GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS 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

FSC Group: Office Management FSC Class: 561110 Office Administrative Services

Contract number: 47QRAA24D00EZ

Contract period: 09/25/2024 to 09/24/2029

MY NEXT CAREER PATH STAFFING LLC
6871 S Eastern AVE STE 103
Las Vegas, Nevada 89119-0005
(844) 579-MNCP (6627)

https://mynextcareerpath.com/

Renee Boyce rboyce@mncpstaffing.com

Business size: Small Business
SBA Certified Small Disadvantaged Business
MAS 8(a) Pool- Competitive
MAS 8(a) Pool- Sole Source and Competitive (exit date: Jul 16, 2025)

For more information on ordering, go to the following website: https://www.gsa.gov/schedules

Price list current as of Contract Award effective 09/25/2024

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	SIN Title	Large Category	Subcategory
541611	Management and Financial Consulting, Acquisition, and Grants Management Support, and Business Programs and Project Management Services	Professional Services	Business Administrative Services
561110	Office Administrative Services	Office Management	Office Services
541613	Marketing Consulting Services	Professional Services	Marketing and Public Relations
56131	Talent Acquisition	Human Capital	Human Resources
OLM	Order-Level Materials (OLM's)		

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply: N/A

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Page 5

2. Maximum order:

SINs	Maximum Order
541611	$1,000,000
561110	$1,000,000
56131	$1,000,000
OLM	$250,000

3. Minimum order: $100

4. Geographic coverage (delivery area): Domestic

5. Point(s) of production: 6871 S Eastern AVE STE 103, Las Vegas, Nevada 89119

6. Discount from list prices or statement of net price. Prices listed are net, discounts have been deducted and the industrial funding fee has been added

7. Quantity discounts: None

8. Prompt payment terms: 0%, Net 30

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

9. Foreign items (list items by country of origin): Not Applicable

10a. Time of delivery: 30 days or as negotiated between Contractor and Ordering Activity

10b. Expedited Delivery: Items available for expedited delivery are noted in this price list: Contact Contractor or To Be Determined at the Task Order level

10c. Overnight and 2-day delivery: Contact Contractor or To Be Determined at the Task Order level

10d. Urgent Requirements: Contact Contractor or To Be Determined at the Task Order level

11. F.O.B. point(s): Destination

12a. Ordering address(es): 6871 S Eastern Ave STE 103, Las Vegas, Nevada 89119-0005

12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): Same as Ordering

14. Warranty provision: Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable: Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable

17. Terms and conditions of installation (if applicable): Not Applicable

18a. The Terms and conditions of repair parts indicate the date of parts price lists and any discounts from list prices (if applicable): Not Applicable

18b. Terms and conditions for any other services (if applicable): Not Applicable

19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventive maintenance (if applicable): Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: https://www.Section508.gov/.

Not Applicable

23. Unique Entity Identifier (UEI) number: X89MSRZPJL65

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

AWARDED GSA PRICELIST

		Year 1	Year 2	Year 3	Year 4	Year 5
SIN	**Labor Category**	**GSA PRICE w/ IFF**	**GSA PRICE w/ IFF**	**GSA PRICE w/ IFF**	**GSA PRICE w/IFF**	**GSA PRICE w/ IFF**
56131	*Associate Consultant (Talent Acquisition)*	*$102.68*	*$105.76*	*$108.94*	*$112.20*	*$115.57*
56131	*Managing Consultant (Talent Acquisition)*	*$129.63*	*$133.52*	*$137.53*	*$141.66*	*$145.91*
56131	*Executive Consultant (Talent Acquisition)*	*$190.33*	*$196.04*	*$201.92*	*$207.98*	*$214.22*
541611	*Acquisition SME*	*$147.97*	*$152.41*	*$156.99*	*$161.69*	*$166.54*
541611	*Acquisition Consultant I*	*$97.30*	*$100.22*	*$103.22*	*$106.32*	*$109.51*
541611	*Acquisition Consultant II*	*$113.46*	*$116.87*	*$120.37*	*$123.98*	*$127.70*
541611	*Acquisition Specialist I*	*$82.12*	*$84.58*	*$87.12*	*$89.73*	*$92.42*
541611	*Acquisition Specialist II*	*$88.65*	*$91.31*	*$94.06*	*$96.88*	*$99.78*
541611	*Acquisition Specialist III*	*$95.14*	*$97.99*	*$100.94*	*$103.97*	*$107.09*
541611	*Acquisition Specialist IV*	*$102.68*	*$105.76*	*$108.94*	*$112.20*	*$115.57*
541611	*Acquisition Specialist V*	*$113.46*	*$116.87*	*$120.37*	*$123.98*	*$127.70*
541611	*Contract Specialist II*	*$110.24*	*$113.54*	*$116.95*	*$120.45*	*$124.07*
541611	*Contract Specialist III*	*$121.02*	*$124.64*	*$128.38*	*$132.23*	*$136.20*
541611	*Contract Closeout Specialist*	*$90.84*	*$93.56*	*$96.37*	*$99.26*	*$102.25*
541611	*Program Support Specialist*	*$75.75*	*$78.03*	*$80.36*	*$82.77*	*$85.25*
541611	*Subject Matter Expert*	*$118.86*	*$122.43*	*$126.11*	*$129.88*	*$133.78*
541611	*Senior Level Facilitator*	*$172.78*	*$177.95*	*$183.29*	*$188.80*	*$194.46*
541611	*Senior Program Manager*	*$135.01*	*$139.06*	*$143.23*	*$147.53*	*$151.95*
541613	*Marketing Consultant*	*$151.19*	*$155.73*	*$160.40*	*$165.22*	*$170.18*
541611	*Consultant I*	*$95.14*	*$97.99*	*$100.94*	*$103.97*	*$107.09*
541611	*Consultant II*	*$102.68*	*$105.76*	*$108.94*	*$112.20*	*$115.57*
541611	*Senior Consultant*	*$110.24*	*$113.54*	*$116.95*	*$120.45*	*$124.07*
541611	*Subject Matter Expert*	*$129.63*	*$133.52*	*$137.53*	*$141.66*	*$145.91*
541611	*Program Executive*	*$199.70*	*$205.69*	*$211.86*	*$218.22*	*$224.77*
561110/563120SBA	*Senior Human Resources Specialist*	*$135.03*	*$139.08*	*$143.25*	*$147.56*	*$151.98*
561110/563120SBA	*Human Resources Specialist*	*$99.45*	*$102.43*	*$105.50*	*$108.66*	*$111.93*
561110/563120SBA	*Senior Employee Development Specialist*	*$110.24*	*$113.54*	*$116.95*	*$120.45*	*$124.07*
561110/563120SBA	*Employee Development Specialist*	*$88.69*	*$91.35*	*$94.09*	*$96.91*	*$99.82*

