager will be required to generate reports using Microsoft Office products, conduct meetings, give performance evaluations, hire employees, etc.

*Minimum Education:* Bachelors Degree

*Minimum/Experience:* Three years of experience

### **BUYER**

- Develop an efficient and accurate system for monitoring all open purchase orders
- Buyer will select products and vendors that satisfy the company's needs.
- Will inspect products for damages and will keep an accurate inventory of all products.
- Deliver a weekly purchase order report to management that indicates the vendor invoice number for all closed purchase orders
- Work with the inventory management team to ensure that all deliveries satisfy the assigned purchase orders and report any back-ordered or missing products
- Assist management with maintaining proper inventory levels of materials used on a regular basis
- Establish reliable lines of contact with field management team to ensure that all field purchase orders are accurate

*Minimum Education:* High School Diploma

*Minimum/Experience:* Three years of experience

### **CONTRACTS MANAGER**



- Review / Manage customer agreements and amendments
- Respond to RFP's for and individual customer purchase agreements.
- Obtain feedback and recommendations for negotiating and executing contract agreements.
- Distribute modifications, track changes and document versions for review and required approvals during negotiating stages.
- Compile and communicate competitive pricing data.
- Develop business proposals as requested that are uniquely designed for each customer.
- Ensure timely maintenance of direct and indirect pricing records for all assigned customers.
- Implement price changes as needed.
- Create department SOP's in line with company policies and practices.
- Distribute internal communication to ensure accurate accruals.
- Troubleshoot and reconcile all price disputes/discrepancy as they relate to invoice, chargebacks, and rebates.

### **CONTRACTS SPECIALIST**

- Review and verify submitted contract information to ensure correct entry into system, accurate preparation, and compliance with operations policies and procedures.
- Identify and resolve discrepancies between contract and system data.
- Deliver ad-hoc reporting and analysis for various supporting departments.
- Work closely with sales, finance, legal and other business units.
- Understand various contract terms and how they relate to the data in the billing system;
- Facilitate a smooth contract process from generation to final acceptance and processing;
- Meet tight deadlines for contract processing to ensure subsequent cross-departmental processes are initiated within their required timeframes.
- Intelligently assess complex issues and advocate for process improvements to maintain the integrity of the contract management system.
- Facilitate the contracting process from start to completion including preparing the financial evaluation, obtaining business unit approval, developing term sheets, legal review, and contract execution.

### **DRAFTER/CAD OPERATOR I-DOL CATEGORY 30061**

- Shall work closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Shall perform unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise.

- Shall assure that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced.
- Shall exercise independent judgment in selecting and interpreting data based on knowledge of the design intent.
- Although working primarily as a drafter, shall occasionally interpret general designs prepared by others to complete minor details.
- Shall provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Education requirements: High School Diploma plus course work related to a Drafter. Experience required: One year of experience as a Drafter.

### **DRAFTER/CAD OPERATOR II-DOL CATEGORY 30062**

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

Education requirements: High School Diploma plus course work related to a Drafter. Experience required: Two years of experience as a Drafter.

### **DRAFTER/CAD OPERATOR III-DOL CATEGORY 30063**

- Shall work closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Shall perform unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise.
- Shall assure that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced.
- Shall exercise independent judgment in selecting and interpreting data based on knowledge of the design intent.
- Although working primarily as a drafter, shall occasionally interpret general designs prepared by others to complete minor details.

- Shall provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Education requirements: High School Diploma plus course work related to a Drafter. Experience required: Three years of experience as a Drafter.

### **DRAFTER/CAD OPERATOR IV-DOL CATEGORY 30064**

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

Education requirements: High School Diploma plus course work related to a Drafter. Experience required: Four years of experience as a Drafter.

### **ENGINEER I**

- Use standard engineering principles, methods and practices to perform specific, and somewhat limited, work assignments that are normally minor phases of a broader assignment of a higher-grade engineer or projects screened to eliminate complex features.
- Adapt practices and techniques to specific situations, adjust and correlate data, recognizes discrepancies and deviations in results, and follow operations through a series of related detailed steps or processes and after approval by supervisor, carries out the sequence of details.

*Minimum Education:* Bachelor's degree. Three years' experience in a specific discipline may be substituted.

*Minimum/General Experience:* Three years' experience

### **ENGINEER II**

- Perform engineering assignments in which complex features occur infrequently or in isolated instances.
- Duties and responsibilities include, but are not limited to providing substantial analysis and evaluation of alternative solutions to problem solving; solves the problem although it may be subject to preliminary discussion of background and approach and the solution may be reviewed for technical accuracy and conformance to policy applying a thorough knowledge of engineering principles, methods, and practices standard guides, precedents, methods, and techniques.

