



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

MULTIPLE AWARD SCHEDULE

Federal Supply Group: Professional Services

Contract Number: 47QRAA21D005R

For more information on ordering from Federal Supply Schedules, go to the [GSA Schedules Page](http://GSA.gov) at GSA.gov.

Contract Period: May 17, 2021 - May 16, 2026

GP Strategies Corporation

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Columbia, Maryland USA 21044
Phone: 443-367-9600 | Fax: 443-393-2905

www.gpstrategies.com | Contract Administration Source: Don Duquette
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Business Size: Other than Small Business

Prices Shown Herein are Net (discount deducted)

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About GP Strategies

GP Strategies Corporation (GP) is a global workforce transformation and performance improvement solutions provider of sales and technical training, e-learning solutions, management consulting, and engineering services. Our solutions improve the effectiveness of organizations by delivering innovative and superior training, consulting, and business improvement services, customized to meet the specific needs of our clients. Our clients include Fortune 500 companies; manufacturing, process, and energy industries; and other commercial and government customers. See the GP Strategies home page for further information about our services and products. GP Strategies is a NYSE-listed company (GPX).

As a global leader in technical and business skills improvement, GP develops performance improvement solutions by focusing on people, processes, and technology. By objectively analyzing production and business processes, GP can determine where the opportunities for improvement reside and develop the best solution to achieve measurable improvement in an organization's performance, cost management, and compliance objectives. As companies look for better, faster, and more economical ways to train their global workforce, GP is using its more than 55 years of training and technical experience to lead the way, providing blended training programs to ensure training solutions that are innovative, effective, and engaging.

In today's dynamic and fiercely competitive business environment, our clients realize the importance of having the best-trained workforce possible. Our clients recognize that a highly trained workforce is an absolute necessity as the global marketplace evolves—that a better-trained workforce can provide the competitive advantage leading to increased earnings and productivity. By providing professional and technical skills training, lean manufacturing practices, and plant startup and consulting services, GP is a total solution performance improvement asset to its clients. GP employs top-notch personnel in every industry that it serves so that real-world knowledge, academic excellence, and technical expertise can be applied to customers' critical business challenges.

GP's services have been recognized through countless industry and customer awards from organizations including: Training Industry, Inc., Brandon-Hall Group, Leadership Excellence, and Elearning! to name a few.

As GP looks to the future, its success depends upon its ability to continue to attract, retain, and integrate customer service and sales people, instructors, engineers, technical specialists, and consultants who possess the skills and experience required to meet the needs of its clients. Rapidly changing technology allows GP to be innovative as it seeks out the most cost-effective solutions. GP is squarely focused on performance improvement by providing the best available training, consulting, technical services, and engineering to a diversity of corporations in the U.S. and around the world.

At GP, our mission is "to enable people and businesses to perform at their highest potential. We accomplish this by providing innovative training, engineering, and consulting solutions in long-term partnership with our customers.

1. Customer Information

1a. Awarded Special Item Numbers (SINs)

SIN	SIN Description
611430	Professional and Management Development Training
541330ENG	Engineering Services
541420	Engineering System Design and Integration Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support and Business Program and Project Management Services
OLM	Order-Level Materials (OLM)

1b. Identification of Lowest Unit Price/Rate Table

See included GSA Schedule Price List.

1c. Description of Labor Categories

GP Strategies is offering labor categories at hourly rates. See included Labor Category Descriptions and GSA Schedule Price List.

2. Maximum Order

Maximum order is \$1,000,000.

3. Minimum Order

Minimum Order is \$100.

4. Geographic Coverage (Delivery Area)

Worldwide

5. Point(s) of Production (city, county, and State or foreign country)

11000 Broken Land Parkway, Suite 300, Columbia, MD 21044

6. Discount from List Prices or Statement of Net Price

Government Net Prices (discounts already deducted).

7. Quantity Discounts

A 1% discount will be applied to each task order award or call equal to or greater than \$500,000. If supplemental orders increase the value of a task order award or call to greater than \$500,000, a 1% discount will apply.

8. Prompt Payment Terms

Net 30 days.

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items (list by country of origin)

Not applicable.

10.a Time of delivery

Specified on the task order.

10b. Expedited delivery

To be determined at task order level.

10c. Overnight and 2-Day Delivery

Not applicable.

10d. Urgent Requirements

To be determined at task order level.

11. F.O.B Point(s)

Destination

12.a Ordering Address(es)

GP Strategies Corporation
11000 Broken Land Parkway, Suite 300
Columbia, MD 21044

12.b Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address(es)

GP Strategies Corporation
P.O. Box 932816
Atlanta, GA 31193-2816

14. Warranty Provisions

Contractor warrants and implies that the items delivered are merchantable and fit for use for the particular purpose described in the contract/task order.

15. Export Packing Charges

Not applicable.

16. Terms and Conditions of Rental, Maintenance, and Repair

Not applicable.

17. Terms and Conditions of Installation

Not applicable.

18a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices

Not applicable.

18.b Terms and Conditions for Any Other Services

Not applicable.

19. List of Service and Distribution Points

Not applicable.

20. List of Participating Dealers

Not applicable.

21. Preventive Maintenance

Not applicable.

22a. Special Attributes Such as Environmental Attributes

Not applicable.

22b. Section 508 Compliance Information on Electronic and Information Technology (EIT) Supplies and Services

Not applicable.

23. Unique Entity Identifier (UEI) Number

Unique Entity Identifier (UEI) Number 04-7799267

24. Notification Regarding Registration in System for Award Management (SAM) Database

GP Strategies Corporation is registered and has an active profile in the System for Award Management (SAM) database.

Service Contract Labor Standards

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as bring subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102, and 29 CRF 541.300), this contract still maintains the provisions and protections of the SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles, and the applicable WD number. Failure to do so may result in cancellation of the contract.

GSA Schedule Price List

Escalation Rate: 2.20% - Fixed escalation with Out Year Pricing

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021 -	5/17/ 2022 -	5/17/2023 -	5/17/2024 -	5/17/2025 -
			5/16/2022	5/16/2023	5/16/2024	5/16/2025	5/16/2026
541611 611430	Senior Project Manager	Contractor Facility	\$175.86	\$179.73	\$183.68	\$187.72	\$191.85
541611 611430	Senior Specialist	Contractor Facility	\$208.96	\$213.55	\$218.25	\$223.05	\$227.96
541611 611430	Senior Consultant	Contractor Facility	\$197.45	\$201.79	\$206.23	\$210.77	\$215.41
541330ENG 541420	Program Manager Level 5	Contractor Facility	\$311.78	\$318.64	\$325.65	\$332.81	\$340.13
541330ENG 541420	Engineer Level 6	Contractor Facility	\$325.72	\$332.89	\$340.21	\$347.70	\$355.35
541330ENG 541420	Engineer Level 5	Contractor Facility	\$280.56	\$286.73	\$293.04	\$299.48	\$306.07
541330ENG 541420	Engineer Level 4	Contractor Facility	\$202.97	\$207.43	\$211.99	\$216.66	\$221.43
541330ENG 541420	Engineer Level 3	Contractor Facility	\$169.13	\$172.85	\$176.66	\$180.54	\$184.51
541330ENG 541420	Engineer Level 2	Contractor Facility	\$145.63	\$148.84	\$152.11	\$155.46	\$158.88
541330ENG 541420	Engineer Level 1	Contractor Facility	\$140.24	\$143.32	\$146.48	\$149.70	\$152.99
541330ENG 541420	Engineering Technician/ Designer Level 5	Contractor Facility	\$179.09	\$183.03	\$187.06	\$191.18	\$195.38
541330ENG 541420	Engineering Technician/ Designer Level 4	Contractor Facility	\$175.73	\$179.59	\$183.55	\$187.58	\$191.71
541330ENG 541420	Engineering Technician/ Designer Level 3	Contractor Facility	\$133.88	\$136.83	\$139.84	\$142.92	\$146.06
541330ENG 541420	Scientist, Analyst, Specialist Level 5	Contractor Facility	\$267.73	\$273.62	\$279.64	\$285.79	\$292.08

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021 5/16/2022	5/17/ 2022 5/16/2023	5/17/2023 5/16/2024	5/17/2024 5/16/2025	5/17/2025 5/16/2026
541330ENG 541420	Scientist, Analyst, Specialist Level 4	Contractor Facility	\$184.61	\$188.68	\$192.83	\$197.07	\$201.40
541330ENG 541420	Scientist, Analyst, Specialist Level 3	Contractor Facility	\$111.13	\$113.58	\$116.08	\$118.63	\$121.24
541330ENG 541420	Computer Analyst / Engineer Level 5	Contractor Facility	\$301.60	\$308.24	\$315.02	\$321.95	\$329.03
541330ENG 541420	Computer Analyst / Engineer Level 4	Contractor Facility	\$259.47	\$265.17	\$271.01	\$276.97	\$283.06
541330ENG 541420	Computer Analyst / Engineer Level 3	Contractor Facility	\$201.51	\$205.94	\$210.48	\$215.11	\$219.84
541330ENG 541420	Computer Analyst / Engineer Level 2	Contractor Facility	\$178.60	\$182.53	\$186.54	\$190.65	\$194.84
541330ENG 541420	Skilled Tradesman Level 4	Contractor Facility	\$133.92	\$136.87	\$139.88	\$142.96	\$146.10
541330ENG 541420	Skilled Tradesman Level 2	Contractor Facility	\$118.44	\$121.04	\$123.71	\$126.43	\$129.21
541330ENG 541420	Training Specialist Level 6	Contractor Facility	\$248.76	\$254.23	\$259.82	\$265.54	\$271.38
541330ENG 541420	Training Specialist Level 5	Contractor Facility	\$209.89	\$214.51	\$219.23	\$224.05	\$228.98
541330ENG 541420	Training Specialist Level 4	Contractor Facility	\$187.31	\$191.44	\$195.65	\$199.95	\$204.35
541330ENG 541420	Training Specialist Level 3	Contractor Facility	\$157.14	\$160.60	\$164.13	\$167.74	\$171.43