		Year 1	Year 2	Year 3	Year 4	Year 5
SIN	**Labor Category**	**GSA PRICE w/ IFF**	**GSA PRICE w/ IFF**	**GSA PRICE w/ IFF**	**GSA PRICE w/IFF**	**GSA PRICE w/ IFF**
561110/563120SBA	*Senior Employee Relations Specialist*	*$138.26*	*$142.41*	*$146.68*	*$151.08*	*$155.62*
561110/563120SBA	*Employee Relations Specialist*	*$102.68*	*$105.76*	*$108.94*	*$112.20*	*$115.57*
561110/563120SBA	*Senior Career Transition Specialist*	*$113.46*	*$116.87*	*$120.37*	*$123.98*	*$127.70*
561110/563120SBA	*Career Transition Specialist*	*$88.69*	*$91.35*	*$94.09*	*$96.91*	*$99.82*
561110/563120SBA	*Senior Staffing Specialist*	*$99.45*	*$102.43*	*$105.50*	*$108.66*	*$111.93*
561110/563120SBA	*Staffing Specialist*	*$88.65*	*$91.31*	*$94.06*	*$96.88*	*$99.78*
561110/563120SBA	*Senior Human Resources Assistant*	*$74.87*	*$77.12*	*$79.44*	*$81.82*	*$84.28*
561110/563120SBA	*Human Resources Assistant*	*$70.34*	*$72.44*	*$74.62*	*$76.86*	*$79.16*
561110/563120SBA	*Financial Analyst II*	*$108.08*	*$111.32*	*$114.66*	*$118.10*	*$121.64*
561110/563120SBA	*Budget Analyst*	*$86.54*	*$89.14*	*$91.81*	*$94.56*	*$97.40*
561110/563120SBA	*****Accounting Clerk I***	*$51.42*	*$52.96*	*$54.55*	*$56.18*	*$57.86*
561110/563120SBA	*****Accounting Clerk II***	*$56.64*	*$58.35*	*$60.10*	*$61.90*	*$63.76*
561110/563120SBA	*****Accounting Clerk III***	*$62.30*	*$64.16*	*$66.09*	*$68.07*	*$70.12*
561110/563120SBA	*Accounting Analyst*	*$83.37*	*$85.86*	*$88.44*	*$91.09*	*$93.82*
561110/563120SBA	*Intermediate Accountant*	*$107.18*	*$110.40*	*$113.71*	*$117.13*	*$120.64*
561110/563120SBA	*Senior Accountant*	*$118.40*	*$121.95*	*$125.61*	*$129.38*	*$133.26*
561110/563120SBA	*****General Clerk I***	*$53.01*	*$54.60*	*$56.24*	*$57.92*	*$59.66*
561110/563120SBA	*****General Clerk II***	*$56.85*	*$58.55*	*$60.30*	*$62.12*	*$63.98*
561110/563120SBA	*****General Clerk III***	*$62.48*	*$64.35*	*$66.29*	*$68.27*	*$70.32*
561110/563120SBA	*****Order Clerk I***	*$45.35*	*$46.71*	*$48.11*	*$49.55*	*$51.04*
561110/563120SBA	*****Order Clerk II***	*$48.66*	*$50.13*	*$51.63*	*$53.18*	*$54.77*
561110/563120SBA	*****Customer Service Representative I***	*$45.19*	*$46.55*	*$47.95*	*$49.39*	*$50.87*
561110/563120SBA	*****Customer Service Representative II***	*$48.48*	*$49.93*	*$51.44*	*$52.98*	*$54.57*
561110/563120SBA	*****Customer Service Representative III***	*$53.33*	*$54.93*	*$56.58*	*$58.28*	*$60.03*
561110/563120SBA	*Administrative Support Specialist*	*$96.31*	*$99.20*	*$102.18*	*$105.24*	*$108.39*
561110/563120SBA	*****Administration Assistant***	*$109.76*	*$113.06*	*$116.45*	*$119.95*	*$123.55*
561110/563120SBA	*****Receptionist***	*$58.64*	*$60.40*	*$62.22*	*$64.08*	*$66.01*
561110/563120SBA	*****Secretary I***	*$63.30*	*$65.20*	*$67.15*	*$69.17*	*$71.24*

