



Transforming Workforce Solutions...
Empowering Careers

GENERAL SERVICES ADMINISTRATION
AUTHORIZED FEDERAL SUPPLY SCHEDULE



MAS SCHEDULE CATALOG

CONTRACT NUMBER: 47QRAA24D004L

Contract Period: March 5, 2024 through March 4, 2029

CONTACT INFORMATION

1st Choice, LLC

www.1stchoicegov.com

HEADQUARTERS

400 E Pratt St, 8th Floor

Baltimore, MD 21202

ADMINISTRATIVE OFFICE:

8121 Georgia Avenue, Suite 203

Silver Spring, MD 20910

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UEI : J9MWJJM9HNQ4



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Estimated Award Value :\$ 123500000

Base Period :\$ 30875000

Option Period 1 :\$ 30875000

Option Period 2 :\$ 30875000

Option Period 3 :\$ 30875000

Contract Period : : March 5, 2024 through March 4, 2029

Business Size : Small Business

Business Types :

| BUSINESS TYPE | DESCRIPTION |
|---------------|---|
| A2 | A2 - WOMEN OWNED BUSINESS |
| 27 | 27 - SMALL DISADVANTAGED BUSINESS |
| LJ | LJ - LIMITED LIABILITY COMPANY |
| 23 | 23 - MINORITY OWNED BUSINESS |
| HQ | HQ - D.O.T. CERTIFIED DISADVANTAGED BUSINESS ENTERPRISE |
| OY | OY - BLACK AMERICAN OWNED |
| 2X | 2X - FOR-PROFIT ORGANIZATION |



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Minimum Order Quantities: N/A

Geographic Coverage: U - 50 St, DC, Territ.

Volume Discounts :

- 1% for task orders between \$100,000 and \$249,000.
- 2% for task orders between \$250,000 and \$499,000.
- 3% for task orders over \$500,000.

Terms and Conditions : N/A

1a. Items Awarded :

| SIN | DESCRIPTION | LARGE CATEGORY | SMALL CATEGORY |
|-----------|---|----------------------|----------------------------------|
| 541611 | MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SU | PROFESSIONAL SERVICE | BUSINESS ADMINISTRATIVE SERVICES |
| 541611LIT | LITIGATION SUPPORT SOLUTIONS | OFFICE MANAGEMENT | DOCUMENT SERVICES |
| 561110 | OFFICE ADMINISTRATIVE SERVICES | OFFICE MANAGEMENT | OFFICE SERVICES |



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1b. Lowest Prices Model Number and price for each SIN:

See Labor Rates page 7-11.

1c. Hourly Rates and Descriptions

See Labor Rates and Labor Categories, page 7-25.

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100

4. Geographic Location: U - 50 St, DC, Territ.

5. Points of Production: N/A

6. Discounts From Lists Prices: Prices shown are net prices.

7. Quantity Discounts:

1% for task orders between \$100,000 and \$249,000.

2% for task orders between \$250,000 and \$499,000.

3% for task orders over \$500,000.

8. Prompt Payments Terms:

Discount1 : 00.000 % if Payment is made within 00 days

Discount2 : 00.000 % if Payment is made within 00 days

Net 30 days.

9. Foreign Items: N/A



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10a. Time of Delivery: N/A

10b. Expedited Delivery: N/A

10c. Overnight and two-day delivery: N/A

10d. Urgent Requirements: N/A

11. F.O.B. Point(s): Origin: **CONUS** | Destination: **CONUS**

12a. Ordering Address(es): 8121 Georgia Avenue, Suite 203 Silver Spring, MD 20910

12b. Ordering Procedures:

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

13. Payment Address: 8121 Georgia Avenue, Suite 203, Silver Spring, MD 20910

14. Warranty Provision:

Standard Commercial Warranty. The customer should contact the contractor for a copy of the warranty.



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15. Export Packing Charges: N/A

16. Terms and conditions of rental, maintenance, and repair: N/A

17. Terms and conditions of installation: N/A

18a. Terms and conditions of repair parts: N/A

18b. Terms and conditions for any other services: N/A

19. List of service and distribution points: N/A

20. List of participating dealers: N/A

21. Preventive maintenance: N/A

22a. Special attributes: N/A

22b. Section 508 compliance:

1st Choice will ensure that all services provided under this contract will be in compliance with the Americans with Disabilities Act (ADA) by vigorously adhering to the accessibility checklist specified in Section 508.



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PRICE LIST

| Labor Category/Service Title | Price Offered to GSA (including IFF) |
|--|---|
| Accounting Clerk I | \$36.11 |
| Accounting Clerk II | \$39.95 |
| Accounting Clerk III | \$44.06 |
| Administrative Assistant | \$65.02 |
| Customer Service Representative I | \$31.86 |
| Customer Service Representative II | \$34.29 |
| Customer Service Representative III | \$37.85 |
| Data Entry Operator I | \$31.72 |
| Data Entry Operator II | \$34.15 |
| Document Preparation Clerk | \$34.26 |
| Duplicating Machine Operator | \$34.26 |
| General Clerk I | \$33.11 |
| General Clerk II | \$35.68 |
| General Clerk III | \$39.44 |
| Personnel Assistant I | \$36.71 |
| Personnel Assistant II | \$40.44 |
| Personnel Assistant III | \$44.49 |
| Secretary I | \$37.58 |
| Secretary II | \$41.44 |
| Secretary III | \$45.61 |
| Supply Technician | \$65.02 |
| Survey Worker | \$39.16 |
| Switchboard Operator/Receptionist | \$33.01 |
| Travel Clerk I | \$35.54 |
| Travel Clerk II | \$38.23 |
| Travel Clerk III | \$41.01 |
| Word Processor I | \$34.88 |
| Word Processor II | \$38.56 |
| Word Processor III | \$42.51 |
| Illustrator I | \$40.71 |
| Illustrator II | \$49.19 |
| Illustrator III | \$59.04 |
| Librarian | \$73.00 |
| Library Aide/Clerk | \$33.85 |
| Library Information Technology Systems Admin | \$66.40 |
| Library Technician | \$42.48 |
| Media Specialist I | \$49.35 |
| Media Specialist II | \$54.58 |
| Media Specialist III | \$60.27 |