- Applying difficult or unusual planning, scheduling, and negotiating, or coordination as the problem solving process dictates.

Minimum Education: Bachelor's degree. Five years' experience in the specific engineer discipline may be substituted.

Minimum/General Experience: Five years experience.

### **ENGINEER III**

- Perform engineering assignments in which complex features occur infrequently or in isolated instances.
- Duties and responsibilities include, but are not limited to providing substantial analysis and evaluation of alternative solutions to problem solving; solves the problem although it may be subject to preliminary discussion of background and approach and the solution may be reviewed for technical accuracy and conformance to policy applying a thorough knowledge of engineering principles, methods, and practices standard guides, precedents, methods, and techniques.
- Applying difficult or unusual planning, scheduling, and negotiating, or coordination as the problem solving process dictates.

Minimum Education: Bachelor's degree. Seven years in the specific engineer discipline may be substituted.

Minimum/General Experience: Seven years' experience

### **ENGINEER IV**

- Perform engineering assignments in which complex features occur infrequently or in isolated instances.
- Duties and responsibilities include, but are not limited to providing substantial analysis and evaluation of alternative solutions to problem solving; solves the problem although it may be subject to preliminary discussion of background and approach and the solution may be reviewed for technical accuracy and conformance to policy applying a thorough knowledge of engineering principles, methods, and practices standard guides, precedents, methods, and techniques.
- Applying difficult or unusual planning, scheduling, and negotiating, or coordination as the problem solving process dictates.

Minimum Education: Bachelor's degree. Nine years in the specific engineer discipline may be substituted.

Minimum/General Experience: Nine years experience.

### **ENGINEERING TECHNICIAN I - DOL CATEGORY 30081**

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

- a. Shall assemble or install equipment or parts requiring simple wiring, soldering, or connecting.
- b. Shall perform simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.

- c. Shall gather and maintain specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Education requirements: High School Diploma plus course work related to an Engineering Technician.

Experience required: One year of experience as an Engineering Technician.

### **ENGINEERING TECHNICIAN II - DOL CATEGORY 30082**

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

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

Education requirements: High School Diploma plus course work related to an Engineering Technician.

Experience required: Two years of experience as an Engineering Technician.

### **ENGINEERING TECHNICIAN III - DOL CATEGORY 30083**

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

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

Education requirements: High School Diploma plus course work related to an Engineering Technician.

Experience required: Three years of experience as an Engineering Technician.

#### **ENGINEERING TECHNICIAN IV - DOL CATEGORY 30084**

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

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

Education requirements: High School Diploma plus course work related to an Engineering Technician.

Experience required: Four years of experience as an Engineering Technician.

#### **ENGINEERING TECHNICIAN V - DOL CATEGORY 30085**

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

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

Education requirements: High School Diploma plus course work related to an Engineering Technician.

Experience required: Five years of experience as an Engineering Technician.

#### **ENGINEERING TECHNICIAN VI - DOL CATEGORY 30086**

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

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

Education requirements: High School Diploma plus course work related to an Engineering Technician.

Experience required: Six years of experience as an Engineering Technician.

### **ELECTRICIAN, MAINTENANCE -DOL CATEGORY 23160**

- 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.

Education requirements: High School Diploma. Experience: Three years of experience required.

### **ELECTRONIC TECHNICIAN MAINTENANCE I –DOL CATEGORY 23181**

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

Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: One year of related experience.

## **ELECTRONIC TECHNICIAN MAINTENANCE II –DOL CATEGORY 23182**

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

Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: Two years of related experience.

## **ELECTRONIC TECHNICIAN MAINTENANCE III –DOL CATEGORY 23183**

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

Education requirements: High School Diploma plus course work related to Electronics Technician Maintenance. Experience: Three years of related experience.

## **ENVIRONMENTAL TECHNICIAN - DOL CATEGORY 30090**

- Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies.
- Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment.



- Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants.
- Collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial wastewater, or water from other sources to assess pollution problem.
- Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review.
- Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation.
- May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

Education requirements: High School Diploma

Experience: Two years of related experience.