		Year 1	Year 2	Year 3	Year 4	Year 5
SIN	**Labor Category**	**GSA PRICE w/ IFF**	**GSA PRICE w/ IFF**	**GSA PRICE w/ IFF**	**GSA PRICE w/IFF**	**GSA PRICE w/ IFF**
561110/563120SBA	*****Secretary II***	*$69.04*	*$71.11*	*$73.25*	*$75.45*	*$77.71*
561110/563120SBA	*****Secretary III***	*$75.70*	*$77.96*	*$80.30*	*$82.71*	*$85.19*
561110/563120SBA	*****Switchboard Operator***	*$58.64*	*$60.40*	*$62.22*	*$64.08*	*$66.01*

Service Contract Labor Standards Information:

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor **Wage Determination Number 2015-5637 rv 24**. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

LABOR CATEGORY DESCRIPTIONS

Talent Acquisition

Associate Consultant
Minimum Education: Bachelors
Minimum/General Experience: 2 years

Possesses knowledge, experience, and skills to develop solutions, recommendations, or deliverables related to recruiting and recruitment programs to support organizational talent missions and objectives. Performs tasks, such as sourcing, drafting vacancy announcements, and evaluating applicants against job requirements. Works independently with little supervision to facilitate the project team's talent acquisition objectives. Collaborates with Managing Consultants and/or Executive Consultants.

Managing Consultant
Minimum Education: Bachelors
Minimum/General Experience: 5 years

Possesses advanced knowledge, experience, and skills to develop solutions, recommendations, or deliverables related to recruiting and recruitment programs to support organizational talent missions and objectives. Develops talent acquisition procedures and plans for such objectives as: attracting, recruiting, assessing, and selecting highly qualified candidates. May initiate pre-employment activities and candidate hiring. Conducts interviews, gathers data, and develops recommendations in support of project objectives, tasks, and deliverables. Directs the activities of Associate Consultants or other staff.

Executive Consultant
Minimum Education: Bachelors
Minimum/General Experience: 9 years

Possesses expert knowledge, experience, and skills to develop solutions, recommendations, or deliverables related to recruiting and recruitment programs to support organizational talent missions and objectives. Serves as talent acquisition program or project leader. Brings demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Responsible for providing thought leadership and vision to customer and project teams in across the spectrum of talent acquisition. Serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Guides procedures for attracting, recruiting, assessing, and selecting highly qualified talent that aligns to customer requirements. Directs the activities of more junior Managing and Associates Consultants or other staff as necessary.

Professional Services/Staffing

Acquisition SME
Minimum Education: Masters
Minimum/General Experience: 10 years
Education Substitutions: PhD plus 5 years of relevant experience, or bachelor's degree with 12 years of relevant experience.

Provide pre-and post-award Federal contracting responsibilities. Possess and can communicate knowledge of at least one or more functional areas beyond acquisition such as construction, information technology, or cybersecurity. Effective at communicating with senior leaders in writing and oral presentations. Capable of analyzing business processes and providing recommendations and constructive guidance in designing more efficient ways of performing tasks.

Acquisition Consultant I
Minimum Education: Bachelors
Minimum/General Experience: 5 years
Education Substitutions: PhD plus 1 year of relevant experience, or associate's degree and 7 years of relevant experience.

Provide support by carrying our directed support to representatives on pre- and post-award Federal contracting support on service and system acquisition engagements. Communicates effectively with functional leaders in written and oral presentations.

Acquisition Consultant II
Minimum Education: Bachelors
Minimum/General Experience: 6 years
Education Substitutions: PhD plus 3 years of relevant experience, or associate's degree and 8 years of relevant experience.

Provide support by leading functional area representatives in providing pre- and post-award Federal contracting support on service and system acquisition engagements. Communicates effectively with functional leaders in written and oral presentations. Contract de-obligations and closeouts may involve cost contracts in addition to the scope of work performed by the Contract Closeout Specialist.