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PRICE LIST

| | |
|---|----------|
| Photographer I | \$37.57 |
| Photographer II | \$41.67 |
| Photographer III | \$57.31 |
| Photographer IV | \$60.54 |
| Photographer V | \$71.66 |
| Technical Order Clerk | \$41.20 |
| Video Teleconference Technician | \$53.14 |
| Computer Operator I | \$41.71 |
| Computer Operator II | \$46.09 |
| Computer Operator III | \$50.77 |
| Computer Operator IV | \$55.83 |
| Computer Operator V | \$61.31 |
| Computer Programmer I | \$57.64 |
| Computer Programmer II | \$72.53 |
| Computer Programmer III | \$88.83 |
| Computer Programmer IV (1) | \$105.11 |
| Computer Systems Analyst I | \$66.12 |
| Computer Systems Analyst II | \$77.54 |
| Computer Systems Analyst III | \$89.91 |
| Peripheral Equipment Operator | \$41.71 |
| Personal Computer Support Technician | \$55.83 |
| System Support Specialist | \$66.97 |
| Material Handling Laborer | \$31.01 |
| Order Filler | \$31.65 |
| Shipping Packer | \$34.17 |
| Shipping/Receiving Clerk | \$34.17 |
| Store Worker I | \$31.18 |
| Stock Clerk | \$37.55 |
| Warehouse Specialist | \$40.57 |
| Electronics Technician Maintenance I | \$57.73 |
| Electronics Technician Maintenance II | \$60.98 |
| Electronics Technician Maintenance III | \$63.92 |
| Laborer | \$31.46 |
| Gate Attendant/Gate Tender | \$34.01 |
| Park Attendant (Aide) | \$37.44 |
| Recreation Aide/Health Facility Attendant | \$37.44 |
| Recreation Specialist | \$45.16 |
| Cashier | \$31.01 |
| Desk Clerk | \$31.01 |
| Marketing Analyst | \$65.15 |
| Sales Clerk | \$31.01 |



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PRICE LIST

| | |
|--|---------|
| Survey Party Chief | \$54.68 |
| Surveying Aide | \$35.91 |
| Surveying Technician | \$52.20 |
| Civil Engineering Technician | \$57.68 |
| Drafter/CAD Operator I | \$38.46 |
| Drafter/CAD Operator II | \$42.43 |
| Drafter/CAD Operator III | \$46.70 |
| Drafter/CAD Operator IV | \$56.29 |
| Engineering Technician I | \$41.75 |
| Engineering Technician II | \$46.24 |
| Engineering Technician III | \$51.14 |
| Engineering Technician IV | \$62.10 |
| Engineering Technician V | \$74.84 |
| Engineering Technician VI | \$89.47 |
| Environmental Technician | \$51.31 |
| Evidence Control Specialist | \$51.31 |
| Laboratory Technician | \$50.22 |
| Latent Fingerprint Technician I | \$65.28 |
| Latent Fingerprint Technician II | \$71.56 |
| Mathematical Technician | \$61.09 |
| Paralegal/Legal Assistant I | \$42.40 |
| Paralegal/Legal Assistant II | \$51.31 |
| Paralegal/Legal Assistant III | \$61.63 |
| Paralegal/Legal Assistant IV | \$73.48 |
| Technical Writer I | \$51.20 |
| Technical Writer II | \$61.50 |
| Technical Writer III | \$73.35 |
| Computer Based Training Specialist | \$63.43 |
| Educational Technologist | \$78.98 |
| Technical Instructor | \$55.65 |
| Technical Instructor/ Course Developer | \$66.94 |
| Test Proctor | \$45.91 |
| Breath Alcohol Technician | \$45.58 |
| Dental Assistant | \$43.13 |
| Dental Hygienist | \$85.96 |
| EKG Technician | \$64.47 |
| Electro neurodiagnostic Technologist | \$64.47 |
| Emergency Medical Technician | \$43.02 |
| Licensed Practical Nurse I | \$41.29 |
| Licensed Practical Nurse II | \$45.58 |
| Licensed Practical Nurse III | \$50.23 |



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PRICE LIST

| | |
|--------------------------------------|----------|
| Medical Assistant | \$35.41 |
| Medical Laboratory Technician | \$51.19 |
| Medical Record Clerk | \$41.80 |
| Medical Record Technician | \$48.37 |
| Medical Transcriptionist | \$38.24 |
| Nuclear Medicine Technologist | \$74.07 |
| Nursing Assistant I | \$31.01 |
| Nursing Assistant II | \$31.95 |
| Nursing Assistant III | \$32.30 |
| Nursing Assistant IV | \$35.67 |
| Pharmacy Technician | \$34.53 |
| Phlebotomist | \$39.27 |
| Radiologic Technologist | \$64.47 |
| Registered Nurse I | \$53.71 |
| Registered Nurse II | \$63.92 |
| Registered Nurse II Specialist | \$63.92 |
| Registered Nurse III | \$75.69 |
| Registered Nurse III Anesthetist | \$75.69 |
| Registered Nurse IV | \$89.70 |
| Scheduler (Drug and Alcohol Testing) | \$55.25 |
| Substance Abuse Treatment Counselor | \$50.96 |
| Stationary Engineer | \$65.83 |
| Junior Analyst | \$57.31 |
| Sr. Policy Data & Functional Analyst | \$101.21 |
| Consultant I | \$71.34 |
| Consultant II | \$76.04 |
| Project Manager | \$83.35 |
| Principal Consultant | \$71.44 |
| Program Director | \$75.54 |
| Subject Matter Expert | \$76.06 |
| Subject Matter Expert II | \$84.78 |
| Senior Subject Matter Expert | \$94.20 |
| Data Analyst | \$56.55 |
| Quality Assurance Manager | \$74.11 |
| Quality Assurance Analyst | \$50.61 |
| Computer Specialist | \$50.14 |
| Database Manager | \$84.23 |
| Business Analyst | \$55.82 |
| Compliance Officer | \$70.14 |
| Facilitator | \$31.56 |
| Financial Consultant I | \$51.79 |



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PRICE LIST

| | |
|---|---------|
| Financial Consultant II | \$55.09 |
| Senior Technical Documentation Specialist | \$52.77 |
| Documentation Specialist II | \$43.30 |
| Documentation Specialist I | \$40.63 |
| Program Manager | \$89.96 |
| Analyst I | \$46.95 |
| Analyst II | \$50.20 |
| Management Consultant I | \$81.79 |
| Management Consultant II | \$87.75 |
| Management Consultant III | \$95.03 |
| Project Assistant I | \$35.12 |
| Project Assistant II | \$37.76 |
| Project Assistant III | \$45.03 |