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021 5/16/2022	5/17/ 2022 5/16/2023	5/17/2023 5/16/2024	5/17/2024 5/16/2025	5/17/2025 5/16/2026
541330ENG 541420	Training Specialist Level 2	Contractor Facility	\$133.80	\$136.75	\$139.76	\$142.83	\$145.97
541330ENG 541420	Training Specialist Level 1	Contractor Facility	\$104.20	\$106.49	\$108.84	\$111.23	\$113.68
541330ENG 541420	Graphics / Multimedia Specialist Level 5	Contractor Facility	\$248.63	\$254.10	\$259.70	\$265.41	\$271.25
541330ENG 541420	Graphics / Multimedia Specialist Level 4	Contractor Facility	\$194.62	\$198.90	\$203.28	\$207.75	\$212.32
541330ENG 541420	Graphics / Multimedia Specialist Level 3	Customer Facility	\$157.51	\$160.98	\$164.52	\$168.14	\$171.84
541330ENG 541420	Graphics / Multimedia Specialist Level 2	Contractor Facility	\$124.80	\$127.54	\$130.35	\$133.22	\$136.15
541330ENG 541420	Graphics / Multimedia Specialist Level 1	Contractor Facility	\$102.54	\$104.79	\$107.10	\$109.46	\$111.86
541330ENG 541420	Training Program Management Specialist Level 4	Contractor Facility	\$142.93	\$146.08	\$149.29	\$152.57	\$155.93
541330ENG 541420	Training Program Management Specialist Level 3	Contractor Facility	\$127.78	\$130.59	\$133.46	\$136.40	\$139.40
541330ENG 541420	Training Program Management Specialist Level 2	Contractor Facility	\$110.68	\$113.12	\$115.60	\$118.15	\$120.75

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021 5/16/2022	5/17/ 2022 5/16/2023	5/17/2023 5/16/2024	5/17/2024 5/16/2025	5/17/2025 5/16/2026
541330ENG 541420	Training Program Management Specialist Level 1	Contractor Facility	\$94.65	\$96.73	\$98.86	\$101.04	\$103.26
541330ENG 541420	Project Management Specialist Level 5	Contractor Facility	\$240.33	\$245.62	\$251.02	\$256.55	\$262.19
541330ENG 541420	Project Management Specialist Level 4	Contractor Facility	\$232.64	\$237.76	\$242.99	\$248.34	\$253.80
541330ENG 541420	Project Management Specialist Level 3	Contractor Facility	\$176.39	\$180.27	\$184.24	\$188.29	\$192.44
541330ENG 541420	Project Management Specialist Level 2	Contractor Facility	\$141.32	\$144.43	\$147.61	\$150.85	\$154.17
541330ENG 541420	Project Management Specialist Level 1	Contractor Facility	\$125.21	\$127.96	\$130.78	\$133.66	\$136.60
541330ENG 541420	Administrative Support Level 4	Contractor Facility	\$114.79	\$117.32	\$119.90	\$122.54	\$125.23
541330ENG 541420	Administrative Support Level 3	Contractor Facility	\$105.28	\$107.60	\$109.96	\$112.38	\$114.85
541330ENG 541420	Administrative Support Level 2	Contractor Facility	\$97.93	\$100.09	\$102.29	\$104.54	\$106.84
541330ENG 541420	Administrative Support Level 1	Contractor Facility	\$69.04	\$70.56	\$72.11	\$73.70	\$75.32
541330ENG 541420	Emergency Preparedness Specialist Level 5	Contractor Facility	\$255.86	\$261.49	\$267.24	\$273.12	\$279.13

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021 5/16/2022	5/17/ 2022 5/16/2023	5/17/2023 5/16/2024	5/17/2024 5/16/2025	5/17/2025 5/16/2026
541330ENG 541420	Emergency Preparedness Specialist Level 4	Contractor Facility	\$154.34	\$157.73	\$161.20	\$164.75	\$168.37
541330ENG 541420	Emergency Preparedness Specialist Level 3	Contractor Facility	\$99.60	\$101.79	\$104.03	\$106.32	\$108.66
541330ENG 541420	Emergency Preparedness Specialist Level 2	Contractor Facility	\$90.46	\$92.45	\$94.48	\$96.56	\$98.69
541330ENG 541420	Emergency Preparedness Specialist Level 1	Contractor Facility	\$77.92	\$79.64	\$81.39	\$83.18	\$85.01
541330ENG 541420	Performance Consultant Level 5	Contractor Facility	\$326.97	\$334.17	\$341.52	\$349.03	\$356.71
541330ENG 541420	Performance Consultant Level 4	Contractor Facility	\$231.41	\$236.50	\$241.70	\$247.02	\$252.45
541330ENG 541420	Performance Consultant Level 3	Contractor Facility	\$217.95	\$222.75	\$227.65	\$232.66	\$237.78
541330ENG 541420	Operations Specialist Level 5	Contractor Facility	\$260.92	\$266.66	\$272.52	\$278.52	\$284.65
541330ENG 541420	Operations Specialist Level 4	Contractor Facility	\$174.16	\$177.99	\$181.90	\$185.91	\$190.00
541330ENG 541420	Operations Specialist Level 3	Contractor Facility	\$132.51	\$135.43	\$138.41	\$141.45	\$144.57
541330ENG 541420	Acquisition Specialist Level 4	Contractor Facility	\$124.25	\$126.99	\$129.78	\$132.63	\$135.55
541330ENG 541420	Acquisition Specialist Level 3	Contractor Facility	\$125.37	\$128.13	\$130.95	\$133.83	\$136.77
541330ENG 541420	Logistics Specialist Level 4	Contractor Facility	\$157.63	\$161.10	\$164.64	\$168.27	\$171.97

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021 5/16/2022	5/17/ 2022 5/16/2023	5/17/2023 5/16/2024	5/17/2024 5/16/2025	5/17/2025 5/16/2026
541330ENG 541420	Logistics Specialist Level 2	Contractor Facility	\$130.28	\$133.14	\$136.07	\$139.07	\$142.13
541330ENG 541420	Logistics Specialist Level 1	Contractor Facility	\$91.50	\$93.51	\$95.57	\$97.67	\$99.82
541330ENG 541420	Program Manager Level 5	Customer Facility	\$174.70	\$178.54	\$182.47	\$186.49	\$190.59
541330ENG 541420	Engineer Level 6	Customer Facility	\$182.51	\$186.52	\$190.63	\$194.82	\$199.11
541330ENG 541420	Engineer Level 5	Customer Facility	\$157.20	\$160.66	\$164.19	\$167.80	\$171.50
541330ENG 541420	Engineer Level 4	Customer Facility	\$113.72	\$116.22	\$118.78	\$121.39	\$124.07
541330ENG 541420	Engineer Level 3	Customer Facility	\$94.77	\$96.86	\$98.99	\$101.16	\$103.39
541330ENG 541420	Engineer Level 2	Customer Facility	\$81.60	\$83.40	\$85.23	\$87.11	\$89.02
541330ENG 541420	Engineer Level 1	Customer Facility	\$78.58	\$80.31	\$82.07	\$83.88	\$85.73
541330ENG 541420	Engineering Technician / Designer Level 5	Customer Facility	\$100.35	\$102.56	\$104.82	\$107.12	\$109.48
541330ENG 541420	Engineering Technician / Designer Level 4	Customer Facility	\$98.47	\$100.63	\$102.85	\$105.11	\$107.42
541330ENG 541420	Engineering Technician / Designer Level 3	Customer Facility	\$75.02	\$76.67	\$78.36	\$80.08	\$81.85
541330ENG 541420	Scientist, Analyst, Specialist Level 5	Customer Facility	\$150.02	\$153.32	\$156.69	\$160.14	\$163.66
541330ENG 541420	Scientist, Analyst, Specialist Level 4	Customer Facility	\$103.45	\$105.72	\$108.05	\$110.42	\$112.85

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021 5/16/2022	5/17/ 2022 5/16/2023	5/17/2023 5/16/2024	5/17/2024 5/16/2025	5/17/2025 5/16/2026
541330ENG 541420	Scientist, Analyst, Specialist Level 3	Customer Facility	\$62.27	\$63.64	\$65.04	\$66.47	\$67.93
541330ENG 541420	Computer Analyst / Engineer Level 5	Customer Facility	\$169.00	\$172.72	\$176.52	\$180.40	\$184.37
541330ENG 541420	Computer Analyst / Engineer Level 4	Customer Facility	\$145.39	\$148.59	\$151.86	\$155.20	\$158.61
541330ENG 541420	Computer Analyst / Engineer Level 3	Customer Facility	\$112.92	\$115.40	\$117.94	\$120.53	\$123.19
541330ENG 541420	Computer Analyst / Engineer Level 2	Customer Facility	\$100.07	\$102.27	\$104.52	\$106.82	\$109.17
541330ENG 541420	Skilled Tradesman Level 4	Customer Facility	\$75.04	\$76.69	\$78.38	\$80.11	\$81.87
541330ENG 541420	Skilled Tradesman Level 2	Customer Facility	\$66.37	\$67.83	\$69.32	\$70.85	\$72.40
541330ENG 541420	Training Specialist Level 6	Customer Facility	\$139.39	\$142.45	\$145.59	\$148.79	\$152.06
541330ENG 541420	Training Specialist Level 5	Customer Facility	\$117.61	\$120.20	\$122.84	\$125.55	\$128.31
541330ENG 541420	Training Specialist Level 4	Customer Facility	\$104.96	\$107.27	\$109.63	\$112.04	\$114.50
541330ENG 541420	Training Specialist Level 3	Customer Facility	\$88.05	\$89.99	\$91.97	\$93.99	\$96.06
541330ENG 541420	Training Specialist Level 2	Customer Facility	\$74.97	\$76.62	\$78.31	\$80.03	\$81.79