## **FACILITY ENGINEER**

- Troubleshooting major utility equipment and recommend improvements for chronic issues
- Scheduling and directing preventive maintenance and repairs of boilers, chillers, air compressors, electrical switch gear, and all other building-related mechanical and electrical systems
- Scheduling and directing repairs and maintenance of building fire alarm, fire protection and security systems
- Recommending utility capital projects and developing and implementing cost reduction ideas.
- Managing and coordinating activities with outside service contractors
- Monitoring and reporting performance of facility and developing improvement opportunities to increase reliability
- Researching vendors for facilities maintenance contracts and providing recommendations
- Responsible for addressing all facility-related emergencies on a 24/7 basis
- Maintaining work area in a clean, safe and orderly condition. Maintaining 5S program
- Following established company rules and regulations and safety precautions
- Understanding, maintaining and performing work according to quality and environmental standards

*Minimum Education:* Bachelor's Degree or my substitute six years of experience.

Minimum/General Experience: Five years' experience.

## **FACILITY MANAGER I**

- Specific work shall include, but limited to the following, shall work from building plans, blueprints, wiring diagrams, engineering drawings, and electrical maintenance and repair manuals to existing electrical systems, controls, and equipment for furnishing light and power.
- Also, requires working with no blueprints and drawings when encountering unique situations.
- Shall fit, wrap or attach required insulation material around or to structure, following blueprint specifications.
- Shall disassemble equipment, repair and/or replace parts and components, clean and assemble upon completion.
- Responsible for operational test and adjustments as necessary. Install and maintain pipe systems, pipe supports and related hydraulic equipment for hot water, heating and cooling.
- Shall secure pipes to structure with brackets, clamps, and hangers. Shall install bends, and metal conduit, fish tape and proper wire. Troubleshooting by checking or tracing circuits, locate and diagnose trouble, repair or replace parts and reinstall.
- Repair and install electricity across the line starters as single stage, multi-stage and reversing controller, limit switches, pressure switches (high and low), unload valves, and all types of controlling relays.
- Shall make adjustments and solve problems by use of electrical formula for computing voltages, resistances, amperages, capacitance and frequencies. Fabricate various electrical parts, using various materials of appropriate conducting, resisting or insulating properties.
- Shall use a variety of tools and test equipment including wire cutters and strippers, drills, soldering irons, ohmmeters, graphic recorders, ammeters, voltmeters, whetstone bridges, rheostats, phase rotation indicators, mergers, industrial analyzers, field test units, and various other electrical measuring devices.

Minimum Education: High school or high school equivalent.

Minimum/General Experience: Five years experience.

## **FACILITY MANAGER II**

- Specific work shall include, but limited to the following, shall work from building plans, blueprints, wiring diagrams, engineering drawings, and electrical maintenance and repair manuals to existing electrical systems, controls, and equipment for furnishing light and power.
- Also, requires working with no blueprints and drawings when encountering unique situations.
- Shall fit, wrap or attach required insulation material around or to structure, following blueprint specifications.

- Shall disassemble equipment, repair and/or replace parts and components, clean and assemble upon completion.
- Responsible for operational test and adjustments as necessary. Install and maintain pipe systems, pipe supports and related hydraulic equipment for hot water, heating and cooling.
- Shall secure pipes to structure with brackets, clamps, and hangers. Shall install bends, and metal conduit, fish tape and proper wire. Troubleshooting by checking or tracing circuits, locate and diagnose trouble, repair or replace parts and reinstall.
- Repair and install electricity across the line starters as single stage, multi-stage and reversing controller, limit switches, pressure switches (high and low), unload valves, and all types of controlling relays.
- Shall make adjustments and solve problems by use of electrical formula for computing voltages, resistances, amperages, capacitance and frequencies. Fabricate various electrical parts, using various materials of appropriate conducting, resisting or insulating properties.
- Shall use a variety of tools and test equipment including wire cutters and strippers, drills, soldering irons, ohmmeters, graphic recorders, ammeters, voltmeters, whetstone bridges, rheostats, phase rotation indicators, mergers, industrial analyzers, field test units, and various other electrical measuring devices.

*Minimum Education:* High school or high school equivalent.

*Minimum/General Experience:* Seven year experience.

## **FINANCIAL ANALYST I**

- Performs specific tasks related to rate development, including identifying cost centers and their related expenses, and calculating recovery rates (e.g., recharge, indirect cost); prepares related reports.
- Provides technical assistance in the design of cost accounting or reporting systems and related forms and documents.
- Assists with the provision of advisory services to departments with respect to updating billing rates and interpreting cost accounting data; recommends alternative solutions to cost accounting problems.
- Performs specialized financial or cost analyses (e.g., cash-flow analysis, "what-if" analysis); prepares related reports (e.g., pro-forma financial statements).
- Assists in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommends and implements security and system control procedures.
- Interviews employees at all levels to analyze policies, work procedures and operational methods.
- Performs specific tasks related to reviews of management practices and policies; recommends changes to enhance operating efficiencies.