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LABOR CATEGORIES

| SIN(s) | Description Type | Labor Category/Service Title | Position Description | Minimum Education | Min. Years of Experience |
|----------------------------------|------------------|-------------------------------------|--|-------------------|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Accounting Clerk I | The Accounting Clerk I performs accounting activities such as maintenance of the general ledger and preparation of various accounting statements and financial reports Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Accounting Clerk II | The Accounting Clerk II accounting activities such as maintenance of the general ledger and preparation of various accounting statements and financial reports Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Accounting Clerk III | The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts Requires Associate, 5 years experience. | Associate | 5 |
| 561110, 541611, 541611 LIT | SCLS | Administrative Assistant | Managing administrative processes scheduling and maintaining calendars and addressing incoming communications Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Customer Service Representative I | The Customer Service Representative I (CSR I) receives comprehends provides and responds to routine informational inquiries and service requests through the use of various communication technologies including but not limited to telephones e-mail facsimile postal mail and the Internet Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Customer Service Representative II | The Customer Service Representative II (CSR II) is responsible for performing duties detailed in CSR I job description Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Customer Service Representative III | The Customer Service Representative III (CSR III) is responsible for performing duties detailed in CSR I and CSR II job descriptions Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Data Entry Operator I | This position works under close supervision and follows specific procedures or detailed instructions Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Data Entry Operator II | This position requires the application of experience and judgment in selecting procedures to be followed and searching for interpreting selecting or coding items to be entered from a variety of document sources Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Document Preparation Clerk | This position prepares documents such as brochures books periodicals catalogs and pamphlets for copying or photocopying Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Duplicating Machine Operator | The Duplicating Machine Operator operates one or more photocopying photographic mimeograph and duplicating office machines to make copies of documents such as letters reports directives manuals articles and bulletins Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | General Clerk I | This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts opening mail calculating and posting charges to departmental accounts operating basic office equipment e Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | General Clerk II | This position requires familiarity with the terminology of the office unit Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | General Clerk III | This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence Requires High School, 2 years experience. | High School | 2 |



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LABOR CATEGORIES

| SIN(s) | Description Type | Labor Category/Service Title | Position Description | Minimum Education | Min. Years of Experience |
|----------------------------------|------------------|-----------------------------------|---|-------------------|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Personnel Assistant I | This position performs a variety of tasks including but not limited to clerical and secretarial duties Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Personnel Assistant II | This position serves as a clerical expert in independently processing the most complicated types of personnel actions e Requires Associates, 3 years experience. | Associates | 3 |
| 561110, 541611, 541611 LIT | SCLS | Personnel Assistant III | This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures guides and precedents Requires Bachelors, 5 years experience. | Bachelors | 5 |
| 561110, 541611, 541611 LIT | SCLS | Secretary I | This position provides principal secretarial support in an office usually to one individual and in some cases to the subordinate staff of that individual Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Secretary II | position provides principal secretarial support in an office usually to one individual and in some cases to the subordinate staff of that individual Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Secretary III | This position provides principal secretarial support in an office usually to one individual and in some cases to the subordinate staff of that individual Requires High School, 5 years experience. | High School | 5 |
| 561110, 541611, 541611 LIT | SCLS | Supply Technician | This position manages and maintains the company's material stocked product inventory including stock profiles and stock locations Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Survey Worker | This position interviews people to obtain information on topics such as public issues or consumer buying habits contacts people at home business or by telephone following specified sampling procedures or approaches them at random on street Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Switchboard Operator/Receptionist | The Switchboard Operator/Receptionist, greets visitors determining nature of visits and directing visitors to appropriate persons Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Travel Clerk I | Under close supervision or following specific procedures and detailed instructions The Travel Clerk I will arrange travel on one or two modes of transportation Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Travel Clerk II | Travel usually involves the use of two or more modes of transportation Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Travel Clerk III | At this level all major modes of transportation are used as most individual trips involve combinations of more than one mode Requires High School, 5 years experience. | High School | 5 |
| 561110, 541611, 541611 LIT | SCLS | Word Processor I | This position produces a variety of standard documents such as correspondence form letters reports tables and other printed materials Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Word Processor II | This position uses knowledge of varied and advanced functions of one software type knowledge of varied functions of different types of software or knowledge of specialized or technical terminology to perform such typical duties as Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Word Processor III | Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents Requires High School, 5 years experience. | High School | 5 |



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| SIN(s) | Description Type | Labor Category/Service Title | Position Description | Minimum Education | Min. Years of Experience |
|----------------------------------|------------------|--|--|-------------------|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Illustrator I | The Illustrator prepares illustrations and drawings using common art media to depict medical and scientific subjects or technical equipment renders preliminary or final products such as assembly and component drawings exploded views functional perspective and isometric drawings and schematic diagrams from rough sketches or notes provided by subject matter specialists using art media such as oil water color or pen-and-ink Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Illustrator II | The Illustrator II usually is assigned to projects involving several of the common art media such as pen-and-ink pencil tempera wash oils and airbrush over a period of time Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Illustrator III | The projects to which the Illustrator III are assigned usually involve several of the common art media (as in the case of Illustrator II) but the illustrations themselves typically require a higher degree of skill in the use of many of the media Requires Bachelors, 5 years experience. | Bachelors | 5 |
| 561110, 541611, 541611 LIT | SCLS | Librarian | The Librarian maintains library collections of books serial publications and documents audiovisual and other materials and assists groups and individuals in locating and obtaining materials furnishes information on library activities facilities rules and services explains and assists in use of reference sources such as card or book catalog or book and periodical indexes to locate information Requires Bachelors, 2 years experience. | Bachelors | 2 |
| 561110, 541611, 541611 LIT | SCLS | Library Aide/Clerk | The Library Aide/Clerk works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including: issuing library cards explaining library rules and borrowing procedures recording information such as reports of lost or damaged items requests for materials and overdue materials and refers this information to Library Technician or Librarian Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Library Information Technology Systems Admin | The Library Information Technology Systems Administrator administers and supports daily operational requirements of library and information computer network systems including workstation file servers and web servers Requires Bachelors, 2 years experience. | Bachelors | 2 |
| 561110, 541611, 541611 LIT | SCLS | Library Technician | The Library Technician provides information service such as answering questions regarding card catalogs and assists in the use of bibliographic tools such as Library of Congress catalog Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Media Specialist I | The Media Specialist I maintains library of media (tapes cassettes and microfiche) which presents few difficult data processing problems (e Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Media Specialist II | This Media Specialist II maintains a range of media (tapes cassettes and microfiche) Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Media Specialist III | The Media Specialist III adapts to a variety of nonstandard problems that require extensive specialist assistance (e Requires High School, 5 years experience. | High School | 5 |
| 561110, 541611, 541611 LIT | SCLS | Photographer I | The Photographer I takes routine pictures in situations where several shots can be taken Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Photographer II | The Photographer II uses standard still cameras commonly available lighting equipment and related techniques to take photographs which involve limited problems of speed motion color contrast or lighting Requires High School, 3 years experience. | High School | 3 |