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021 5/16/2022	5/17/ 2022 5/16/2023	5/17/2023 5/16/2024	5/17/2024 5/16/2025	5/17/2025 5/16/2026
541330ENG 541420	Training Specialist Level 1	Customer Facility	\$58.39	\$59.67	\$60.99	\$62.33	\$63.70
541330ENG 541420	Graphics / Multimedia Specialist Level 5	Customer Facility	\$139.31	\$142.38	\$145.51	\$148.71	\$151.99
541330ENG 541420	Graphics / Multimedia Specialist Level 4	Customer Facility	\$109.05	\$111.45	\$113.90	\$116.40	\$118.97
541330ENG 541420	Graphics / Multimedia Specialist Level 3	Customer Facility	\$88.25	\$90.19	\$92.18	\$94.21	\$96.28
541330ENG 541420	Graphics / Multimedia Specialist Level 2	Customer Facility	\$69.92	\$71.46	\$73.03	\$74.64	\$76.28
541330ENG 541420	Graphics / Multimedia Specialist Level 1	Customer Facility	\$57.46	\$58.73	\$60.02	\$61.34	\$62.69
541330ENG 541420	Training Program Management Specialist Level 4	Customer Facility	\$80.09	\$81.85	\$83.65	\$85.49	\$87.37
541330ENG 541420	Training Program Management Specialist Level 3	Customer Facility	\$71.60	\$73.17	\$74.78	\$76.43	\$78.11
541330ENG 541420	Training Program Management Specialist Level 2	Customer Facility	\$62.02	\$63.38	\$64.77	\$66.20	\$67.66
541330ENG 541420	Training Program Management Specialist Level 1	Customer Facility	\$53.04	\$54.20	\$55.40	\$56.62	\$57.86

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021 5/16/2022	5/17/ 2022 5/16/2023	5/17/2023 5/16/2024	5/17/2024 5/16/2025	5/17/2025 5/16/2026
541330ENG 541420	Project Management Specialist Level 5	Customer Facility	\$134.66	\$137.62	\$140.65	\$143.74	\$146.91
541330ENG 541420	Project Management Specialist Level 4	Customer Facility	\$130.36	\$133.23	\$136.16	\$139.15	\$142.21
541330ENG 541420	Project Management Specialist Level 3	Customer Facility	\$98.84	\$101.02	\$103.24	\$105.51	\$107.83
541330ENG 541420	Project Management Specialist Level 2	Customer Facility	\$79.18	\$80.93	\$82.71	\$84.53	\$86.39
541330ENG 541420	Project Management Specialist Level 1	Customer Facility	\$70.16	\$71.70	\$73.28	\$74.89	\$76.54
541330ENG 541420	Administrative Support Level 4	Customer Facility	\$64.32	\$65.74	\$67.18	\$68.66	\$70.17
541330ENG 541420	Administrative Support Level 3	Customer Facility	\$58.99	\$60.29	\$61.62	\$62.97	\$64.36
541330ENG 541420	Administrative Support Level 2	Customer Facility	\$54.87	\$56.08	\$57.31	\$58.57	\$59.86
541330ENG 541420	Administrative Support Level 1	Customer Facility	\$38.68	\$39.53	\$40.40	\$41.29	\$42.20
541330ENG 541420	Emergency Preparedness Specialist Level 5	Customer Facility	\$143.37	\$146.52	\$149.74	\$153.04	\$156.40
541330ENG 541420	Emergency Preparedness Specialist Level 4	Customer Facility	\$86.48	\$88.38	\$90.33	\$92.31	\$94.34

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021 5/16/2022	5/17/ 2022 5/16/2023	5/17/2023 5/16/2024	5/17/2024 5/16/2025	5/17/2025 5/16/2026
541330ENG 541420	Emergency Preparedness Specialist Level 3	Customer Facility	\$55.81	\$57.04	\$58.29	\$59.57	\$60.88
541330ENG 541420	Emergency Preparedness Specialist Level 2	Customer Facility	\$50.69	\$51.81	\$52.95	\$54.11	\$55.30
541330ENG 541420	Emergency Preparedness Specialist Level 1	Customer Facility	\$43.66	\$44.62	\$45.60	\$46.60	\$47.63
541330ENG 541420	Performance Consultant Level 5	Customer Facility	\$129.66	\$132.52	\$135.43	\$138.41	\$141.45
541330ENG 541420	Performance Consultant Level 4	Customer Facility	\$122.13	\$124.81	\$127.56	\$130.36	\$133.23
541330ENG 541420	Performance Consultant Level 3	Customer Facility	\$84.46	\$86.32	\$88.22	\$90.16	\$92.15
541330ENG 541420	Operations Specialist Level 5	Customer Facility	\$146.20	\$149.41	\$152.70	\$156.06	\$159.49
541330ENG 541420	Operations Specialist Level 4	Customer Facility	\$97.58	\$99.73	\$101.92	\$104.16	\$106.46
541330ENG 541420	Operations Specialist Level 3	Customer Facility	\$74.25	\$75.88	\$77.55	\$79.26	\$81.00
541330ENG 541420	Acquisition Specialist Level 4	Customer Facility	\$69.62	\$71.15	\$72.72	\$74.32	\$75.95
541330ENG 541420	Acquisition Specialist Level 3	Customer Facility	\$70.25	\$71.79	\$73.37	\$74.99	\$76.64
541330ENG 541420	Logistics Specialist Level 4	Customer Facility	\$88.32	\$90.27	\$92.25	\$94.28	\$96.36
541330ENG 541420	Logistics Specialist Level 2	Customer Facility	\$73.00	\$74.60	\$76.24	\$77.92	\$79.64

SIN	Job Title	Contractor or Customer Facility	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
			5/17/2021	5/17/ 2022	5/17/2023	5/17/2024	5/17/2025
			-	-	-	-	-
			5/16/2022	5/16/2023	5/16/2024	5/16/2025	5/16/2026
541330ENG 541420	Logistics Specialist Level 1	Customer Facility	\$51.26	\$52.39	\$53.54	\$54.72	\$55.93