Minimum Education: Bachelor's degree in Finance, Accounting or Business. Three years of experience may be substituted.

Minimum/General Experience: Three years experience with experience managing specific work described under Functional Responsibility.

## **FINANCIAL ANALYST II**

- Performs specific tasks related to rate development, including identifying cost centers and their related expenses, and calculating recovery rates (e.g., recharge, indirect cost); prepares related reports.
- Provides technical assistance in the design of cost accounting or reporting systems and related forms and documents.
- Assists with the provision of advisory services to departments with respect to updating billing rates and interpreting cost accounting data; recommends alternative solutions to cost accounting problems.
- Performs specialized financial or cost analyses (e.g., cash-flow analysis, "what-if" analysis); prepares related reports (e.g., pro-forma financial statements).
- Assists in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommends and implements security and system control procedures.
- Interviews employees at all levels to analyze policies, work procedures and operational methods.
- Performs specific tasks related to reviews of management practices and policies; recommends changes to enhance operating efficiencies.

Minimum Education: Bachelor's degree in Finance, Accounting or Business. Four years of experience may be substituted.

Minimum/General Experience: Four years experience with experience managing specific work described under Functional Responsibility.

## **FINANCIAL MANAGER I**

- Performs specific tasks related to rate development, including identifying cost centers and their related expenses, and calculating recovery rates (e.g., recharge, indirect cost); prepares related reports.
- Provides technical assistance in the design of cost accounting or reporting systems and related forms and documents.
- Assists with the provision of advisory services to departments with respect to updating billing rates and interpreting cost accounting data; recommends alternative solutions to cost accounting problems.

- Performs specialized financial or cost analyses (e.g., cash-flow analysis, "what-if" analysis); prepares related reports (e.g., pro-forma financial statements).
- Assists in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommends and implements security and system control procedures.
- Interviews employees at all levels to analyze policies, work procedures and operational methods.
- Performs specific tasks related to reviews of management practices and policies; recommends changes to enhance operating efficiencies.

*Minimum Education:* Bachelor's degree in Finance, Accounting or Business. Five years of experience may be substituted.

*Minimum/General Experience:* Five years experience with experience managing specific work described under Functional Responsibility.

## **FINANCIAL MANAGER II**

- Performs specific tasks related to rate development, including identifying cost centers and their related expenses, and calculating recovery rates (e.g., recharge, indirect cost); prepares related reports.
- Provides technical assistance in the design of cost accounting or reporting systems and related forms and documents.
- Assists with the provision of advisory services to departments with respect to updating billing rates and interpreting cost accounting data; recommends alternative solutions to cost accounting problems.
- Performs specialized financial or cost analyses (e.g., cash-flow analysis, "what-if" analysis); prepares related reports (e.g., pro-forma financial statements).
- Assists in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommends and implements security and system control procedures.
- Interviews employees at all levels to analyze policies, work procedures and operational methods.
- Performs specific tasks related to reviews of management practices and policies; recommends changes to enhance operating efficiencies.

*Minimum Education:* Bachelor's degree in Finance, Accounting or Business. Six years of experience may be substituted.

*Minimum/General Experience:* Six years experience with experience managing specific work described under Functional Responsibility.

### **FINANCIAL MANAGER III**

- Performs specific tasks related to rate development, including identifying cost centers and their related expenses, and calculating recovery rates (e.g., recharge, indirect cost); prepares related reports.
- Provides technical assistance in the design of cost accounting or reporting systems and related forms and documents.
- Assists with the provision of advisory services to departments with respect to updating billing rates and interpreting cost accounting data; recommends alternative solutions to cost accounting problems.
- Performs specialized financial or cost analyses (e.g., cash-flow analysis, "what-if" analysis); prepares related reports (e.g., pro-forma financial statements).
- Assists in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommends and implements security and system control procedures.
- Interviews employees at all levels to analyze policies, work procedures and operational methods.
- Performs specific tasks related to reviews of management practices and policies; recommends changes to enhance operating efficiencies.

*Minimum Education:* Bachelor's degree in Finance, Accounting or Business. Six years of experience may be substituted.

*Minimum/General Experience:* Seven years experience with experience managing specific work described under Functional Responsibility.

### **HIGH VOLTAGE ELECTRICIAN**

- A High Voltage Electrician performs a variety of electrical trade functions such as 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 electric 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 systems 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.
- Performs other responsibilities associated with this position as may be appropriate.