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| SIN(s) | Description Type | Labor Category/Service Title | Position Description | Minimum Education | Min. Years of Experience |
|----------------------------------|------------------|---------------------------------|---|-------------------|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Photographer III | The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions normally without opportunity for later retakes when there are specific problems or uncertainties concerning lighting exposure time color artistry etc Requires Bachelors, 5 years experience. | Bachelors | 5 |
| 561110, 541611, 541611 LIT | SCLS | Photographer IV | The Photographer IV uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions although the objective of the pictures is determined by operating officials Requires Bachelors, 7 years experience. | Bachelors | 7 |
| 561110, 541611, 541611 LIT | SCLS | Photographer V | As a top technical expert the Photographer V exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment Requires Bachelors, 7 years experience. | Bachelors | 7 |
| 561110, 541611, 541611 LIT | SCLS | Technical Order Clerk | The Technical Order Library Clerk maintains technical publications in a complete and current status per regulations Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Video Teleconference Technician | The Video Teleconference Technician operates video teleconferencing equipment including powering The up teleconferencing equipment checking equipment for proper operation setting audio levels positioning camera functions performing secure or non-secure setup; operate or assist in operating session control panel studio control unit and high-resolution graphics Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Computer Operator I | The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Computer Operator II | The Computer Operator II processes scheduled routines that present few difficult operating problems (e Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Computer Operator III | The Computer Operator III processes a range of scheduled routines Requires Associates, 2 years experience. | Associates | 2 |
| 561110, 541611, 541611 LIT | SCLS | Computer Operator IV | The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e Requires Bachelors, 3 years experience. | Bachelors | 3 |
| 561110, 541611, 541611 LIT | SCLS | Computer Operator V | The Computer Operator V resolves a variety of difficult operating problems (e Requires Bachelors, 5 years experience. | Bachelors | 5 |
| 561110, 541611, 541611 LIT | SCLS | Computer Programmer I | Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization (e Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Computer Programmer II | At this level initial assignments are designed to develop competence in applying established programming procedures to routine problems Requires Bachelors, 3 years experience. | Bachelors | 3 |
| 561110, 541611, 541611 LIT | SCLS | Computer Programmer III | As a fully qualified computer programmer applies standard programming procedures and detailed knowledge of pertinent subject matter (e Requires Bachelors, 5 years experience. | Bachelors | 5 |
| 561110, 541611, 541611 LIT | SCLS | Computer Programmer IV | Applies expertise in programming procedures to complex programs; recommends the redesign of programs investigates and analyzes feasibly and program requirements and develops programming specifications Requires Bachelors, 5 years experience. | Bachelors | 5 |



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LABOR CATEGORIES

| SIN(s) | Description Type | Labor Category/Service Title | Position Description | Minimum Education | Min. Years of Experience |
|----------------------------------|------------------|--------------------------------------|---|-------------------|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Computer Systems Analyst I | At this level initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Computer Systems Analyst II | Applies systems analysis and design skills in an area such as a record keeping or scientific operation Requires Bachelors, 2 years experience. | Bachelors | 2 |
| 561110, 541611, 541611 LIT | SCLS | Computer Systems Analyst III | Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering accounting or statistics; logistics planning; material management etc Requires Bachelors, 5 years experience. | Bachelors | 5 |
| 561110, 541611, 541611 LIT | SCLS | Peripheral Equipment Operator | Operates peripheral equipment that directly supports digital computer operations Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Personal Computer Support Technician | The Personal Computer Support Technician provides support to distributed PC/networking environment including installation testing repair and troubleshooting for stand-alone PCs PCs linked to networks printers and other computer peripherals Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | System Support Specialist | The System Support Specialist provides troubleshooting assistance and problem resolution for computer systems in a variety of environments Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Material Handling Laborer | This person will perform physical tasks to transport or store materials or merchandise Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Order Filler | The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips customers' orders or other instructions Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Shipping Packer | Someone in this position prepares finished products for shipment or storage by placing them in shipping containers the specific operations performed being dependent upon the type size and number of units to be packed the type of container employed and method of shipment Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Shipping/Receiving Clerk | The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Store Worker I | The Store Worker I will perform the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment move merchandise by use of non-motorized equipment that is intended for display and resale purposes include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Stock Clerk | The Stock Clerk receives stores and issues equipment materials supplies merchandise foodstuffs or tools and compiles stock records of items in stockroom warehouse or storage yard Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Warehouse Specialist | As directed the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan Requires High School, 1 years experience. | High School | 1 |



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LABOR CATEGORIES

| SIN(s) | Description Type | Labor Category/Service Title | Position Description | Minimum Education | Min. Years of Experience |
|----------------------------------|------------------|---|--|-------------------|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Electronics Technician Maintenance I | The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions performs such tasks as replacing components wiring circuits repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters signal generators semiconductor testers curve tracers and oscilloscopes Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Electronics Technician Maintenance II | The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Electronics Technician Maintenance III | The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Laborer | The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Gate Attendant/Gate Tender | Gate Attendant duties include but are not limited to opening and closing the park entrance gate posting shelter reservations issuing entrance passes and brochures handling emergency communications for ranger and/or medical services disseminating information to and answering questions from the public regarding park rules available facilities etc Requires High School, 0 years experience. | High School | 0 |
| 561110, 541611, 541611 LIT | SCLS | Park Attendant (Aide) | The Park Attendant assists in operation of state or national parks monument historic site or recreational areas performing a combination of clerical and other duties Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Recreation Aide/Health Facility Attendant | Accepts reservations collects fees hands out towels checks out equipment maintains records of material used number of patrons and other required information for operation of the facility Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Recreation Specialist | The Recreation Specialist plans organizes and directs comprehensive public and voluntary recreation programs at recreation building indoor center playground playfield or day camp Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Cashier | The Cashier receives cash from customers or employees in payment for goods or services and records amounts received computes or re-computes bills itemized lists and tickets showing amount due using adding machine or cash register makes change cashes checks and issues receipts or tickets to customers; records amounts received prepares reports of transactions reads and records totals shown on cash register tape and verifies against cash on hand Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Desk Clerk | The Desk Clerk performs any combination of the following duties for guests of hotel motel or other lodging facility: registers and assigns rooms to guests issues and receives room keys date-stamps sorts and racks incoming mail and messages; receives and transmits messages using equipment such as telephone switchboard console telegraph and teletype answers inquiries pertaining to establishment services shopping dining entertainment and travel directions keeps records of room availability and guests' accounts computes bills collects payments and makes changes for guests Requires High School, 1 years experience. | High School | 1 |