Labor Category Descriptions

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541611 611430	Senior Project Manager	<ul style="list-style-type: none"> • Determines and project manages work procedures, prepares work schedules, and expedites workflow. • Assigns duties and examines work for accuracy and conformance to company/client specifications. • Studies and standardizes procedures to improve efficiency of subordinates. • Analyzes and resolves work problems; initiating or suggesting plans to motivate workers to achieve work goals. <p>Mediates differences among workers and resolves grievances.</p> <ul style="list-style-type: none"> • Provides input for, or writes subordinate's performance evaluations. • Performs or assists subordinates in performing duties. • Monitors employee schedules and work hours and reviews and approves time cards. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	Bachelors	5 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541611 611430	Senior Specialist	<ul style="list-style-type: none"> • On-site, client-facing work with primary focus on the development and implementation of proprietary or COTS software products. • Performs analysis, product design, development and integration, documentation, testing, and support on applications software projects. • Identifies client business requirements and converts them into discrete software requirements. • Determines level of effort required and feasibility of design within time and cost constraints. • Evaluates interface between hardware and software, and the interface between IT industry commercial and proprietary software while maintaining operational and performance requirements of overall system. • Develops new software code, modifies existing software code, and adapts existing software code to satisfy previously documented client requirements. • Documents and performs software system testing procedures, develops programming, and documents system development. • Consults with customer concerning application installation, implementation, training, turnover, and post-turnover support for software systems. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Significantly and directly influences strategy and plans for overall business success. • Focused on issues that affect the design of process, service offerings, or future concept development in support of the company's product/technology offerings. • Drives the development of innovative new concepts, services, technologies or products to address current and future organizational and customer requirements. • Proactively identifies and solves the most complex problems that affect the management, direction, and profitability of the business. • May manage resource requirements and return on investment for high impact projects or programs affecting a whole division on a regional or global basis. 	Bachelors	12 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541611 611430	Senior Consultant	<ul style="list-style-type: none"> • Consults with client to evaluate or identify needs or problem areas, and determines scope of investigation required to obtain solutions. • Consults with client to conduct studies and surveys to obtain data, and analyzes data to advise on or recommend solutions to address specific training and development needs. • Works with clients directly to design an implementation plan and tools or framework needed to incorporate recommended training and development solutions. • Consults and or advises clients on introducing new learning strategies, processes, systems, and organizational structures within their current system configurations or current business practices. • Fulfills the roles of a technical lead and/or developer project team positions. More experienced Training Consultants may fulfill a project manager role on smaller and/or less complex projects. • Travels to client sites as needed. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	Bachelors	6 Years
541330ENG 541420	Program Manager Level 5	<ul style="list-style-type: none"> • Serves as main client contact for program implementation, including requirements gathering, project status, and issue resolution. • Leads project communication and prioritization • Manages scope and budget, proactively mitigating risk and budget impacts, and communicating required changes to scope, schedule, or budget • Overall responsibility for ensuring program requirements meet client expectations • Analyses, negotiates, and resolves issues to ensure deliverables are timely and meet program and client specifications • Serve as communication link to between clients and program staff to identify problems, schedule changes, or other variables to implement the program within the client's required timeline <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Contributes to the development of wider functional strategies. • Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges • Looks for synergies across departments/service lines and recommends process, product or service improvements. • Develops innovative concepts, services, technologies or products to address current and future customer requirements. • Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	Bachelors	12 years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Engineer Level 6	<ul style="list-style-type: none"> • Research and analyze data such as customer design proposal, specifications, and manuals to determine design or application feasibility. • Design products or systems using applicable engineering principles and codes and reasonable engineering judgement. • Plan and direct engineering personnel in fabrication, construction, development of methods and procedures, or design and testing. • Direct and coordinate fabrication, construction, or installation activities to ensure products and systems conform to engineering design and customer specifications. • Coordinates operation, maintenance, and repair activities for systems or components to obtain optimum utilization. • Makes recommendations based on engineering analysis and judgement, and designs modifications. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Significantly and directly influences strategy and plans for overall business success. • Focused on issues that affect the design of process, service offerings, or future concept development in support of the company's product/technology offerings. • Drives the development of innovative new concepts, services, technologies or products to address current and future organizational and customer requirements. • Proactively identifies and solves the most complex problems that affect the management, direction, and profitability of the business. • May manage resource requirements and return on investment for high impact projects or programs affecting a whole division on a regional or global basis. 	Bachelors	15 Years
541330ENG 541420	Engineer Level 5	<ul style="list-style-type: none"> • Research and analyze data such as customer design proposal, specifications, and manuals to determine design or application feasibility. • Design products or systems using applicable engineering principles and codes and reasonable engineering judgement. • Plan and direct engineering personnel in fabrication, construction, development of methods and procedures, or design and testing. • Direct and coordinate fabrication, construction, or installation activities to ensure products and systems conform to engineering design and customer specifications. • Coordinates operation, maintenance, and repair activities for systems or components to obtain optimum utilization. • Makes recommendations based on engineering analysis and judgement, and designs modifications. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Contributes to the development of wider functional strategies. • Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges • Looks for synergies across departments/service lines and recommends process, product or service improvements. • Develops innovative concepts, services, technologies or products to address current and future customer requirements. • Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	Bachelors	8 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Engineer Level 4	<ul style="list-style-type: none"> • Research and analyze data such as customer design proposal, specifications, and manuals to determine design or application feasibility. • Design products or systems using applicable engineering principles and codes and reasonable engineering judgement. • Plan and direct engineering personnel in fabrication, construction, development of methods and procedures, or design and testing. • Direct and coordinate fabrication, construction, or installation activities to ensure products and systems conform to engineering design and customer specifications. • Coordinates operation, maintenance, and repair activities for systems or components to obtain optimum utilization. • Makes recommendations based on engineering analysis and judgement, and designs modifications. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	Bachelors	6 Years
541330ENG 541420	Engineer Level 3	<ul style="list-style-type: none"> • Research and analyze data such as customer design proposal, specifications, and manuals to determine design or application feasibility. • Design products or systems using applicable engineering principles and codes and reasonable engineering judgement. • Plan and direct engineering personnel in fabrication, construction, development of methods and procedures, or design and testing. • Direct and coordinate fabrication, construction, or installation activities to ensure products and systems conform to engineering design and customer specifications. • Coordinates operation, maintenance, and repair activities for systems or components to obtain optimum utilization. • Makes recommendations based on engineering analysis and judgement, and designs modifications. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Ability to apply a wide range of policies or standards in varying situations. • Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. • Analyzes possible solutions and assesses each using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance. 	Bachelors	4 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Engineer Level 2	<ul style="list-style-type: none"> • Research and analyze data such as customer design proposal, specifications, and manuals to determine design or application feasibility. • Design products or systems using applicable engineering principles and codes and reasonable engineering judgement. • Plan and direct engineering personnel in fabrication, construction, development of methods and procedures, or design and testing. • Direct and coordinate fabrication, construction, or installation activities to ensure products and systems conform to engineering design and customer specifications. • Coordinates operation, maintenance, and repair activities for systems or components to obtain optimum utilization. • Makes recommendations based on engineering analysis and judgement, and designs modifications. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Recognizes and solves routine problems that can occur in own work area. • Work is standardized, but employee is expected to choose action within defined standards or accepted practices. • Typically finds solutions in existing procedures and precedents. • Problems are likely to involve some investigation and data gathering. • Begins to sets own priorities to reach goals, making decisions that may have a minor effect on quality or accuracy. • May suggest improvements to existing processes and solutions. 	Bachelors	2 Years
541330ENG 541420	Engineer Level 1	<ul style="list-style-type: none"> • Research and analyze data such as customer design proposal, specifications, and manuals to determine design or application feasibility. • Design products or systems using applicable engineering principles and codes and reasonable engineering judgement. • Plan and direct engineering personnel in fabrication, construction, development of methods and procedures, or design and testing. • Direct and coordinate fabrication, construction, or installation activities to ensure products and systems conform to engineering design and customer specifications. • Coordinates operation, maintenance, and repair activities for systems or components to obtain optimum utilization. • Makes recommendations based on engineering analysis and judgement, and designs modifications. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Uses existing procedures to solve routine problems; has very limited opportunity to exercise discretion. • Decision-making is very limited; duties are clearly defined, and methods and tasks are described in detail. • Work activities and priorities are determined by supervisor. Receives supervision on a daily basis. • Supervisor screens all assignments. 	Bachelors	0 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Engineering Technician / Designer Level 5	<ul style="list-style-type: none"> • Applies engineering principles to design, modify, or develop facilities, testing, machines, equipment, or processes. • Reviews project instructions and blueprints to determine test specifications, procedures, objectives, test equipment, nature of technical problem and possible solutions such as part redesign, substitution of materials or parts, or rearrangement of parts or sub-assemblies. • Drafts detailed drawings or sketches and requests parts fabrication by machine, sheet metal, or wood shops. • Devises, fabricates, and assembles new or modified components or assemblies. • Sets up and conducts tests of complete units and components under operational conditions to investigate design proposals for improving equipment performance or other factors, or to obtain data for development, standardization, and quality control. • Records test procedures and results and recommends changes in product or test method. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Contributes to the development of wider functional strategies. • Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges • Looks for synergies across departments/service lines and recommends process, product or service improvements. • Develops innovative concepts, services, technologies or products to address current and future customer requirements. • Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	Bachelors	4 years
541330ENG 541420	Engineering Technician / Designer Level 4	<ul style="list-style-type: none"> • Applies engineering principles to design, modify, or develop facilities, testing, machines, equipment, or processes. • Reviews project instructions and blueprints to determine test specifications, procedures, objectives, test equipment, nature of technical problem and possible solutions such as part redesign, substitution of materials or parts, or rearrangement of parts or sub-assemblies. • Drafts detailed drawings or sketches and requests parts fabrication by machine, sheet metal, or wood shops. • Devises, fabricates, and assembles new or modified components or assemblies. • Sets up and conducts tests of complete units and components under operational conditions to investigate design proposals for improving equipment performance or other factors, or to obtain data for development, standardization, and quality control. • Records test procedures and results and recommends changes in product or test method. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	Bachelors	2 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Engineering Technician / Designer Level 3	<ul style="list-style-type: none"> • Applies engineering principles to design, modify, or develop facilities, testing, machines, equipment, or processes. • Reviews project instructions and blueprints to determine test specifications, procedures, objectives, test equipment, nature of technical problem and possible solutions such as part redesign, substitution of materials or parts, or rearrangement of parts or sub-assemblies. • Drafts detailed drawings or sketches and requests parts fabrication by machine, sheet metal, or wood shops. • Devises, fabricates, and assembles new or modified components or assemblies. • Sets up and conducts tests of complete units and components under operational conditions to investigate design proposals for improving equipment performance or other factors, or to obtain data for development, standardization, and quality control. • Records test procedures and results and recommends changes in product or test method. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Ability to apply a wide range of policies or standards in varying situations. • Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. • Analyzes possible solutions and assesses each using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance. 	Bachelors	0 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Scientist, Analyst, Specialist Level 5	<ul style="list-style-type: none"> • Conducts research and qualitative or quantitative analysis. • Conducts research studies to develop theories or methods. • Develops or implements formulas, processes, and methods for solutions of technical problems. • Plans and develops research models. • Determines data collection methods for research and survey projects. • Prepares graphs, charts, and statistical models from synthesized data. • Analyzes data to establish standards and develop solutions. • Develops and initiates standards and methods for inspection, testing, and evaluation. • Devises sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting data. • Conducts inspections, surveys, investigations. • Implements and monitors corrective actions or measures. • Prepares documentation and reports. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Contributes to the development of wider functional strategies. • Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges • Looks for synergies across departments/service lines and recommends process, product or service improvements. • Develops innovative concepts, services, technologies or products to address current and future customer requirements. • Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	Bachelors	8 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Scientist, Analyst, Specialist Level 4	<ul style="list-style-type: none"> • Conducts research and qualitative or quantitative analysis. • Conducts research studies to develop theories or methods. • Develops or implements formulas, processes, and methods for solutions of technical problems. • Plans and develops research models. • Determines data collection methods for research and survey projects. • Prepares graphs, charts, and statistical models from synthesized data. • Analyzes data to establish standards and develop solutions. • Develops and initiates standards and methods for inspection, testing, and evaluation. • Devises sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting data. • Conducts inspections, surveys, investigations. • Implements and monitors corrective actions or measures. • Prepares documentation and reports. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	Bachelors	4 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Scientist, Analyst, Specialist Level 3	<ul style="list-style-type: none"> • Conducts research and qualitative or quantitative analysis. • Conducts research studies to develop theories or methods. • Develops or implements formulas, processes, and methods for solutions of technical problems. • Plans and develops research models. • Determines data collection methods for research and survey projects. • Prepares graphs, charts, and statistical models from synthesized data. • Analyzes data to establish standards and develop solutions. • Develops and initiates standards and methods for inspection, testing, and evaluation. • Devises sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting data. • Conducts inspections, surveys, investigations. • Implements and monitors corrective actions or measures. • Prepares documentation and reports. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Ability to apply a wide range of policies or standards in varying situations. • Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. • Analyzes possible solutions and assesses each using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance. 	Bachelors	0 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Computer Analyst / Engineer Level 5	<ul style="list-style-type: none"> Analyzes user requirements, project specifications, and procedures to create, modify, and improve computer programs and systems or to improve existing network systems. Analyzes operational procedures and identifies problems and requirements. Reviews computer system capabilities, user software requirements, workflow, and scheduling limitations to evaluate system changes and impacts. Analyzes project specifications and procedures to create or modify computer programs to address issues, improve operational efficiency, or adapt new requirements. Prepares workflows and diagrams of program sequences. Compiles and writes documentation of program development and revisions, or system configurations, software, and hardware. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> Contributes to the development of wider functional strategies. Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges Looks for synergies across departments/service lines and recommends process, product or service improvements. Develops innovative concepts, services, technologies or products to address current and future customer requirements. Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	Bachelors	8 Years