*Minimum Education:* High School Diploma with proper training certificate

*Minimum/General Experience:* Two years of experience

## **HORTICULTURALIST**

Under the direction of a supervisor, horticultural workers will grow, sell and harvest flowers, plants, shrubs and trees. Horticultural workers prepare seed beds, transfer plants to containers, move container plants around the work site, till the soil and unload shipments of packaged soil and other gardening products. They may also propagate new plants through grafting and other measures, as well as prune plants and trees.

Wearing protective gear like dust masks, safety glasses and protective clothing is essential to the horticultural worker's job. The use of fertilizers, pesticides and other chemicals exposes horticultural workers to substances that may be harmful. Caution when using gardening equipment and tools is also necessary for horticulture workers to avoid injury.

*Minimum Education:* High School diploma

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

## **INTEGRATED LOGISTIC SPECIALIST I**

- Ensures that inventories and location surveys are performed in accordance with established procedures.
- Instructs warehouse personnel in loading, unloading, segregation, dunnage, pelletizing, and selection of stock and storage areas. Performs property disposal storage functions.
- Ensures application of special procedures for handling, storing, packaging and shipping retrograde material.
- Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommends additions and deletions to authorized stockage list.
- Maintains accounting records of property disposal activity. Reviews requests for major and controlled items. Reconciles activity records for monthly and quarterly reporting and status reviews.
- Processes data inquiry and manager referred listings and cards. Manages controlled, critical and reserve stocks and operational readiness floats. Performs financial management functions.
- Process output from catalog inquiry program, document modifiers and special cancellation requests.
- Performs functions to include stock replenishment, price changes, inventories, security, stock receipt, and oversees the constructions of displays.
- Prepares reports on labor and equipment, available storage space, relocation of material, warehouse refusals, and stock requirements. Directs correction of location survey discrepancies.
- Plans and coordinates subsistence supply activity. Directs corrective action to minimize spoilage, flavor contamination, and improper warehouse practices.

- Reports all problems with warehouse functions related to equipment and personnel.

Minimum Education: High School diploma

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

## **INTEGRATED LOGISTIC SPECIALIST II**

- Ensures that inventories and location surveys are performed in accordance with established procedures.
- Instructs warehouse personnel in loading, unloading, segregation, dunnage, pelletizing, and selection of stock and storage areas. Performs property disposal storage functions.
- Ensures application of special procedures for handling, storing, packaging and shipping retrograde material.
- Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommends additions and deletions to authorized stockage list.
- Maintains accounting records of property disposal activity. Reviews requests for major and controlled items. Reconciles activity records for monthly and quarterly reporting and status reviews.
- Processes data inquiry and manager referred listings and cards. Manages controlled, critical and reserve stocks and operational readiness floats. Performs financial management functions.
- Process output from catalog inquiry program, document modifiers and special cancellation requests.
- Performs functions to include stock replenishment, price changes, inventories, security, stock receipt, and oversees the constructions of displays.
- Prepares reports on labor and equipment, available storage space, relocation of material, warehouse refusals, and stock requirements. Directs correction of location survey discrepancies.
- Plans and coordinates subsistence supply activity. Directs corrective action to minimize spoilage, flavor contamination, and improper warehouse practices.
- Reports all problems with warehouse functions related to equipment and personnel.

Minimum Education: High School diploma

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

## **INTEGRATED LOGISTIC SPECIALIST III**

- Ensures that inventories and location surveys are performed in accordance with established procedures.
- Instructs warehouse personnel in loading, unloading, segregation, dunnage, pelletizing, and selection of stock and storage areas. Performs property disposal storage functions.



- Ensures application of special procedures for handling, storing, packaging and shipping retrograde material.
- Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommends additions and deletions to authorized stockage list.
- Maintains accounting records of property disposal activity. Reviews requests for major and controlled items. Reconciles activity records for monthly and quarterly reporting and status reviews.
- Processes data inquiry and manager referred listings and cards. Manages controlled, critical and reserve stocks and operational readiness floats. Performs financial management functions.
- Process output from catalog inquiry program, document modifiers and special cancellation requests.
- Performs functions to include stock replenishment, price changes, inventories, security, stock receipt, and oversees the constructions of displays.
- Prepares reports on labor and equipment, available storage space, relocation of material, warehouse refusals, and stock requirements. Directs correction of location survey discrepancies.
- Plans and coordinates subsistence supply activity. Directs corrective action to minimize spoilage, flavor contamination, and improper warehouse practices.
- Reports all problems with warehouse functions related to equipment and personnel.