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|----------------------------------|------------------|------------------------------|--|-------------------|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Marketing Analyst | This position is responsible for identifying researching contracting qualifying and selling relevant products to potential companies and/or government agencies Requires Bachelors, 2 years experience. | Bachelors | 2 |
| 561110, 541611, 541611 LIT | SCLS | Sales Clerk | The Sales Clerk sells a variety of inexpensive merchandise usually in a retail trade establishment for which knowledge of the items sold is not a primary requirement Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Survey Party Chief | The Survey Party Chief (Chief of Party) leads day-to-day work activities of survey party under direction of land surveyor performing surveying duties not requiring licensure; supervises crew engaged in gathering data about the earth's surface using a variety of surveying instruments and in clearing land and setting stakes to identify certain points; checks final field notes for clarity and accuracy and completes transmittal forms Requires Associates , 4 years experience. | Associates | 4 |
| 561110, 541611, 541611 LIT | SCLS | Surveying Aide | The Surveying Aide performs any of following duties to assist in surveying land: holds level or stadia rod at designated points to assist in determining elevations and laying out stakes for map making construction mining land and other surveys calls out reading or writes station number and reading in notebook marks points of measurement with elevation station number or other identifying mark and measures distance between survey points using steel or cloth tape or surveyor's chain Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Surveying Technician | The Surveying Technician obtains data pertaining to angles elevations points and contours used for map making mining or other purposes using alidade level transit plane table theodolite electronic distance measuring equipment and other surveying instruments compiles notes sketches and records of data obtained and work performed and directs work of subordinate members of survey team Requires Associates , 4 years experience. | Associates | 4 |
| 561110, 541611, 541611 LIT | SCLS | Civil Engineering Technician | This incumbent provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts Requires Associates , 3 years experience. | Associates | 3 |
| 561110, 541611, 541611 LIT | SCLS | Drafter/CAD Operator I | This operator prepares drawings or computer models of simple easily visualized structures systems parts or equipment from sketches or marked-up prints selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Drafter/CAD Operator II | This operator prepares various drawings computer models of such units as construction projects or parts and assemblies including various views sectional profiles irregular or reverse curves hidden lines and small or intricate details Requires Associates , 3 years experience. | Associates | 3 |
| 561110, 541611, 541611 LIT | SCLS | Drafter/CAD Operator III | This operator prepares complete sets of complex drawings or computer models that include multiple views detail drawings and assembly drawings Requires Bachelors, 4 years experience. | Bachelors | 4 |
| 561110, 541611, 541611 LIT | SCLS | Drafter/CAD Operator IV | This operator works closely with design originators preparing drawings or computer models of unusual complex or original designs that require a high degree of precision performs unusually difficult assignments requiring considerable initiative resourcefulness and drafting expertise Requires Masters, 5 years experience. | Masters | 5 |



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|----------------------------------|------------------|---------------------------------|--|-------------------|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Engineering Technician I | This technician performs simple routine tasks under close supervision or from detailed procedures Requires Associates , 1 years experience. | Associates | 1 |
| 561110, 541611, 541611 LIT | SCLS | Engineering Technician II | The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments Requires Associates , 3 years experience. | Associates | 3 |
| 561110, 541611, 541611 LIT | SCLS | Engineering Technician III | The Engineering Technician III performs assignments that are not completely standardized or prescribed selects or adapts standard procedures or equipment using fully applicable precedents receives initial instructions equipment requirements and advice from supervisor or engineer as needed performs recurring work independently Requires Bachelors, 4 years experience. | Bachelors | 4 |
| 561110, 541611, 541611 LIT | SCLS | Engineering Technician IV | The Engineering Technician III performs assignments that are not completely standardized or prescribed selects or adapts standard procedures or equipment using fully applicable precedents receives initial instructions equipment requirements and advice from supervisor or engineer as needed performs recurring work independently Requires Bachelors, 5 years experience. | Bachelors | 5 |
| 561110, 541611, 541611 LIT | SCLS | Engineering Technician V | This technician performs non-routine and complex assignments involving responsibly for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project selects and adapts plans techniques designs or layouts contacts personnel in related activities to resolve problems and coordinate the work reviews analyzes and integrates the technical work of others Requires Bachelors, 5 years experience. | Bachelors | 5 |
| 561110, 541611, 541611 LIT | SCLS | Engineering Technician VI | This technician independently plans and accomplishes complete projects or studies of broad scope and complexity or serves as an expert in a narrow aspect of a particular field of engineering e Requires Masters, 5 years experience. | Masters | 5 |
| 561110, 541611, 541611 LIT | SCLS | Environmental Technician | The Environmental Technician conducts tests and field investigations to obtain data for use by environmental engineering and scientific personnel in determining sources and methods of controlling pollutants in air water and soil utilizing knowledge of agriculture chemistry meteorology and engineering principles and applied technologies Requires Associates , 2 years experience. | Associates | 2 |
| 561110, 541611, 541611 LIT | SCLS | Evidence Control Specialist | Incumbent reviews incoming evidence submissions to determine the nature and extent of exams requested Requires Associates , 2 years experience. | Associates | 2 |
| 561110, 541611, 541611 LIT | SCLS | Laboratory Technician | The Laboratory Technician (Laboratory Tester) performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid liquid or gaseous materials and substances for purposes such as quay control process control product development or determining conformity to specifications Requires Associates , 2 years experience. | Associates | 2 |
| 561110, 541611, 541611 LIT | SCLS | Latent Fingerprint Technician I | Performs routine procedures using chemical processes stains powders and forensic equipment including but not limited to: iodine ninhydrin silver nitrate RAM and other fluorescent dyes liqui-drox amido black gentian violet DAB (diaminobenzidine) LCV (leu cocrystal violet) magnetic powder lasers alternate light sources optical filters magnifiers fuming chambers humidity chambers vacuum metal deposition chambers and biohazard drying chambers Requires High School, 2 years experience. | High School | 2 |