Acquisition Specialist I
Minimum Education: Bachelors
Minimum/General Experience: 2 years

Education Substitutions: Bachelor's plus 5 years of relevant experience, or associate's degree and 8 years of relevant experience.

Provide significant support to several integrated project teams as a leader who is proficient in providing pre- and post-award Federal contracting support on service and system acquisition engagements. Communicates effectively with functional leaders within written and oral presentations.

Acquisition Specialist II
Minimum Education: Bachelors
Minimum/General Experience: 5 years
Education Substitutions: Bachelor's plus 5 years of relevant experience, or associate's degree and 8 years of relevant experience.

Provide significant support to several integrated project teams as a leader who is proficient in providing pre- and post-award Federal contracting support on service and system acquisition engagements. Communicates effectively with functional leaders within written and oral presentations.

Acquisition Specialist III
Minimum Education: Bachelors
Minimum/General Experience: 9 years
Education Substitutions: Masters plus 4 years of relevant experience, or associate's degree and 11 years of relevant experience.

Provide significant support to several integrated project teams as a leader who is proficient in providing pre- and post-award Federal contracting support on service and system acquisition engagements. Communicates effectively with functional leaders within written and oral presentations.

Acquisition Specialist IV
Minimum Education: Bachelors
Minimum/General Experience: 12 years
Education Substitutions: Masters plus 6 years relevant experience, or associate's degree with 14 years of relevant experience.

Provide leadership among peers, colleagues, and junior acquisition professionals. Provides pre- and post-award Federal contracting support to an integrated project team on major service or system acquisition engagements. Maintains a portfolio of acquisition projects that are large in scale and scope. Communicates with senior leaders effectively in written and in oral presentations.

Acquisition Specialist V
Minimum Education: Bachelors
Minimum/General Experience: 20 years
Education Substitutions: Masters plus 10 years relevant experience, or associate's degree with 22 years of relevant experience.

Provide leadership among peers, colleagues, and junior acquisition professionals. Provides pre and post-award Federal contracting support to an integrated project team on major service or system acquisition engagements. Maintains a portfolio of acquisition projects that are significant in scale and scope. Communicates with senior leaders effectively in written and oral presentations.

Contract Specialist II
Minimum Education: Bachelors
Minimum/General Experience: 5 years
Education Substitutions: Associate degree plus 5 years of relevant experience, or no degree and 8 years of relevant experience.

Support pre- and post-award using Simplified Acquisition Procedures. Support the review of procurement packages for compliance with Federal Acquisition Regulations, policies, and procedures.

Contract Specialist III
Minimum Education: Bachelors
Minimum/General Experience: 8 years
Education Substitutions: Associate degree plus 8 years of relevant experience, or no degree and 10 years of relevant experience.

Support pre- and post-award using Simplified Acquisition Procedures. Support the review of procurement packages for compliance with Federal Acquisition Regulations, policies, and procedures.

Contract Closeout Specialist
Minimum Education: Bachelors
Minimum/General Experience: 3 years
Education Substitutions: Associate degree plus 4 years of relevant experience, or no degree and 5 years of relevant experience.

Perform all functions related to closing out contracts. Significant duties involve managing a portfolio of contract de-obligations and closeouts. Reporting the status of closeout/de-obligations on a recurring basis. Closeout typically involved firm fixed contracts and time and material contracts.

Program Support Specialist
Minimum Education: Bachelors
Minimum/General Experience: 3 years
Education Substitutions: Associate degree plus 4 years of relevant experience, or no degree and 5 years of relevant experience.

Provide administrative support to an integrated project team to develop acquisition strategies and reports on project execution. Provide support to workgroups and committees. Organize meetings including appropriate meeting materials and record minutes for meetings. monitor, schedule, and assist with action items.

Web Technician
Minimum Education: Bachelors
Minimum/General Experience: 4 years

Develops, designs, and delivers the website structure for Internet/Intranet sites in support of an agency's marketing objectives. Documents, tests, implements, and maintains web pages and multimedia design using appropriate web publishing, editing, and graphics applications. Implements design standards and styles that ensure a high level of design and coding efficiency consistent with current standards, laws, and trends. Serves as a client contact regarding website maintenance and enhancements. Investigate website issues and coordinate resolutions. Monitors and reports web statistics and makes recommendations to managers to improve the

visibility and usability of a website. Oversees implementation of minor and major site-wide upgrades. Maintains technical expertise in web design tools and acts as a technical resource for software in the field of expertise.

Instructional Systems Designer

Minimum Education: Bachelors
Minimum/General Experience: 5 years

Designs and develops training or communications material for customer workshops and training courses for events that support client's mission objectives. Demonstrates and utilizes effective needs analysis, project management, course development, and course evaluation skills. Can independently develop entry and advanced-level courses for both internal and external audiences. Able to utilize multimedia technology and authoring tools.

Project Manager

Minimum Education: Bachelors
Minimum/General Experience: 8 years
Education Substitutions: Associate degree plus 10 years of relevant experience, or no degree and 15 years of relevant experience.