541330ENG 541420	Computer Analyst / Engineer Level 4	<ul style="list-style-type: none"> Analyzes user requirements, project specifications, and procedures to create, modify, and improve computer programs and systems or to improve existing network systems. Analyzes operational procedures and identifies problems and requirements. Reviews computer system capabilities, user software requirements, workflow, and scheduling limitations to evaluate system changes and impacts. Analyzes project specifications and procedures to create or modify computer programs to address issues, improve operational efficiency, or adapt new requirements. Prepares workflows and diagrams of program sequences. Compiles and writes documentation of program development and revisions, or system configurations, software, and hardware. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. Leads others to solve complex problems. Makes decisions guided by policies in non-standard situations. Individual actions directly affect the achievement of customer, operational, project or service objectives. 	Bachelors	5 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Computer Analyst / Engineer Level 3	<ul style="list-style-type: none"> Analyzes user requirements, project specifications, and procedures to create, modify, and improve computer programs and systems or to improve existing network systems. Analyzes operational procedures and identifies problems and requirements. Reviews computer system capabilities, user software requirements, workflow, and scheduling limitations to evaluate system changes and impacts. Analyzes project specifications and procedures to create or modify computer programs to address issues, improve operational efficiency, or adapt new requirements. Prepares workflows and diagrams of program sequences. Compiles and writes documentation of program development and revisions, or system configurations, software, and hardware. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> Ability to apply a wide range of policies or standards in varying situations. Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. Analyzes possible solutions and assesses each using standard procedures and processes. Problem resolutions are likely to involve some investigation and data gathering. Frequent interaction within work unit or team on complex matters. Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. Moderately complex tasks are completed without assistance. 	Bachelors	2 Years
541330ENG 541420	Computer Analyst / Engineer Level 2	<ul style="list-style-type: none"> Analyzes user requirements, project specifications, and procedures to create, modify, and improve computer programs and systems or to improve existing network systems. Analyzes operational procedures and identifies problems and requirements. Reviews computer system capabilities, user software requirements, workflow, and scheduling limitations to evaluate system changes and impacts. Analyzes project specifications and procedures to create or modify computer programs to address issues, improve operational efficiency, or adapt new requirements. Prepares workflows and diagrams of program sequences. Compiles and writes documentation of program development and revisions, or system configurations, software, and hardware. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> Recognizes and solves routine problems that can occur in own work area. Work is standardized, but employee is expected to choose action within defined standards or accepted practices. Typically finds solutions in existing procedures and precedents. Problems are likely to involve some investigation and data gathering. Begins to sets own priorities to reach goals, making decisions that may have a minor effect on quality or accuracy. May suggest improvements to existing processes and solutions. 	Bachelors	0 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Skilled Tradesman Level 4	<ul style="list-style-type: none"> • Performs any combination of duties in specified trade or skill area on a project, transferring from one task to another where demands require varied experience and ability to work with limited supervision. • Taskings involve use of skills, tools, and equipment required for a given trade or skill area and application of trade or skill area practices • Demonstrates and applies understanding of trade regulations and requirements • Develops solutions to practical technical problems through application of theories and principles of specified trade area • Maintains a safe and productive work area <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	High School	8 Years
541330ENG 541420	Skilled Tradesman Level 2	<ul style="list-style-type: none"> • Performs any combination of duties in specified trade or skill area on a project, transferring from one task to another where demands require varied experience and ability to work with limited supervision. • Taskings involve use of skills, tools, and equipment required for a given trade or skill area and application of trade or skill area practices • Demonstrates and applies understanding of trade regulations and requirements • Develops solutions to practical technical problems through application of theories and principles of specified trade area • Maintains a safe and productive work area <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Recognizes and solves routine problems that can occur in own work area. • Work is standardized, but employee is expected to choose action within defined standards or accepted practices. • Typically finds solutions in existing procedures and precedents. • Problems are likely to involve some investigation and data gathering. • Begins to sets own priorities to reach goals, making decisions that may have a minor effect on quality or accuracy. • May suggest improvements to existing processes and solutions 	High School	2 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Training Specialist Level 6	<ul style="list-style-type: none"> • Part of an interactive instructional design team to analyze client/target audience needs to create appropriate learning programs and course content. • Analyzes job performance gaps and training needs; ensures integrity of learning solutions. • Writes/edits to capitalize on visualization and promote learning; produces documentation and publications. • Proofreads/edits own work and work of others to improve quality, readability, consistency, and effectiveness of documentation. • Conducts/manages quality review of all deliverables, ensures issues are identified and resolved in a timely manner. • Uses client and internal standards for development, editing, and quality assurance activities. • Designs/ develops assessments to measure progress and training effectiveness. • Utilizes/applies instructional systems (ISD, TSD, etc.) • Drives the training realization process by qualifying and defining courses, programs, and curricula to meet client needs. • Serves as consultant on product implementation, enhancement, integration, or audit with a focus on analysis of client business goals, objectives, training and development needs, and general business environment. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Significantly and directly influences strategy and plans for overall business success. • Focused on issues that affect the design of process, service offerings, or future concept development in support of the company's product/technology offerings. • Drives the development of innovative new concepts, services, technologies or products to address current and future organizational and customer requirements. • Proactively identifies and solves the most complex problems that affect the management, direction, and profitability of the business. • May manage resource requirements and return on investment for high impact projects or programs affecting a whole division. 	Bachelors	8 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Training Specialist Level 5	<ul style="list-style-type: none"> • Part of an interactive instructional design team to analyze client/target audience needs to create appropriate learning programs and course content. • Analyzes job performance gaps and training needs; ensures integrity of learning solutions. • Writes/edits to capitalize on visualization and promote learning; produces documentation and publications. • Proofreads/edits own work and work of others to improve quality, readability, consistency, and effectiveness of documentation. • Conducts/manages quality review of all deliverables, ensures issues are identified and resolved in a timely manner. • Uses client and internal standards for development, editing, and quality assurance activities. • Designs/ develops assessments to measure progress and training effectiveness. • Utilizes/applies instructional systems (ISD, TSD, etc.) • Drives the training realization process by qualifying and defining courses, programs, and curricula to meet client needs. • Serves as consultant on product implementation, enhancement, integration, or audit with a focus on analysis of client business goals, objectives, training and development needs, and general business environment. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Contributes to the development of wider functional strategies. • Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges • Looks for synergies across departments/service lines and recommends process, product or service improvements. • Develops innovative concepts, services, technologies or products to address current and future customer requirements. • Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	Bachelors	4 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Training Specialist Level 4	<ul style="list-style-type: none"> • Part of an interactive instructional design team to analyze client/target audience needs to create appropriate learning programs and course content. • Analyzes job performance gaps and training needs; ensures integrity of learning solutions. • Writes/edits to capitalize on visualization and promote learning; produces documentation and publications. • Proofreads/edits own work and work of others to improve quality, readability, consistency, and effectiveness of documentation. • Conducts/manages quality review of all deliverables, ensures issues are identified and resolved in a timely manner. • Uses client and internal standards for development, editing, and quality assurance activities. • Designs/ develops assessments to measure progress and training effectiveness. • Utilizes/applies instructional systems (ISD, TSD, etc.) • Drives the training realization process by qualifying and defining courses, programs, and curricula to meet client needs. • Serves as consultant on product implementation, enhancement, integration, or audit with a focus on analysis of client business goals, objectives, training and development needs, and general business environment. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	Bachelors	2 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Training Specialist Level 3	<ul style="list-style-type: none"> • Part of an interactive instructional design team to analyze client/target audience needs to create appropriate learning programs and course content. • Analyzes job performance gaps and training needs; ensures integrity of learning solutions. • Writes/edits to capitalize on visualization and promote learning; produces documentation and publications. • Proofreads/edits own work and work of others to improve quality, readability, consistency, and effectiveness of documentation. • Conducts/manages quality review of all deliverables, ensures issues are identified and resolved in a timely manner. • Uses client and internal standards for development, editing, and quality assurance activities. • Designs/ develops assessments to measure progress and training effectiveness. • Utilizes/applies instructional systems (ISD, TSD, etc.) • Drives the training realization process by qualifying and defining courses, programs, and curricula to meet client needs. • Serves as consultant on product implementation, enhancement, integration, or audit with a focus on analysis of client business goals, objectives, training and development needs, and general business environment. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Applies a wide range of policies or standards in varying situations. • Identifies/resolves moderately complex problems/ issues through application of professional knowledge and interpretation of existing policies and procedures. • Analyzes possible solutions; assesses using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance. 	Bachelors	0 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Training Specialist Level 2	<ul style="list-style-type: none"> • Part of an interactive instructional design team to analyze client/target audience needs to create appropriate learning programs and course content. • Analyzes job performance gaps and training needs; ensures integrity of learning solutions. • Writes/edits to capitalize on visualization and promote learning; produces documentation and publications. • Proofreads/edits own work and work of others to improve quality, readability, consistency, and effectiveness of documentation. • Conducts/manages quality review of all deliverables, ensures issues are identified and resolved in a timely manner. • Uses client and internal standards for development, editing, and quality assurance activities. • Designs/ develops assessments to measure progress and training effectiveness. • Utilizes/applies instructional systems (ISD, TSD, etc.) • Drives the training realization process by qualifying and defining courses, programs, and curricula to meet client needs. • Serves as consultant on product implementation, enhancement, integration, or audit with a focus on analysis of client business goals, objectives, training and development needs, and general business environment. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Recognizes and solves routine problems that can occur in own work area. • Work is standardized, but employee is expected to choose action within defined standards or accepted practices. • Typically finds solutions in existing procedures and precedents. • Problems are likely to involve some investigation and data gathering. • Begins to sets own priorities to reach goals, making decisions that may have a minor effect on quality or accuracy. • May suggest improvements to existing processes and solutions. 	Associates	2 Years
541330ENG 541420	Training Specialist Level 1	<ul style="list-style-type: none"> • Part of an interactive instructional design team to analyze client/target audience needs to create appropriate learning programs and course content. • Analyzes job performance gaps and training needs; ensures integrity of learning solutions. • Writes/edits to capitalize on visualization and promote learning; produces documentation and publications. • Proofreads/edits own work and work of others to improve quality, readability, consistency, and effectiveness of documentation. • Conducts/manages quality review of all deliverables, ensures issues are identified and resolved in a timely manner. • Uses client and internal standards for development, editing, and quality assurance activities. • Designs/ develops assessments to measure progress and training effectiveness. • Utilizes/applies instructional systems (ISD, TSD, etc.) • Drives the training realization process by qualifying and defining courses, programs, and curricula to meet client needs. • Serves as consultant on product implementation, enhancement, integration, or audit with a focus on analysis of client business goals, objectives, training and development needs, and general business environment. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Uses existing procedures to solve routine problems; has very limited opportunity to exercise discretion. • Decision-making is very limited; duties are clearly defined, and methods and tasks are described in detail. • Work activities and priorities are determined by supervisor. Receives supervision on a daily basis. • Supervisor screens all assignments. 	High School	0 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Graphics / Multimedia Specialist Level 5	<ul style="list-style-type: none"> • Works collaboratively as part of multidisciplinary team to design and develop highly professional and engaging communication and training products according to project scope • Produces project deliverables through use of variety of software programs • Lays out and draws illustrations for visual communication mediums such as presentations, brochures, and technical instruction from conceptual design to final product • Designs and maintains interactive media to support web-based courseware or video • Designs, develops, tests, and deploys high-performance client or server applications • Produces audio, visual, and audiovisual material for communications and learning <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Contributes to the development of wider functional strategies. • Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges • Looks for synergies across departments/service lines and recommends process, product or service improvements. • Develops innovative concepts, services, technologies or products to address current and future customer requirements. • Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	Bachelors	6 Years