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|----------------------------------|------------------|------------------------------------|--|-------------------|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Latent Fingerprint Technician II | Performs various advanced analytical and technical processing procedures to examine physical evidence for the presence of friction ridge skin impressions Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Mathematical Technician | The Mathematical Technician applies standardized mathematical formulas principles and methodology to technological problems engineering and physical sciences in relation to specific industrial and research objectives processes equipment and products Requires Associates, 2 years experience. | Associates | 2 |
| 561110, 541611, 541611 LIT | SCLS | Paralegal/Legal Assistant I | The Paralegal/Legal Assistant I works under close supervision with required assistance readily available Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Paralegal/Legal Assistant II | At this level the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Paralegal/Legal Assistant III | At this level the Paralegal/Legal Assistant III participates in the substantive development of cases Requires Associates, 2 years experience. | Associates | 2 |
| 561110, 541611, 541611 LIT | SCLS | Paralegal/Legal Assistant IV | At this level the Paralegal/Legal Assistant IV assists in the evaluation development and litigation of cases Requires Bachelors, 2 years experience. | Bachelors | 2 |
| 561110, 541611, 541611 LIT | SCLS | Technical Writer I | The Technical Writer I revises or writes standardized material for reports manuals briefs proposals instruction books catalogs and related technical and administrative publications concerned with work methods and procedures and installation operation and maintenance of machinery and other equipment Requires Bachelors, 2 years experience. | Bachelors | 2 |
| 561110, 541611, 541611 LIT | SCLS | Technical Writer II | The Technical Writer II revises or writes material that is mostly standardized for reports manuals briefs proposals instruction books catalogs and related technical and administrative publications concerned with work methods and procedures and installation operation and maintenance of machinery and other equipment Requires Bachelors, 3 years experience. | Bachelors | 3 |
| 561110, 541611, 541611 LIT | SCLS | Technical Writer III | The Technical Writer III develops writes and edits material for reports manuals briefs proposals instruction books catalogs and related technical and administrative publications concerned with work methods and procedures and installation operation and maintenance of machinery and other equipment receives assignment from supervisor observes production developmental and experimental activities to determine operating procedure and detail Requires Bachelors, 5 years experience. | Bachelors | 5 |
| 561110, 541611, 541611 LIT | SCLS | Computer Based Training Specialist | The Computer Based Training Specialist works with courseware production team to design develop revise and validate interactive computer based courseware Requires Bachelors, 3 years experience. | Bachelors | 3 |
| 561110, 541611, 541611 LIT | SCLS | Educational Technologist | The Educational Technologist will provide expertise in instructional methodology tests and measurement and curriculum development develop courseware format guidelines review and maintain task lists and objective hierarchies and write courseware materials in designated format (student study guide workbooks etc Requires Bachelors, 2 years experience. | Bachelors | 2 |
| 561110, 541611, 541611 LIT | SCLS | Technical Instructor | The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity electronics surveying aircraft or ship fundamentals prepares an instructional program in accordance with training or other course requirements assembling materials to be presented Requires Bachelors, 2 years experience. | Bachelors | 2 |



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| SIN(s) | Description Type | Labor Category/Service Title | Position Description | Minimum Education | Min. Years of Experience |
|----------------------------------|------------------|---|---|-------------------|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Technical Instructor/ Course Developer | The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance Requires Bachelors, 4 years experience. | Bachelors | 4 |
| 561110, 541611, 541611 LIT | SCLS | Test Proctor | The Test Proctor administers safeguards and physically controls a wide variety of tests Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Breath Alcohol Technician | The Breath Alcohol Technician instructs and assists individuals in the alcohol testing process and operates the Evidential Breath Testing (EBT) devices Requires Associates , 1 years experience. | Associates | 1 |
| 561110, 541611, 541611 LIT | SCLS | Dental Assistant | The Dental Assistant provides assistance to the dentist by receiving and preparing patients for dental treatment preparing materials and equipment for use by the dentist assisting dentist at chair-side or bedside in the treatment of patients taking dental radiographs and maintaining records related to appointments examinations treatment and supplies Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Dental Hygienist | Under the direct supervision of a dentist the Dental Hygienist cleans calcareous deposits accretions and stains from teeth and beneath margins of gums using dental instruments Requires Associates, 2 years experience. | Associates | 2 |
| 561110, 541611, 541611 LIT | SCLS | EKG Technician | The EKG Technician performs electrocardiographs according to established policies and procedures Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Electro neurodiagnostic Technologist | The Electro neurodiagnostic Technologist assists in the analysis and diagnosis of disorders in the brain and nervous system such as brain tumors sleep disorders strokes and epilepsy Requires Associates, 2 years experience. | Associates | 2 |
| 561110, 541611, 541611 LIT | SCLS | Emergency Medical Technician | The Emergency Medical Technician provides emergency medical treatment to sick or injured persons at site of emergency and while in transit to medical facility working as a member of an emergency medical team responds to instructions from emergency medical dispatcher and drives specially equipped emergency vehicle to specified location Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Licensed Practical Nurse I | The Licensed Practical Nurse I provides standard nursing care requiring some latitude for independent judgment and initiative to perform recurring duties Requires Associates, 1 years experience. | Associates | 1 |
| 561110, 541611, 541611 LIT | SCLS | Licensed Practical Nurse II | The Licensed Practical Nurse II provides nursing care requiring an understanding of diseases and illnesses sufficient to enhance communications with physicians registered nurses and patients follows general instructions in addition to established policies practices and procedures uses judgment to vary sequence of procedures based on patient's condition and previous instructions Requires Associates, 3 years experience. | Associates | 3 |
| 561110, 541611, 541611 LIT | SCLS | Licensed Practical Nurse III | The Licensed Practical Nurse III (LPNIII) are licensed to provide practical or vocational nursing care to patients in hospitals nursing homes clinics health units homes and community health organizations Requires Associates, 5 years experience. | Associates | 5 |
| 561110, 541611, 541611 LIT | SCLS | Medical Assistant | The Medical Assistant assists physicians in examination and treatment of patients and performs clerical tasks related to administration of office Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Medical Laboratory Technician | The Medical Laboratory Technician (Clinical Laboratory Assistant Registered Medical Technician) performs a variety of routine tests and laboratory procedures in a medical laboratory for use in diagnosis and treatment of disease Requires Associates, 1 years experience. | Associates | 1 |