*Minimum Education:* High School diploma

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

#### **INTEGRATED LOGISTIC SPECIALIST IV**

- Ensures that inventories and location surveys are performed in accordance with established procedures.
- Instructs warehouse personnel in loading, unloading, segregation, dunnage, pelletizing, and selection of stock and storage areas. Performs property disposal storage functions.
- Ensures application of special procedures for handling, storing, packaging and shipping retrograde material.
- Retrieves and analyzes history and activity files pertinent to system rejected documents. Recommends additions and deletions to authorized stockage list.
- Maintains accounting records of property disposal activity. Reviews requests for major and controlled items. Reconciles activity records for monthly and quarterly reporting and status reviews.
- Processes data inquiry and manager referred listings and cards. Manages controlled, critical and reserve stocks and operational readiness floats. Performs financial management functions.
- Process output from catalog inquiry program, document modifiers and special cancellation requests.
- Performs functions to include stock replenishment, price changes, inventories, security, stock receipt, and oversees the constructions of displays.

- Prepares reports on labor and equipment, available storage space, relocation of material, warehouse refusals, and stock requirements. Directs correction of location survey discrepancies.
- Plans and coordinates subsistence supply activity. Directs corrective action to minimize spoilage, flavor contamination, and improper warehouse practices.
- Reports all problems with warehouse functions related to equipment and personnel.

Minimum Education: High School diploma

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

## **LOGISTICS ANALYST**

Functional Responsibility: Prepare daily, weekly, and monthly reports and graphics material for presentation to senior supply and logistics officials of the government. Create presentation formats conducive to all government agencies and military services.

Minimum Education: High school or high school equivalent.

Minimum/General Experience: Three years of experience.

## **PLANNER/ESTIMATOR**

- The Planner will analyze and compile data on every factor that may affect cost. Cost estimators are responsible for taking a project and breaking down all expenses including materials, labor, and other resources. Because of this, they are crucial in helping companies make correct buying and hiring decisions. They plan project budgets and even track expenses through the life of the project.
- The planner will review the preliminary plans and architectural drawings for the project. The planner will visit the site of the construction, making note of the geographical features of the site and access to infrastructure (roads, electricity, sewer, etc.). Then the planner/estimator takes into account all the materials, personnel, and any other resources needed to complete construction. All of these details come together to make a comprehensive cost estimate for the construction project.

Minimum Education: High school or high school equivalent.

Minimum/General Experience: Three years of experience.

## **PROCUREMENT MANAGER**

- Provide financial and contract accountability for the acquisition program phases.
- Provide for acquisition program continuity between government acquisition program representatives, supporting service contractors, commercial vendors, and suppliers.

Minimum Education: Bachelor's degree.

Minimum/General Experience: Two years of experience.

## **PROGRAM ANALYST I**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, developing key timelines and schedules, and develop program cost estimate.
- Review and recommend updates to management plans for development, production, deployment, and support.
- Financial management, manufacturing management, test and evaluation, and operational support
- Development, analysis, and maintenance of metrics and integrated network schedules
- Support in implementing the plans and procedural changes that result from these analyses.
- Also responsible for attending and supporting meetings; design reviews/audits; working groups; and briefings at other facilities as determined by Management.

*Minimum Education:* Bachelor's degree.

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

## **PROGRAM ANALYST II**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, developing key timelines and schedules, and develop program cost estimate.
- Review and recommend updates to management plans for development, production, deployment, and support.
- Financial management, manufacturing management, test and evaluation, and operational support
- Development, analysis, and maintenance of metrics and integrated network schedules
- Support in implementing the plans and procedural changes that result from these analyses.
- Also responsible for attending and supporting meetings; design reviews/audits; working groups; and briefings at other facilities as determined by Management.

*Minimum Education:* Bachelor's degree.

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

## **PROGRAM ANALYST III**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, developing key timelines and schedules, and develop program cost estimate.
- Review and recommend updates to management plans for development, production, deployment, and support.

- Financial management, manufacturing management, test and evaluation, and operational support
- Development, analysis, and maintenance of metrics and integrated network schedules
- Support in implementing the plans and procedural changes that result from these analyses.
- Also responsible for attending and supporting meetings; design reviews/audits; working groups; and briefings at other facilities as determined by Management.

Minimum Education: Bachelor's degree.