541330ENG 541420	Graphics / Multimedia Specialist Level 4	<ul style="list-style-type: none"> • Works collaboratively as part of multidisciplinary team to design and develop highly professional and engaging communication and training products according to project scope • Produces project deliverables through use of variety of software programs • Lays out and draws illustrations for visual communication mediums such as presentations, brochures, and technical instruction from conceptual design to final product • Designs and maintains interactive media to support web-based courseware or video • Designs, develops, tests, and deploys high-performance client or server applications • Produces audio, visual, and audiovisual material for communications and learning <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	Bachelors	4 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Graphics / Multimedia Specialist Level 3	<ul style="list-style-type: none"> • Works collaboratively as part of multidisciplinary team to design and develop highly professional and engaging communication and training products according to project scope • Produces project deliverables through use of variety of software programs • Lays out and draws illustrations for visual communication mediums such as presentations, brochures, and technical instruction from conceptual design to final product • Designs and maintains interactive media to support web-based courseware or video • Designs, develops, tests, and deploys high-performance client or server applications • Produces audio, visual, and audiovisual material for communications and learning <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Ability to apply a wide range of policies or standards in varying situations. • Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. • Analyzes possible solutions and assesses each using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance. 	Bachelors	2 Years
541330ENG 541420	Graphics / Multimedia Specialist Level 2	<ul style="list-style-type: none"> • Works collaboratively as part of multidisciplinary team to design and develop highly professional and engaging communication and training products according to project scope • Produces project deliverables through use of variety of software programs • Lays out and draws illustrations for visual communication mediums such as presentations, brochures, and technical instruction from conceptual design to final product • Designs and maintains interactive media to support web-based courseware or video • Designs, develops, tests, and deploys high-performance client or server applications • Produces audio, visual, and audiovisual material for communications and learning <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Recognizes and solves routine problems that can occur in own work area. • Work is standardized, but employee is expected to choose action within defined standards or accepted practices. • Typically finds solutions in existing procedures and precedents. • Problems are likely to involve some investigation and data gathering. • Begins to sets own priorities to reach goals, making decisions that may have a minor effect on quality or accuracy. • May suggest improvements to existing processes and solutions. 	Associates	4 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Graphics / Multimedia Specialist Level 1	<ul style="list-style-type: none"> • Works collaboratively as part of multidisciplinary team to design and develop highly professional and engaging communication and training products according to project scope • Produces project deliverables through use of variety of software programs • Lays out and draws illustrations for visual communication mediums such as presentations, brochures, and technical instruction from conceptual design to final product • Designs and maintains interactive media to support web-based courseware or video • Designs, develops, tests, and deploys high-performance client or server applications • Produces audio, visual, and audiovisual material for communications and learning <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Uses existing procedures to solve routine problems; has very limited opportunity to exercise discretion. • Decision-making is very limited; duties are clearly defined, and methods and tasks are described in detail. • Work activities and priorities are determined by supervisor. Receives supervision on a daily basis. • Supervisor screens all assignments 	High School	2 Years
541330ENG 541420	Training Program Management Specialist Level 4	<ul style="list-style-type: none"> • Provides administrative and system support to learners, facilitators, and third party organizations focused on assuring efficient, accurate, and timely delivery and tracking of training programs and curriculum. • Provides technical and functional support to day-to-day and ongoing operation, maintenance, usage, analysis, and administration of existing Learning Management or Learning Content Management technology. • Maintains and ensures effective administration of the LMS, including posting new content, ensuring accurate audience assignments and assessment scoring, documenting processes and policies, developing reports and queries, testing, and troubleshooting administrative and user technical issues. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	Bachelors	1 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Training Program Management Specialist Level 3	<ul style="list-style-type: none"> • Provides administrative and system support to learners, facilitators, and third party organizations focused on assuring efficient, accurate, and timely delivery and tracking of training programs and curriculum. • Provides technical and functional support to day-to-day and ongoing operation, maintenance, usage, analysis, and administration of existing Learning Management or Learning Content Management technology. • Maintains and ensures effective administration of the LMS, including posting new content, ensuring accurate audience assignments and assessment scoring, documenting processes and policies, developing reports and queries, testing, and troubleshooting administrative and user technical issues. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Ability to apply a wide range of policies or standards in varying situations. • Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. • Analyzes possible solutions and assesses each using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance. 	Associates	2 Years
541330ENG 541420	Training Program Management Specialist Level 2	<ul style="list-style-type: none"> • Provides administrative and system support to learners, facilitators, and third party organizations focused on assuring efficient, accurate, and timely delivery and tracking of training programs and curriculum. • Provides technical and functional support to day-to-day and ongoing operation, maintenance, usage, analysis, and administration of existing Learning Management or Learning Content Management technology. • Maintains and ensures effective administration of the LMS, including posting new content, ensuring accurate audience assignments and assessment scoring, documenting processes and policies, developing reports and queries, testing, and troubleshooting administrative and user technical issues. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Recognizes and solves routine problems that can occur in own work area. • Work is standardized, but employee is expected to choose action within defined standards or accepted practices. • Typically finds solutions in existing procedures and precedents. • Problems are likely to involve some investigation and data gathering. • Begins to sets own priorities to reach goals, making decisions that may have a minor effect on quality or accuracy. • May suggest improvements to existing processes and solutions. 	High School	2 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Training Program Management Specialist Level 1	<ul style="list-style-type: none"> • Provides administrative and system support to learners, facilitators, and third party organizations focused on assuring efficient, accurate, and timely delivery and tracking of training programs and curriculum. • Provides technical and functional support to day-to-day and ongoing operation, maintenance, usage, analysis, and administration of existing Learning Management or Learning Content Management technology. • Maintains and ensures effective administration of the LMS, including posting new content, ensuring accurate audience assignments and assessment scoring, documenting processes and policies, developing reports and queries, testing, and troubleshooting administrative and user technical issues. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Uses existing procedures to solve routine problems; has very limited opportunity to exercise discretion. • Decision-making is very limited; duties are clearly defined, and methods and tasks are described in detail. • Work activities and priorities are determined by supervisor. Receives supervision on a daily basis. • Supervisor screens all assignments. 	High School	0 Years
541330ENG 541420	Project Management Specialist Level 5	<ul style="list-style-type: none"> • Coordinates assigned projects by interfacing with the project team and client to meet customer and company expectations and budgeted financial objectives. • Supports management and planning of all efforts associated with the project/programs by interfacing with senior management, project team, and client to meet company and customer expectations. • Develops and manages a set scope of work through effective expectations, communications, change management, budget control, and overall business understanding of project needs. • Manages all aspects of assigned projects interfaces with senior management, project team, and clients to meet set expectations, serving as single point of accountability for all aspects of the project. • Directs and controls all activities to meet and control budgeted financial objectives, ensures adequate staffing and resources, controls project schedule, and monitors and confirms quality of project deliverables. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Contributes to the development of wider functional strategies. • Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges • Looks for synergies across departments/service lines and recommends process, product or service improvements. • Develops innovative concepts, services, technologies or products to address current and future customer requirements. • Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	Bachelors	6 years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Project Management Specialist Level 4	<ul style="list-style-type: none"> • Coordinates assigned projects by interfacing with the project team and client to meet customer and company expectations and budgeted financial objectives. • Supports management and planning of all efforts associated with the project/programs by interfacing with senior management, project team, and client to meet company and customer expectations. • Develops and manages a set scope of work through effective expectations, communications, change management, budget control, and overall business understanding of project needs. • Manages all aspects of assigned projects interfaces with senior management, project team, and clients to meet set expectations, serving as single point of accountability for all aspects of the project. • Directs and controls all activities to meet and control budgeted financial objectives, ensures adequate staffing and resources, controls project schedule, and monitors and confirms quality of project deliverables. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives 	Bachelors	4 years
541330ENG 541420	Project Management Specialist Level 3	<ul style="list-style-type: none"> • Coordinates assigned projects by interfacing with the project team and client to meet customer and company expectations and budgeted financial objectives. • Supports management and planning of all efforts associated with the project/programs by interfacing with senior management, project team, and client to meet company and customer expectations. • Develops and manages a set scope of work through effective expectations, communications, change management, budget control, and overall business understanding of project needs. • Manages all aspects of assigned projects interfaces with senior management, project team, and clients to meet set expectations, serving as single point of accountability for all aspects of the project. • Directs and controls all activities to meet and control budgeted financial objectives, ensures adequate staffing and resources, controls project schedule, and monitors and confirms quality of project deliverables. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Ability to apply a wide range of policies or standards in varying situations. • Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. • Analyzes possible solutions and assesses each using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance 	Associates	2 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Project Management Specialist Level 2	<ul style="list-style-type: none"> • Coordinates assigned projects by interfacing with the project team and client to meet customer and company expectations and budgeted financial objectives. • Supports management and planning of all efforts associated with the project/programs by interfacing with senior management, project team, and client to meet company and customer expectations. • Develops and manages a set scope of work through effective expectations, communications, change management, budget control, and overall business understanding of project needs. • Manages all aspects of assigned projects interfaces with senior management, project team, and clients to meet set expectations, serving as single point of accountability for all aspects of the project. • Directs and controls all activities to meet and control budgeted financial objectives, ensures adequate staffing and resources, controls project schedule, and monitors and confirms quality of project deliverables. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Recognizes and solves routine problems that can occur in own work area. • Work is standardized, but employee is expected to choose action within defined standards or accepted practices. • Typically finds solutions in existing procedures and precedents. • Problems are likely to involve some investigation and data gathering. • Begins to sets own priorities to reach goals, making decisions that may have a minor effect on quality or accuracy. • May suggest improvements to existing processes and solutions. 	Associates	0 Years
541330ENG 541420	Project Management Specialist Level 1	<ul style="list-style-type: none"> • Coordinates assigned projects by interfacing with the project team and client to meet customer and company expectations and budgeted financial objectives. • Supports management and planning of all efforts associated with the project/programs by interfacing with senior management, project team, and client to meet company and customer expectations. • Develops and manages a set scope of work through effective expectations, communications, change management, budget control, and overall business understanding of project needs. • Manages all aspects of assigned projects interfaces with senior management, project team, and clients to meet set expectations, serving as single point of accountability for all aspects of the project. • Directs and controls all activities to meet and control budgeted financial objectives, ensures adequate staffing and resources, controls project schedule, and monitors and confirms quality of project deliverables. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Uses existing procedures to solve routine problems; has very limited opportunity to exercise discretion. • Decision-making is very limited; duties are clearly defined, and methods and tasks are described in detail. • Work activities and priorities are determined by supervisor. Receives supervision on a daily basis. • Supervisor screens all assignments. 	High School	0 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Administrative Support Level 4	<ul style="list-style-type: none"> • Performs a variety of administrative duties in support for an organizational unit. • Coordinates office services such as personnel, security, budget preparation and control, housekeeping, records control, and special management studies. • Administers programs, projects, or processes for the operating unit served. • Plans and executes local, domestic, and international meetings and events, including site selection, hotel contract, food and beverage menus, air and ground transportation, agenda development and review, registrations, on-site event supervision, and budgeting. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	High School	6 Years
541330ENG 541420	Administrative Support Level 3	<ul style="list-style-type: none"> • Performs a variety of administrative duties in support for an organizational unit. • Coordinates office services such as personnel, security, budget preparation and control, housekeeping, records control, and special management studies. • Administers programs, projects, or processes for the operating unit served. • Plans and executes local, domestic, and international meetings and events, including site selection, hotel contract, food and beverage menus, air and ground transportation, agenda development and review, registrations, on-site event supervision, and budgeting. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Ability to apply a wide range of policies or standards in varying situations. • Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. • Analyzes possible solutions and assesses each using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance. 	High School	4 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Administrative Support Level 2	<ul style="list-style-type: none"> • Performs a variety of administrative duties in support for an organizational unit. • Coordinates office services such as personnel, security, budget preparation and control, housekeeping, records control, and special management studies. • Administers programs, projects, or processes for the operating unit served. • Plans and executes local, domestic, and international meetings and events, including site selection, hotel contract, food and beverage menus, air and ground transportation, agenda development and review, registrations, on-site event supervision, and budgeting. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Recognizes and solves routine problems that can occur in own work area. • Work is standardized, but employee is expected to choose action within defined standards or accepted practices. • Typically finds solutions in existing procedures and precedents. • Problems are likely to involve some investigation and data gathering. • Begins to sets own priorities to reach goals, making decisions that may have a minor effect on quality or accuracy. • May suggest improvements to existing processes and solutions. 	High School	2 Years