Oversees the development, design, implementation, and management of projects. Directs the completion of projects within estimated time frames and budget constraints, coordinating project-specific parties and reviewing work products for quality assurance. Performs day-to-day management of overall marketing project operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes directs and coordinates the planning and production of all contract support activities related to marketing and outreach efforts. Demonstrates strong written and oral communication skills. Has authority and responsibility to identify and commit resources required to support the project effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Subject Matter Expert

Minimum Education: Bachelors
Minimum/General Experience: 8 years

Provides marketing support, guidance, and leadership to a client business function in their area of related expertise. As required, serves in a facilitator capacity to coordinate, communicate to, and/or advise client groups in support of contract requirements. identifies and implements best practices related to marketing and outreach services as they relate to a customer's requirements.

Senior Level Facilitator

Minimum Education: Master's Degree
Minimum/General Experience: 15 years

Works with client and program leadership team to facilitate events, workshops, focus groups, strategic planning sessions, etc. Assists the client with planning strategic approaches and marketing strategies that will meet the needs of the organization. Serves as the program's senior point of contact for addressing all marketing issues. Deliver, present, and facilitate strategic client meetings and working sessions.

Senior Program Manager
Minimum Education: Bachelors
Minimum/General Experience: 10 years
Education Substitutions: Associate degree plus 10 years of relevant experience, or no degree and 20 years of relevant experience.

Provides executive advice and counseling in support of agency management, and organizational and business improvement efforts. Areas of expertise may include, but are not limited to, marketing strategy, management and process improvement, strategic analysis organizational redesign, resource management, strategic communications, stakeholder relationship management, and complex problem solving. Direct the completion of projects within estimated time frames and budget constraints, coordinate parties' efforts on tasks, and review work products for completeness and adherence to applicable regulations and customer requirements. Deliver, present, and facilitate strategic client meetings

Marketing Consultant
Minimum Education: Bachelors
Minimum/General Experience: 4 years
Education Substitutions: Associate degree plus 5 years of relevant experience, or no degree and 15 years of relevant experience.

Supports the completion of marketing project-specific tasks within estimated timeframes and budget constraints based on a comprehensive understanding of the overall purpose of task assignment. Conducts marketing activities involving the identification of core marketing issues and development of strategic marketing policies and plans the creation and evaluation of potential solutions, and the corresponding completion of related marketing work products. Performs a variety of tasks that require both practical experience and theoretical or technical knowledge.

Consultant I
Minimum Education: Bachelors
Minimum/General Experience: 3 years
Education Substitutions: Associate degree plus 5 years of relevant experience, or no degree and 15 years of relevant experience.

Under guidance supports the completion of project-specific tasks within estimated timeframes and budget constraints. Conducts activities involving the identification of problems, root cause analysis, the creation and evaluation of potential solutions, and the corresponding completion of related work products. Contributes to project deliverables and tasks as set forth by task or project leads.

Consultant II
Minimum Education: Bachelors
Minimum/General Experience: 4 years
Education Substitutions: Associate degree plus 5 years of relevant experience, or no degree and 20 years of relevant experience.

Supports the completion of project-specific tasks within estimated timeframes and budget constraints based on a comprehensive understanding of the overall purpose of task assignments. Conducts activities involving the identification of problems, root cause analysis, the creation and evaluation of potential solutions, and the

corresponding completion of related work products. Performs a variety of tasks that require both practical experience and theoretical or technical knowledge.

Senior Consultant

Minimum Education: Bachelors
Minimum/General Experience: 10 years
Education Substitutions: PhD plus 5 years of relevant experience, or associate's degree with 12 years of relevant experience.

Deep industry knowledge in lifecycle acquisition processes. Communicates effectively in writing and in oral presentations with senior leaders. Able to work across functional areas to deliver positive results.

Subject Matter Expert

Minimum Education: Bachelors
Minimum/General Experience: 8 years

Provides expert guidance and leadership in their specific business operation functional capability or discipline. Oversees the design, implementation, and management of projects. Directs the completion of projects within estimated time frames and budget constraints, coordinating project-specific parties and reviewing work products for quality assurance.

Program Executive

Minimum Education: Bachelors
Minimum/General Experience: 10 years

Provides executive advice and counseling in support of agency management, and organizational and business improvement efforts. Areas of expertise may include but are not limited to, management and process improvement, strategic analysis & organizational redesign, resource management, strategic communications, stakeholder relationship management, and complex problem-solving. Direct the completion of projects within estimated time frames and budget constraints, coordinate parties' efforts on tasks, and review work products for completeness and adherence to applicable regulations and customer requirements. Deliver, present, and facilitate strategic client meetings.

Senior Human Resources Specialist

Minimum Education: Bachelors
Minimum/General Experience: 6 years
Education Substitutions: An additional four (4) years of directly related experience may be substituted for the bachelor's degree.

Performs a broad range of responsibilities across two or more functional areas of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training, and career development.