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

#### **PROGRAM ANALYST IV**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, developing key timelines and schedules, and develop program cost estimate.
- Review and recommend updates to management plans for development, production, deployment, and support.
- Financial management, manufacturing management, test and evaluation, and operational support
- Development, analysis, and maintenance of metrics and integrated network schedules
- Support in implementing the plans and procedural changes that result from these analyses.
- Also responsible for attending and supporting meetings; design reviews/audits; working groups; and briefings at other facilities as determined by Management.

Minimum Education: Bachelor's degree.

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

#### **PROGRAM ANALYST V**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, developing key timelines and schedules, and develop program cost estimate.
- Review and recommend updates to management plans for development, production, deployment, and support.
- Financial management, manufacturing management, test and evaluation, and operational support
- Development, analysis, and maintenance of metrics and integrated network schedules
- Support in implementing the plans and procedural changes that result from these analyses.
- Also responsible for attending and supporting meetings; design reviews/audits; working groups; and briefings at other facilities as determined by Management.

Minimum Education: Bachelor's degree.

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

## **PROGRAM MANAGER**

### *Functional Responsibility.*

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

*Minimum Education:* High School Diploma

*Minimum/General Experience:* Eight years experience with managing specific work described under Functional Responsibility.

## **PROJECT LOGISTICS COORDINATOR**

- Develops and maintains a detailed project schedule which includes administrative tasks and all sites involved in the project.
- Participation in R&D Team Meetings.
- Coordinate meetings, including travel arrangements and expense reports.
- Maintain Project Managers calendars.
- Sites include all coverage, control locations including central and secondary dispatch locations, backhaul locations, and generation plants and associated facilities.
  - Prepare and/or edit meeting minutes, presentations and tables.
- Also included is the scheduled deployment of mobile and portable radios to meet district roll-out.
- Members, ensure adherence to deadlines.

- File all project documents (hard and soft copies)
- Ensure coordination of the interfaces of all disciplines within R&D.

*Minimum Education:* High School Diploma.

*Minimum/General Experience:* Three years experience.

## **PROJECT MANAGER**

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

*Minimum Education:* High School Diploma.

*Minimum/General Experience:* Three years experience with experience managing specific work described under Functional Responsibility.

## **PROJECT MANAGER II**

- Project Manager will manage facilities, including operating systems and equipment.
- Develop program management plans, and adhere to established policies and procedures approved and used by the Government to execute system management functions.

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

Minimum Education: High School Diploma.

Minimum/General Experience: Five experience with experience managing specific work described under Functional Responsibility.

### **PROJECT MANAGER III**

- Project Manager will manage facilities, including operating systems and equipment.
- Develop program management plans, and adhere to established policies and procedures approved and used by the Government to execute system management functions.
- Provide technical support to the Government via programming in support of various projects; review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training.
- Shall attend meetings; provide task status briefings and reports. In support of the above task, specific work shall include but is not limited to the following: Apply task management skills, principles, and methods to optimize the Government's investment in ongoing projects.
- Conduct or provide technical support to project assessments.
- Develop plans for correction/improvement: Short-term (1 year), medium-range (2-5 years), and long-range (more than 5 years). Provide plans to customers and staff to effectively manage program assets.

- Develop a program information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods.
- Assess adequacy of internal communication by contacting customers and getting their input concerning their needs.
- Develop strategies to optimize the task organizational performance, ensure efficiency, and achieve a high level of customer satisfaction. Shall be responsible for the management and administration; interfacing with Government or other contractor employees.

Minimum Education: High School Diploma.

Minimum/General Experience: Seven experience with experience managing specific work described under Functional Responsibility.

#### **PROJECT MANAGER IV**

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

Minimum Education: High School Diploma.

Minimum/General Experience: Eight years experience with experience managing specific work described under Functional Responsibility.

#### **PROJECT MANAGER V**



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

Minimum Education: High School Diploma.

Minimum/General Experience: Nine years experience with experience managing specific work described under Functional Responsibility.

## **PROJECT SUPERVISOR**

- Project Supervisor will manage facilities, including operating systems and equipment.
- Develop program management plans, and adhere to established policies and procedures approved and used by the Government to execute system management functions.
- Provide technical support to the Government via programming in support of various projects; review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training.
- Shall attend meetings; provide task status briefings and reports. In support of the above task, specific work shall include but is not limited to the following: Apply task management skills, principles, and methods to optimize the Government's investment in ongoing projects.

- Conduct or provide technical support to project assessments.
- Develop plans for correction/improvement: Short-term (1 year), medium-range (2-5 years), and long-range (more than 5 years). Provide plans to customers and staff to effectively manage program assets.
- Develop a program information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods.
- Assess adequacy of internal communication by contacting customers and getting their input concerning their needs.
- Develop strategies to optimize the task organizational performance, ensure efficiency, and achieve a high level of customer satisfaction. Shall be responsible for the management and administration; interfacing with Government or other contractor employees.