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| SIN(s) | Description Type | Labor Category/Service Title | Position Description | Minimum Education | Min. Years of Experience |
|----------------------------------|------------------|-------------------------------|--|---|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Medical Record Clerk | Compiles verifies and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Medical Record Technician | The Medical Record Technician maintains medical records of hospital and clinic patients Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Medical Transcriptionist | The Medical Transcriptionist transcribes medical dictation by physicians and other medical practitioners pertaining to patients' assessments diagnostics therapy and other medical reports Requires High School, 2 years experience. | High School | 2 |
| 561110, 541611, 541611 LIT | SCLS | Nuclear Medicine Technologist | The Nuclear Medicine Technologist administers and monitors radionuclides to patients to determine presence of radioactive drugs Requires Associates , 2 years experience. | Associates | 2 |
| 561110, 541611, 541611 LIT | SCLS | Nursing Assistant I | The Nursing Assistant I performs simple personal care and housekeeping tasks requiring no previous training Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Nursing Assistant II | In addition to providing personal care the Nursing Assistant II performs common nursing procedures such as observing and reporting on patient conditions; taking and recording vital signs collecting and labeling specimens sterilizing equipment; listening to and encouraging patients giving sitz baths and enemas; applying and changing compresses and non-sterile dressings checking and replenishing supplies securing admission data from patients and assisting in controlling aggressive or disruptive behavior Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Nursing Assistant III | This position performs a variety of common nursing procedures as described at Level II Requires High School, 3 years experience. | High School | 3 |
| 561110, 541611, 541611 LIT | SCLS | Nursing Assistant IV | This position applies advanced patient or resident care principles procedures and techniques that require considerable training and experience Requires High School, 4 years experience. | High School | 4 |
| 561110, 541611, 541611 LIT | SCLS | Pharmacy Technician | Duties for Pharmacy Technician include the following: prepare and dispense medications maintain related records for patients in hospital or clinic under supervision of pharmacist; prepare package label and distribute medication doses prescribed by physician Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Phlebotomist | Phlebotomists draw blood from patients or donors in hospitals blood banks or similar facilities for analysis or other medical purposes Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Radiologic Technologist | The Radiologic Technologist arranges patients for radiological examinations produces radiographs (x-rays) to aid in the diagnosis of medical problems Requires Associates , 3 years experience. | Associates | 3 |
| 561110, 541611, 541611 LIT | SCLS | Registered Nurse I | The Registered Nurse I provides comprehensive general nursing care to patients whose conditions and treatment are normally uncomplicated follows established procedures standing orders and doctor's instructions uses judgment in selecting guidelines appropriate to changing patient conditions Requires A Bachelor of Science in Nursing (BSN) degree is often preferred although an Associate Degree in Nursing (ADN) may be accepted in some settings, 1 years experience. | A Bachelor of Science in Nursing (BSN) degree is often preferred although an Associate Degree in Nursing (ADN) may be accepted in some settings | 1 |



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| SIN(s) | Description Type | Labor Category/Service Title | Position Description | Minimum Education | Min. Years of Experience |
|----------------------------------|---------------------------|--------------------------------------|--|---|--------------------------|
| 561110, 541611, 541611 LIT | SCLS | Registered Nurse II | The Registered Nurse II plans and provides comprehensive nursing care in accordance with professional nursing standards uses judgment in assessing patient conditions interprets guidelines and modifies patient care as necessary recognizes and determines proper action for medical emergencies e Requires Bachelors, 2 years experience. | Bachelors | 2 |
| 561110, 541611, 541611 LIT | SCLS | Registered Nurse II Specialist | The Registered Nurse II Specialist plans and provides highly specialized patient care in a difficult specialty area such as intensive care or critical care Requires Bachelors, 2 years experience. | Bachelors | 2 |
| 561110, 541611, 541611 LIT | SCLS | Registered Nurse III | The Registered Nurse III plans and performs specialized and advanced nursing assignments of considerable difficulty uses expertise in assessing patient conditions and develops nursing plans that serve as a role model for others Requires Bachelors, 3 years experience. | Bachelors | 3 |
| 561110, 541611, 541611 LIT | SCLS | Registered Nurse III Anesthetist | This Nurse recommends and administers general anesthetics intravenously topically by inhalation or by endotracheal intubation; induces patient anesthesia and manages proper states of patient narcosis throughout prolonged surgeries; determines the need for and administers parenteral fluids including plasma and blood; administers stimulants as directed Requires Bachelors, 3 years experience. | Bachelors | 3 |
| 561110, 541611, 541611 LIT | SCLS | Registered Nurse IV | These Nurse plans researches develop and implements new or modified techniques methods practices and approach in nursing care; acts as consultant in area of specialization and is considered an expert or leader within specialty area; consults with supervisor to develop decisions and coordinates with other medical staff and community Requires Bachelors, 4 years experience. | Bachelors | 4 |
| 561110, 541611, 541611 LIT | SCLS | Scheduler (Drug and Alcohol Testing) | Drug and Alcohol Testing Schedulers are responsible for a variety of functions related to the planning scheduling and modification of plans and schedules for workplace alcohol or drug testing as well as reporting of alcohol or drug tests Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | SCLS | Substance Abuse Treatment Counselor | Incumbent promotes the development of positive social skills and behavior while determining individual/group needs of client(s) Requires Bachelors, 1 years experience. | Bachelors | 1 |
| 561110, 541611, 541611 LIT | SCLS | Stationary Engineer | The Stationary Engineer operates and maintains one or more systems that provide an establishment with such services as heat air-conditioning (cool humidify dehumidify filter and circulate air) refrigeration steam or high temperature water or electricity Requires High School, 1 years experience. | High School | 1 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Junior Analyst | The Junior Analyst specializes technical skills in a subject matter discipline, e Requires HS Diploma, 5 years experience. | HS Diploma | 5 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Sr. Policy Data & Functional Analyst | Spearhead policy development and refinement by conducting comprehensive research, liaising with internal stakeholders, and ensuring alignment with organizational objectives and industry standards Requires Master's Degree, 5 years experience. | Master's Degree | 5 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Consultant I | The Consultant I plays a vital role in supporting consulting projects and client engagements Requires Bachelor's degree in business management., 4 years experience. | Bachelor's degree in business management. | 4 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Consultant II | The Consultant II role encompasses a diverse range of critical functions Requires Bachelor's degree in business management., 7 years experience. | Bachelor's degree in business management. | 7 |