Human Resources Specialist

Minimum Education: Bachelors
Minimum/General Experience: 4 years
Education Substitutions: An additional four (4) years of directly related experience may be substituted for the bachelor's degree.

Performs a broad range of responsibilities across two or more functional areas of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training, and career development.

Senior Employee Development Specialist

Minimum Education: Bachelors
Minimum/General Experience: 6 years
Education Substitutions: An additional four (4) years of directly related experience may be substituted for the bachelor's degree.

Applies advanced functional knowledge and training experience to develop and administer training programs and classes. Provides employee development and administration services and interacts with clients at the supervisory level. Prepares and administers training needs surveys. Conducts the research necessary to develop and revise training courses. Prepares appropriate training catalogs. Develops all instructor materials including course outline, background material, and training aids. Develops all student materials including course manuals, workbooks, handouts, completion certificates, and course evaluation forms. Serves as an instructor and/or facilitator for formal classroom courses, workshops, seminars, and/or computer instructor and/or facilitator for formal classroom courses, workshops seminars, and/or computer-based/computer-aided training. May provide daily supervision and direction to the project team.

Employee Development Specialist

Minimum Education: Bachelors
Minimum/General Experience: 4 years
Education Substitutions: An additional four (4) years of directly related experience may be substituted for the bachelor's degree

Applies advanced functional knowledge and training experience to develop and administer training programs and classes. Provides employee development and administration services and interacts with clients at the supervisory level. Prepares and administers training needs surveys. Conducts the research necessary to develop and revise training courses. Prepares appropriate training catalogs. Develops all instructor materials including course outline, background material, and training aids. Develops all student materials including course manuals, workbooks, handouts, completion certificates, and course evaluation forms. Serves as an instructor and/or facilitator for formal classroom courses, workshops, seminars, and/or computer instructor and/or facilitator for formal classroom courses, workshops seminars, and/or computer-based/computer-aided training. May provide daily supervision and direction to the project team.

Senior Employee Relations Specialist

Minimum Education: Bachelors
Minimum/General Experience: 6 years
Education Substitutions: An additional four (4) years of directly related experience may be substituted for the bachelor's degree.

Provides expert assistance in carrying out client authority to suspend, demote, furlough or remove employees for "such cause as will promote the efficiency of the service." Provides guidance on how to address and resolve poor performance and in carrying out performance-based actions. Provides recommendations based on a review of decisions of the Merit Systems Review Board and arbitrators to ensure that the laws and regulations are properly applied. Provides expert advice in applying alternative methods to traditional, formal dispute

resolution including mediation, fact-finding, interest-based negotiation, and arbitration in order to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Provides expert guidance regarding reasonable accommodation issues and advises on the application of reasonable accommodation as it relates to the employment process, for applicants or current Federal employees. Counsels' employees and managers on benefit programs and options. Counsels employees on retirement issues and uses agency-approved software systems to calculate retirement benefits and to advise on FEGLI, Thrift, and Social Security.

Employee Relations Specialist

Minimum Education: Bachelors
Minimum/General Experience: 4 years
Education Substitutions: An additional four (4) years of directly related experience may be substituted for the bachelor's degree.

Provides expert assistance in carrying out client authority to suspend, demote, furlough or remove employees for "such cause as will promote the efficiency of the service." Provides guidance on how to address and resolve poor performance and in carrying out performance-based actions. Provides recommendations based on a review of decisions of the Merit Systems Review Board and arbitrators to ensure that the laws and regulations are properly applied. Provides expert advice in applying alternative methods to traditional, formal dispute resolution including mediation, fact-finding, interest-based negotiation, and arbitration in order to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution. Provides expert guidance regarding reasonable accommodation issues and advises on the application of reasonable accommodation as it relates to the employment process, for applicants or current Federal employees. Counsels employees and managers on benefit programs and options. Counsels employees on retirement issues and uses agency-approved software systems to calculate retirement benefits and to advise on FEGLI, Thrift, and Social Security.

Senior Career Transition Specialist

Minimum Education: Bachelors
Minimum/General Experience: 6 years
Education Substitutions: An additional four (4) years of directly related experience may be substituted for the bachelor's degree

Provides personal and career assessment services to include a comprehensive evaluation of personal skills, strengths, values, and accomplishments and an exploration of career options. Assists employees requiring outplacement services in the preparation of a resume, cover letters, and other written materials as well as offering in-depth interview and networking training, guidance in working with search firms, and development of a self-marketing plan.

Career Transition Specialist

Minimum Education: Bachelors
Minimum/General Experience: 4 years
Education Substitutions: An additional four (4) years of directly related experience may be substituted for the bachelor's degree

Provides personal and career assessment services to include a comprehensive evaluation of personal skills, strengths, values, and accomplishments and an exploration of career options. Assists employees requiring outplacement services in the preparation of a resume, cover letters, and other written materials as well as

offering in-depth interview and networking training, guidance in working with search firms, and development of a self-marketing plan.