*Minimum Education:* High School Diploma.

*Minimum/General Experience:* Four years experience with experience managing specific work described under Functional Responsibility.

### **SUBJECT MATTER EXPERT III**

*Functional Responsibility:* Expertise in a discipline such as, but not limited to, Engineering, Logistics, Project Management, Accounting, Computers, and Training.

- Systems Operations
- Warehousing
- Material Planning and Handling
- Transportation Management
- Inventory Management
- Special Materials
- Acquisition Logistics
- Deployment Logistics
- Readiness Based Sparing (RBS) Concepts
- Reliability, Maintainability and availability (RMA) Concepts
- Forecast and Prediction Concepts
- Simulation/Modeling Concepts

*Minimum Education:* Bachelor's degree. Ten years experience in related field may be substituted.

*Minimum/General Experience:* Eight years experience working one or more of the following disciplines.

## **SUPPLY SYSTEMS ANALYST**

Documented senior-level experience with negotiating contracts for the procurement of Technology hardware/software/services and telecom equipment/services.

- Exceptional documented results with implementing standard procurement best practices, building strong relationships with clients and suppliers, and consulting on procurement best practices for cross-functional project teams.
- Good understanding of how to integrate basic elements of a statement of work (SOW) into the overarching terms of a contract as well as negotiating both long-term and short-term engagements.
- Utilize RFI (Request for Information), RFP (Request for Proposal), and RFQ (Request for Quote) techniques to identify, select, and engage with suppliers to ensure competitive market advantage. Direct and implement supplier-sourcing strategies to ensure high quality, on time delivery, and cost competitiveness. Experience with e-sourcing applications and running online events.
- Implement proactive procurement philosophies, strategies, policies, procedures, and systems. The Technology/Telecom GSM influences cross-functional organizations while enhancing strong internal relationships in order to meet business requirements and cost objectives.

*Minimum Education:* High School diploma.

*Minimum/Experience:* Three years experience.

## **SUPPLY SYSTEMS MANAGER II**

Documented senior-level experience with negotiating contracts for the procurement of Technology hardware/software/services and telecom equipment/services.

- Exceptional documented results with implementing standard procurement best practices, building strong relationships with clients and suppliers, and consulting on procurement best practices for cross-functional project teams.
- Good understanding of how to integrate basic elements of a statement of work (SOW) into the overarching terms of a contract as well as negotiating both long-term and short-term engagements.
- Utilize RFI (Request for Information), RFP (Request for Proposal), and RFQ (Request for Quote) techniques to identify, select, and engage with suppliers to ensure competitive market advantage. Direct and implement supplier-sourcing strategies to ensure high quality, on time delivery, and cost competitiveness. Experience with e-sourcing applications and running online events.
- Implement proactive procurement philosophies, strategies, policies, procedures, and systems. The Technology/Telecom GSM influences cross-functional organizations while enhancing strong internal relationships in order to meet business requirements and cost objectives.

*Minimum Education:* High School diploma.

*Minimum/Experience:* Five years experience.

## **SYSTEM ANALYST**

- Defines application problem by conferring with clients; evaluating procedures and processes.
- Develops solution by preparing and evaluating alternative workflow solutions.
- Controls solution by establishing specifications; coordinating production with programmers.
- Validates results by testing programs.
- Ensures operation by training client personnel; providing support.
- Provides reference by writing documentation.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes information systems and organization mission by completing related results as needed

*Minimum Education:* High School diploma.

*Minimum/Experience:* Three years experience.

## **TECHNICAL WRITER I-DOL CATEGORY 30461**

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

Education requirements: Bachelors degree in related field.

Experience: Two years of experience required.

## **TECHNICAL WRITER II-DOL CATEGORY 30462**

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

Education requirements: Bachelors degree in related field.

Experience: Three years of experience required.

### **TECHNICAL WRITER III-DOL CATEGORY 30463**

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

Education requirements: Bachelors degree in related field.

Experience: Four years of experience required.

### **TRUCK DRIVER, "LIGHT" - DOL CATEGORY 31361**

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

Education requirements: High School Diploma.

Experience: One year of experience required

**TRUCK DRIVER, "MEDIUM" - DOL CATEGORY 31362**

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

Education requirements: High School Diploma.

Experience: One year of experience required.

**TRUCK DRIVER, "HEAVY" - DOL CATEGORY 31363**

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