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|----------------------------------|------------------------------|------------------------------|--|---|--------------------------|
| 561110, 541611, 541611 LIT | Commercial Labor Category | Project Manager | The Project Manager defines scope and objectives of work to be accomplished by the work team Requires Bachelor's degree, 6 years experience. | Bachelor's degree | 6 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Principal Consultant | The Principal Consultant role encompasses a wide array of crucial functions Requires Bachelor's degree, 15 years experience. | Bachelor's degree | 15 |
| 561110, 541611 | Commercial Labor Category | Program Director | The Program Director builds and nurtures strong relationships with program partners, funders, and stakeholders remains essential, representing the organization in various networks and collaborations Requires Bachelor's degree in business management or human resources, 6 years experience. | Bachelor's degree in business management or human resources | 6 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Subject Matter Expert | SME, is an individual with in-depth knowledge and expertise in a specific subject or field Requires Bachelor degree in business or computer science., 10 years experience. | Bachelor degree in business or computer science. | 10 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Subject Matter Expert II | SME II responsibilities include serving as the foremost authority in the field, providing expert guidance, and staying current with industry trends Requires Bachelor degree in engineering, computer science, or mathematics (STEM), 15 years experience. | Bachelor degree in engineering, computer science, or mathematics (STEM) | 15 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Senior Subject Matter Expert | Sr Requires Bachelor degree in related fields, 5 years experience. | Bachelor degree in related fields | 5 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Data Analyst | The Data Analyst responsibilities encompass a wide array of critical tasks Requires Bachelor's degree in computer science or statistics., 5 years experience. | Bachelor's degree in computer science or statistics. | 5 |
| 561110, 541611 | Commercial Labor Category | Quality Assurance Manager | Responsible for the effective development and implementation of programs to ensure that all information systems products and services meet minimum organization standards and end-user requirements Requires Bachelor's degree , 5 years experience. | Bachelor's degree | 5 |
| 561110, 541611 | Commercial Labor Category | Quality Assurance Analyst | The QA Analyst implements quality assurance procedures to ensure that all information systems products and services meet organization standards and end-user requirements Requires Bachelor's degree, 3 years experience. | Bachelor's degree | 3 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Computer Specialist | The Computer Specialist role is to maintain the operational integrity of IT systems Requires Associate's degree, 4 years experience. | Associate's degree | 4 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Database Manager | The Database Manager collects and analyze database and system performance measurements over time Requires Bachelor's degree, 5 years experience. | Bachelor's degree | 5 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Business Analyst | The Business Analyst focuses on data analysis, report development, and process optimization Requires Master's degree, 5 years experience. | Master's degree | 5 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Compliance Officer | The Compliance Officer masterminds compliance policies and protocols on behalf of the organization Requires Bachelor's degree, 5 years experience. | Bachelor's degree | 5 |



Transforming Workforce Solutions...
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LABOR CATEGORIES

| SIN(s) | Description Type | Labor Category/Service Title | Position Description | Minimum Education | Min. Years of Experience |
|----------------------------------|---------------------------|---|--|--|--------------------------|
| 561110, 541611, 541611 LIT | Commercial Labor Category | Facilitator | The Facilitator responsibilities include guiding discussions, workshops, and training sessions to promote collaboration and achieve organizational objectives Requires Associate's degree, 2 years experience. | Associate's degree | 2 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Financial Consultant I | Financial Consultant I conducts research, gathering financial data, and preparing basic financial reports Requires Associate degree or 27 semester credit hours, 5 years experience. | Associate degree or 27 semester credit hours | 5 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Financial Consultant II | The Financial Consultant II have a broader range of responsibilities and work more independently Requires Associates degree, 8 years experience. | Associates degree | 8 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Senior Technical Documentation Specialist | The Sr Requires Associate's degree in communication, 5 years experience. | Associate's degree in communication | 5 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Documentation Specialist II | Documentation Specialist II work more independently and have a deeper understanding of documentation processes Requires Bachelor degree in communication, 2 years experience. | Bachelor degree in communication | 2 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Documentation Specialist I | Documentation Specialist I are responsible for creating, editing, and organizing various types of documents, such as user manuals, technical guides, or product documentation Requires Bachelor's degree, 2 years experience. | Bachelor's degree | 2 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Program Manager | The Program Manager oversee the fulfillment of larger organizational goals to include coordinating activities between multiple projects without directly managing them; Provides program strategy, project delegation, and program implementation Requires Bachelor's degree, 3 years experience. | Bachelor's degree | 3 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Analyst I | Analyst I provides technical support in a subject matter discipline, e Requires Bachelor's degree, 1 years experience. | Bachelor's degree | 1 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Analyst II | Analyst II have a deeper understanding of data analysis techniques and are responsible for conducting more sophisticated analyses Requires Bachelor's degree, 5 years experience. | Bachelor's degree | 5 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Management Consultant I | Management Consultant I directly supports senior leadership in project tasks, conduct interviews, gather data, and perform preliminary analyses Requires Bachelor's degree, 2 years experience. | Bachelor's degree | 2 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Management Consultant II | Management Consultant II leads specific workstreams within consulting projects Requires MBA, 5 years experience. | MBA | 5 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Management Consultant III | Management Consultant III have a significant amount of experience and expertise in their chosen area(s) of consulting Requires MBA, 7 years experience. | MBA | 7 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Project Assistant I | Project Assistant I supports routine administrative project support tasks to include assisting in the development of briefings, budget presentations, project reviews, meeting minutes, flowcharts, and periodic reports for the project managers Requires Associate's degree, 3 years experience. | Associate's degree | 3 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Project Assistant II | Project Assistants II assists in project planning, coordination, and execution Requires Bachelor's degree, 5 years experience. | Bachelor's degree | 5 |
| 561110, 541611, 541611 LIT | Commercial Labor Category | Project Assistant III | Project Assistant III's are often responsible for managing projects independently or taking on more complex projects Requires Bachelor's degree, 7 years experience. | Bachelor's degree | 7 |