Senior Staffing Specialist
Minimum Education: Bachelors
Minimum/General Experience: 6 years
Education Substitutions: An additional four (4) years of directly related experience may be substituted for the bachelor's degree
Performs the full range of internal staffing activities including strategic recruitment, placement, and merit promotion. Prepares a job analysis and resulting knowledge, skills, abilities, and evaluation criteria to be included in the crediting plan and the vacancy announcements. Plans and manages organizational recruitment, branding, and marketing strategies. Develop a strategic sourcing plan that facilitates diversity of applicants and selected employee retention. Conducts qualification determinations. Rates and ranks candidates and convenes panels. Supports delegated examining unit (DEU) functions according to prescribed OPM procedures. In an automated staffing system environment, prepare a question library. Conducts project tracking methodologies to ensure the success and efficiency of the staffing process and to improve timeliness based on established metrics.

Staffing Specialist
Minimum Education: Bachelors
Minimum/General Experience: 4 years
Education Substitutions: An additional four (4) years of directly related experience may be substituted for the bachelor's degree

Performs the full range of internal staffing activities including strategic recruitment, placement, and merit promotion. Prepares a job analysis and resulting knowledge, skills, abilities, and evaluation criteria to be included in the crediting plan and the vacancy announcements. Plans and manages organizational recruitment, branding, and marketing strategies. Develop a strategic sourcing plan that facilitates diversity of applicants and selected employee retention. Conducts qualification determinations. Rates and ranks candidates and convenes panels. Supports delegated examining unit (DEU) functions according to prescribed OPM procedures. In an automated staffing system environment, prepares a question library. Conducts project tracking methodologies to ensure the success and efficiency of the staffing process and to improve timeliness based on established metrics.

Senior Human Resources Assistant
Minimum Education: Associate degree
Minimum/General Experience: 5 years
Education Substitutions: Has a minimum of five (5) years of a combination of training and work experience in an HR operations setting directly related to the functions to be performed.

Reviews Official Personnel Folders and other records, validates information including Service Computation Dates, and performs calculations using authorized software to determine retirement eligibility and to estimate retirement annuities and other benefits. Assists in assembling materials, coordinating and convening meetings, and maintaining hard and electronic copies of HR case files and research materials on precedents and case law. Coordinates with management officials and/or employees on the submitting of case-related material and requests for personnel action. Review and maintain official records. Processes transactions needed to update or change discretionary and non-discretionary personnel actions. Handles Problem resolution activities in support of personnel and pay processing and ensures the accuracy of information.

Human Resources Assistant
Minimum Education: Associate degree
Minimum/General Experience: 3 years
Education Substitutions: Has a minimum of three (3) years of a combination of training and work experience in an HR operations setting directly related to the functions to be performed.

Reviews Official Personnel Folders and other records validates information including Service Computation Dates and performs calculations using authorized software to determine retirement eligibility and to estimate retirement annuities and other benefits. Assists in assembling materials, coordinating and convening meetings, maintaining hard and electronic copies of HR case files, and research materials on precedents and case law. Coordinates with management officials and/or employees on the submitting of case-related material and requests for personnel action. Review and maintain official records. Processes transactions needed to update or change discretionary and non-discretionary personnel actions. Handles Problem resolution activities in support of personnel and pay processing and ensures the accuracy of information.

Financial Analyst II
Minimum Education: Bachelors
Minimum/General Experience: 5 years

Provides financial administrative support for the planning, tracking, analysis, and execution of funding. Utilizes Industry and Government best practices and standards (i.e., FAR, DFAR, JTR, FIRMR, DoD5000, etc.) Provides contract execution support, purchase orders, and task orders through various contracting offices, and financial offices to ensure timely execution and obligation of funding actions; Populates budget and financial information into executive-level presentations; Tracks fund execution, including commitments, obligations, unobligated balances, and expenditures for all programs, and provide reports; Can support the formulation of strategic financial plans, prepare cost estimates, Purchase Request Worksheets (PRW), Life cycle budget planning, Financial briefings, exhibits, and reconciliations in relations to the commitments, and obligations of funding, Spreadsheets and appropriate documentation to support directed financial data calls (e.g. taskers); Spend plan worksheets or documents, which provide an analysis detailing authorizations, commitments, obligations, and balances, and correlates financing requirements into executable budgets.

Budget Analyst
Minimum Education: Bachelors
Minimum/General Experience: 3 years

Assesses budget formulation processes and systems and develops recommendations to improve the efficiency and effectiveness of budgetary controls and to streamline budgeting system processes, procedures, and operations. Reviews program procedures and processes, schedule and cost risk analysis, to prepare, process, and implement efficient and effective budgeting systems, and advise and assist management in implementing actions.

****Accounting Clerk I**
Minimum Education: Associate degree
Minimum/General Experience: 2 years

This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data

in accordance with accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisor's instructions. Completed work will be reviewed for accuracy and compliance with procedures.