541330ENG 541420	Administrative Support Level 1	<ul style="list-style-type: none"> • Performs a variety of administrative duties in support for an organizational unit. • Coordinates office services such as personnel, security, budget preparation and control, housekeeping, records control, and special management studies. • Administers programs, projects, or processes for the operating unit served. • Plans and executes local, domestic, and international meetings and events, including site selection, hotel contract, food and beverage menus, air and ground transportation, agenda development and review, registrations, on-site event supervision, and budgeting. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Uses existing procedures to solve routine problems; has very limited opportunity to exercise discretion. • Decision-making is very limited; duties are clearly defined, and methods and tasks are described in detail. • Work activities and priorities are determined by supervisor. Receives supervision on a daily basis. • Supervisor screens all assignments. 	High School	0 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Emergency Preparedness Specialist Level 5	<ul style="list-style-type: none"> • Designs, develops, and supports implementation of emergency response programs. • Designs and develops emergency response plan, procedures, training courses, and exercises. • Conducts and evaluates emergency response training and exercises. • Designs and coordinates staffing of emergency response organizations and performs program reviews and audits. • Analyzes statutes, regulations, and guidance for emergency preparedness and response requirements, standards, and practices. • Performs emergency hazard, training needs, and job task analyses. • Maintains emergency response training and certification records. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Contributes to the development of wider functional strategies. • Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges • Looks for synergies across departments/service lines and recommends process, product or service improvements. • Develops innovative concepts, services, technologies or products to address current and future customer requirements. • Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	Bachelors	8 Years
541330ENG 541420	Emergency Preparedness Specialist Level 4	<ul style="list-style-type: none"> • Designs, develops, and supports implementation of emergency response programs. • Designs and develops emergency response plan, procedures, training courses, and exercises. • Conducts and evaluates emergency response training and exercises. • Designs and coordinates staffing of emergency response organizations and performs program reviews and audits. • Analyzes statutes, regulations, and guidance for emergency preparedness and response requirements, standards, and practices. • Performs emergency hazard, training needs, and job task analyses. • Maintains emergency response training and certification records. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives 	Bachelors	4 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Emergency Preparedness Specialist Level 3	<ul style="list-style-type: none"> • Designs, develops, and supports implementation of emergency response programs. • Designs and develops emergency response plan, procedures, training courses, and exercises. • Conducts and evaluates emergency response training and exercises. • Designs and coordinates staffing of emergency response organizations and performs program reviews and audits. • Analyzes statutes, regulations, and guidance for emergency preparedness and response requirements, standards, and practices. • Performs emergency hazard, training needs, and job task analyses. • Maintains emergency response training and certification records. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Ability to apply a wide range of policies or standards in varying situations. • Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. • Analyzes possible solutions and assesses each using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance. 	High School	4 Years
541330ENG 541420	Emergency Preparedness Specialist Level 2	<ul style="list-style-type: none"> • Designs, develops, and supports implementation of emergency response programs. • Designs and develops emergency response plan, procedures, training courses, and exercises. • Conducts and evaluates emergency response training and exercises. • Designs and coordinates staffing of emergency response organizations and performs program reviews and audits. • Analyzes statutes, regulations, and guidance for emergency preparedness and response requirements, standards, and practices. • Performs emergency hazard, training needs, and job task analyses. • Maintains emergency response training and certification records. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Recognizes and solves routine problems that can occur in own work area. • Work is standardized, but employee is expected to choose action within defined standards or accepted practices. • Typically finds solutions in existing procedures and precedents. • Problems are likely to involve some investigation and data gathering. • Begins to sets own priorities to reach goals, making decisions that may have a minor effect on quality or accuracy. • May suggest improvements to existing processes and solutions 	High School	2 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Emergency Preparedness Specialist Level 1	<ul style="list-style-type: none"> • Designs, develops, and supports implementation of emergency response programs. • Designs and develops emergency response plan, procedures, training courses, and exercises. • Conducts and evaluates emergency response training and exercises. • Designs and coordinates staffing of emergency response organizations and performs program reviews and audits. • Analyzes statutes, regulations, and guidance for emergency preparedness and response requirements, standards, and practices. • Performs emergency hazard, training needs, and job task analyses. • Maintains emergency response training and certification records. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Uses existing procedures to solve routine problems; has very limited opportunity to exercise discretion. • Decision-making is very limited; duties are clearly defined, and methods and tasks are described in detail. • Work activities and priorities are determined by supervisor. Receives supervision on a daily basis. • Supervisor screens all assignments. 	High School	0 Years
541330ENG 541420	Performance Consultant Level 5	<ul style="list-style-type: none"> • Builds and grows long-term, trusting relationships with a range of contacts (buyer/signer, implementer, stakeholder, etc.). • Consults with clients to maintain up-to-date understanding of their business needs, goals, objectives. • Evaluates/screens business issues or change initiatives in regards to the need for performance analysis/diagnosis. • Leads initial interactions with business stakeholders, assesses the situation, aligns on performance solution approach. • Conducts a Role Excellence Profile and documents findings. • Conducts financial performance analysis and associated reporting. • Develops/presents proposed learning strategies, recommends, other non-training interventions. • Creates high-level, performance-based curriculum maps. • Advocates value of performance analysis and diagnostics. • Provides role-based outcomes input into accreditation frameworks and programs. • Liaises with SMEs and ISDs to drive accurate content. • Evaluates pilot/deployed solutions for effectiveness. • Participates in staff development program within framework of IIP and within agreed individual staff development plan. • Supports a culture that promotes teamwork; discourages divisiveness at all organizational levels. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Contributes to the development of wider functional strategies. • Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges • Looks for synergies across departments/service lines and recommends process, product or service improvements. • Develops innovative concepts, services, technologies or products to address current and future customer requirements. • Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	Bachelors	9 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Performance Consultant Level 4	<ul style="list-style-type: none"> • Builds and grows long-term, trusting relationships with a range of contacts (buyer/signer, implementer, stakeholder, etc.). • Consults with clients to maintain up-to-date understanding of their business needs, goals, objectives. • Evaluates/screens business issues or change initiatives in regards to the need for performance analysis/diagnosis. • Leads initial interactions with business stakeholders, assesses the situation, aligns on performance solution approach. • Conducts a Role Excellence Profile and documents findings. • Conducts financial performance analysis and associated reporting. • Develops/presents proposed learning strategies, recommends, other non-training interventions. • Creates high-level, performance-based curriculum maps. • Advocates value of performance analysis and diagnostics. • Provides role-based outcomes input into accreditation frameworks and programs. • Liaises with SMEs and ISDs to drive accurate content. • Evaluates pilot/deployed solutions for effectiveness. • Participates in staff development program within framework of IIP and within agreed individual staff development plan. • Supports a culture that promotes teamwork; discourages divisiveness at all organizational levels. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives. 	Bachelors	6 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Performance Consultant Level 3	<ul style="list-style-type: none"> • Builds and grows long-term, trusting relationships with a range of contacts (buyer/signer, implementer, stakeholder, etc.). • Consults with clients to maintain up-to-date understanding of their business needs, goals, objectives. • Evaluates/screens business issues or change initiatives in regards to the need for performance analysis/diagnosis. • Leads initial interactions with business stakeholders, assesses the situation, aligns on performance solution approach. • Conducts a Role Excellence Profile and documents findings. • Conducts financial performance analysis and associated reporting. • Develops/presents proposed learning strategies, recommends, other non-training interventions. • Creates high-level, performance-based curriculum maps. • Advocates value of performance analysis and diagnostics. • Provides role-based outcomes input into accreditation frameworks and programs. • Liaises with SMEs and ISDs to drive accurate content. • Evaluates pilot/deployed solutions for effectiveness. • Participates in staff development program within framework of IIP and within agreed individual staff development plan. • Supports a culture that promotes teamwork; discourages divisiveness at all organizational levels. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Ability to apply wide range of policies or standards in varying situations. • Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. • Analyzes possible solutions and assesses each using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance. 	Bachelors	5 Years
541330ENG 541420	Operations Specialist Level 5	<ul style="list-style-type: none"> • Analyzes system and subsystem components to identify and recommend improvements to increase production output • Serves as expert in narrow aspect of particular field of engineering, plant operations, or operations support • Prepares designs and specifications for complex components or systems • Plans approach to solve design problems, recommends new design techniques, resolves design problems with client, and assures compatibility of design with existing systems • Coordinates tests and experiments to prove feasibility of preliminary designs • Constructs operational prototypes to test design changes or methods of operation <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Contributes to the development of wider functional strategies. • Based on knowledge of external trends and awareness of organizational goals, anticipates internal and/or external business challenges • Looks for synergies across departments/service lines and recommends process, product or service improvements. • Develops innovative concepts, services, technologies or products to address current and future customer requirements. • Operates with limited supervision in a complex environment, providing direction and guidance to other team/department members. 	High School	10 years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Operations Specialist Level 4	<ul style="list-style-type: none"> Analyzes system and subsystem components to identify and recommend improvements to increase production output Serves as expert in narrow aspect of particular field of engineering, plant operations, or operations support Prepares designs and specifications for complex components or systems Plans approach to solve design problems, recommends new design techniques, resolves design problems with client, and assures compatibility of design with existing systems Coordinates tests and experiments to prove feasibility of preliminary designs Constructs operational prototypes to test design changes or methods of operation <p>Level of Responsibility:</p> <ul style="list-style-type: none"> Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. Leads others to solve complex problems. Makes decisions guided by policies in non-standard situations. Individual actions directly affect the achievement of customer, operational, project or service objectives. 	High School	8 Years
541330ENG 541420	Operations Specialist Level 3	<ul style="list-style-type: none"> Analyzes system and subsystem components to identify and recommend improvements to increase production output Serves as expert in narrow aspect of particular field of engineering, plant operations, or operations support Prepares designs and specifications for complex components or systems Plans approach to solve design problems, recommends new design techniques, resolves design problems with client, and assures compatibility of design with existing systems Coordinates tests and experiments to prove feasibility of preliminary designs Constructs operational prototypes to test design changes or methods of operation <p>Level of Responsibility:</p> <ul style="list-style-type: none"> Ability to apply a wide range of policies or standards in varying situations. Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. Analyzes possible solutions and assesses each using standard procedures and processes. Problem resolutions are likely to involve some investigation and data gathering. Frequent interaction within work unit or team on complex matters. Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. Moderately complex tasks are completed without assistance. 	High School	4 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Acquisition Specialist Level 4	<ul style="list-style-type: none"> • Compiles and tracks information and records related to client contracts • Establishes potential supplier accounts, sets up and maintains purchasing files, manages and tracks procurement packages • Develops procurement requests and solicits quotes and proposals, and coordinates bid evaluation and contract award • Identifies technical and contractual acquisition problem areas • Researches contractual material, data deliverables, and historical information to provide accurate data in response to client inquiries • Procures spare parts and maintains minimum/maximum inventory levels • Receives and assigns property codes and issues materials <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. • Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. • Leads others to solve complex problems. • Makes decisions guided by policies in non-standard situations. • Individual actions directly affect the achievement of customer, operational, project or service objectives 	Associates	4 Years
541330ENG 541420	Acquisition Specialist Level 3	<ul style="list-style-type: none"> • Compiles and tracks information and records related to client contracts • Establishes potential supplier accounts, sets up and maintains purchasing files, manages and tracks procurement packages • Develops procurement requests and solicits quotes and proposals, and coordinates bid evaluation and contract award • Identifies technical and contractual acquisition problem areas • Researches contractual material, data deliverables, and historical information to provide accurate data in response to client inquiries • Procures spare parts and maintains minimum/maximum inventory levels • Receives and assigns property codes and issues materials <p>Level of Responsibility:</p> <ul style="list-style-type: none"> • Ability to apply a wide range of policies or standards in varying situations. • Identifies and resolves moderately complex problems/ issues through the application of professional knowledge and the interpretation of existing policies and procedures. • Analyzes possible solutions and assesses each using standard procedures and processes. • Problem resolutions are likely to involve some investigation and data gathering. • Frequent interaction within work unit or team on complex matters. • Sets own priorities to reach goals. Makes decisions geared towards ensuring quality and accuracy. • Makes decisions within guidelines and policies that affect own priorities. Allocates own time in order to meet deadlines. • Moderately complex tasks are completed without assistance. 	High School	4 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Logistics Specialist Level 4	<ul style="list-style-type: none"> Analyzes contractual commitments, client specifications, design changes, and other data to plan and develop logistic program activities from conceptual through product life-cycle. Develops and implements program activities and resolves logistics problems to meet contractual commitments. Performs oversight and reports on status of activities within logistics support area. Responsible for maintenance and control of assigned equipment and property. Assists with asset control and inputs and updates property tracking data. Oversees receipt, inventory, and issues equipment. Performs visual inspections, pre-operational and preventative checks, and schedules maintenance for equipment assets. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> Solves complex problems / completes complex tasks that may be multi-disciplinary or require an in-depth evaluation of variable factors. Determines the nature of complex or undefined problems and independently adapts and customizes the best solution from multiple alternatives. Leads others to solve complex problems. Makes decisions guided by policies in non-standard situations. Individual actions directly affect the achievement of customer, operational, project or service objectives 	High School	8 Years
541330ENG 541420	Logistics Specialist Level 2	<ul style="list-style-type: none"> Analyzes contractual commitments, client specifications, design changes, and other data to plan and develop logistic program activities from conceptual through product life-cycle. Develops and implements program activities and resolves logistics problems to meet contractual commitments. Performs oversight and reports on status of activities within logistics support area. Responsible for maintenance and control of assigned equipment and property. Assists with asset control and inputs and updates property tracking data. Oversees receipt, inventory, and issues equipment. Performs visual inspections, pre-operational and preventative checks, and schedules maintenance for equipment assets. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> Recognizes and solves routine problems that can occur in own work area. Work is standardized, but employee is expected to choose action within defined standards or accepted practices. Typically finds solutions in existing procedures and precedents. Problems are likely to involve some investigation and data gathering. Begins to sets own priorities to reach goals, making decisions that may have a minor effect on quality or accuracy. May suggest improvements to existing processes and solutions 	High School	2 Years