**Accounting Clerk II

Minimum Education: Associate degree
Minimum/General Experience: 3 years

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

**Accounting Clerk III

Minimum Education: Bachelors
Minimum/General Experience: 5 years

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

Accounting Analyst

Minimum Education: Bachelors
Minimum/General Experience: 3 years

Provides analysis services, including those related to accounting, budgeting, management systems, financial analysis and reporting, planning, performance measurement, asset management, and other financial management services. Responsible for PCS disbursement, summary bills reconciliation, and reclassification of prior fiscal year disbursements to the appropriate fiscal year, research PCS orders or any payment vouchers for Standard Document Numbers (SDNs) not obligated and assist in the resolution of problem obligations.

Intermediate Accountant

Minimum Education: Bachelors
Minimum/General Experience: 5 years

This position is responsible for analyzing performance, reconciling records, comparing budget with actual and evaluating variances, and performing other routine tasks related to finance offices.

Senior Accountant
Minimum Education: Bachelors
Minimum/General Experience: 8 years

This position is responsible for analyzing performance, reconciling records, comparing budget with actual and evaluating variances, and performing other routine tasks related to finance offices.

****General Clerk I**
Minimum Education: High School Diploma
Minimum/General Experience: 1 years

General Clerk I perform various routine and defined clerical tasks in an office environment. Prepares, files, and maintains physical or electronic records and documents in required formats. Being a General Clerk II compiles and verifies information using simple calculations and standard procedures.

****General Clerk II**
Minimum Education: High School Diploma
Minimum/General Experience: 2 years

General Clerk II performs various routine and defined clerical tasks in an office environment. Prepares, files, and maintains physical or electronic records and documents in required formats. Being a General Clerk II compiles and verifies information using simple calculations and standard procedures.

****General Clerk III**
Minimum Education: High School Diploma
Minimum/General Experience: 3 years

Calculates, prepares, issues, and/or submits bills, invoices, and other payment records for billable documents or services. Performs other clerical tasks as needed, which may include management of mail, management of office supplies, operation of office equipment, and typing. Performs other related duties as assigned.

****Order Clerk I**
Minimum Education: High School Diploma
Minimum/General Experience: 2 years

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

****Order Clerk II**
Minimum Education: High School Diploma
Minimum/General Experience: 3 years

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

****Customer Service Representative I**
Minimum Education: High School Diploma
Minimum/General Experience: 1 years

A Customer Service Representative works with clients who have complaints, orders, or require information about products/services purchased from the organization. They also provide solutions that fit those individualized situations and prioritize the customers' needs at each step of the process. May work in a call center

****Customer Service Representative II**
Minimum Education: High School Diploma
Minimum/General Experience: 2 years

Tier 2 support team members are the folks responsible for handling technical escalations and more advanced inquiries that are beyond the skills or knowledge of your first-level customer service representatives

****Customer Service Representative III**
Minimum Education: High School Diploma
Minimum/General Experience: 3 years

Customer Service Representative Tier III acts as a liaison between our clients and our network of vendors by managing all our clients' repair and maintenance needs within our technology platform, One by SMS Assist. This role communicates predominantly on the phone and electronically with clients and vendors to ensure all maintenance services are completed in an effective and efficient manner.

Administrative Support Specialist
Minimum Education: High School Diploma
Minimum/General Experience: 5 years plus 5 years of relevant experience

Conducts a variety of administrative activities in support of the marketing needs of a client. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs high-quality project support. May have contact with most levels of Government/client personnel. Handles highly sensitive and confidential information. Develops and maintains logs, records, archives, and/or working files and deliverables. Given minimum instruction and supervision, handles correspondence, prepares reports, and arranges meetings and/or travel arrangements. Handles event planning and logistics requirements for events, expos, meetings, etc.

****Administration Assistant**
Minimum Education: High School Diploma
Minimum/General Experience: 3 years

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities including budgeting, personnel records, and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

****Receptionist**
Minimum Education: High School Diploma
Minimum/General Experience: 2 years

This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

****Secretary I**
Minimum Education: High School Diploma
Minimum/General Experience: 1 years

Secretaries perform general clerical tasks, generally on behalf of a leader in the organization. Coordinating various calendars, taking phone calls and messages, sending emails, prepping for large meetings and presentations, capturing notes in meetings, and many other related tasks.

****Secretary II**
Minimum Education: High School Diploma
Minimum/General Experience: 2 years

Prepares formal business communication, recurring reports, and similar correspondence; acquires signatures as necessary. Schedules and coordinates meetings and conferences for assigned staff; takes notes, minutes, or other documentation as directed. Maintains the calendar for the assigned department or individual.

****Secretary III**
Minimum Education: High School Diploma
Minimum/General Experience: 3 years

Provides leadership of daily clerical/secretarial operations; Plans implements and supervises clerical work for the assigned department and/or office; Promotes and makes recommendations to improve efficiency of office procedures; Acts in a confidential capacity in related administrative office tasks.
*Switchboard Operator
Minimum Education: High School Diploma
Minimum/General Experience: 2 years

Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls, and acts as a receptionist greeting visitors, determining the nature of visits, and directing visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages: keeping records of calls placed: providing information to callers and visitors: making appointments: keeping a log of visitors: and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.