SIN	Job Title	Description	Minimum Education*	Minimum Years of Experience**
541330ENG 541420	Logistics Specialist Level 1	<ul style="list-style-type: none"> Analyzes contractual commitments, client specifications, design changes, and other data to plan and develop logistic program activities from conceptual through product life-cycle. Develops and implements program activities and resolves logistics problems to meet contractual commitments. Performs oversight and reports on status of activities within logistics support area. Responsible for maintenance and control of assigned equipment and property. Assists with asset control and inputs and updates property tracking data. Oversees receipt, inventory, and issues equipment. Performs visual inspections, pre-operational and preventative checks, and schedules maintenance for equipment assets. <p>Level of Responsibility:</p> <ul style="list-style-type: none"> Uses existing procedures to solve routine problems; has very limited opportunity to exercise discretion. Decision-making is very limited; duties are clearly defined, and methods and tasks are described in detail. Work activities and priorities are determined by supervisor. Receives supervision on a daily basis. Supervisor screens all assignments. 	High School	0 Years

Education and Experience Substitutions

Education Substitutions (*)

- A Master's Degree may be substituted for two years of required experience with a Bachelor's Degree
- A Bachelor's Degree may be substituted for four years of required experience with a H.S. Diploma
- An Associate's Degree may be substituted for two years of required experience with a H.S. Diploma

Experience Substitutions (**)

H.S. Diploma + four years additional experience	Equals	Bachelor's Degree
Associate's Degree + two years additional experience	Equals	Bachelor's Degree
Bachelor's Degree + two years additional experience	Equals	Master's Degree