47QREA19D000R – FSS Price List

General Services Administration (GSA)
Authorized Federal Supply Schedule Catalog/Price List
Schedule Title: Multiple Award Schedule
Office Management - Office Services

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

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Pricelist current as of PO-0009: February 02, 2022
Contract Period June 21, 2019 to June 20, 2024
Business Size Small Minority Owned Business

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov
## A. Contract Information

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Table of awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices</td>
<td>561320SBSA - Temporary Staffing (SBSA)</td>
</tr>
<tr>
<td>1b</td>
<td>Identification of lowest priced model number and lowest unit price for that model for each special item number awarded in contract</td>
<td>N/A</td>
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<tr>
<td>1c</td>
<td>If Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for types of employees or subcontractors who will perform services</td>
<td>See Section B</td>
</tr>
<tr>
<td>2</td>
<td>Maximum order</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Minimum order</td>
<td>$100.00</td>
</tr>
<tr>
<td>4</td>
<td>Geographic coverage</td>
<td>50 States and the District of Columbia</td>
</tr>
<tr>
<td>5</td>
<td>Point of production</td>
<td>Fairfax County, VA</td>
</tr>
<tr>
<td>6</td>
<td>Discount from list prices or statement of net price</td>
<td>GSA Net Prices can be found in Section B. Negotiated discounts have been applied and the Industrial Funding Fee has been added</td>
</tr>
<tr>
<td>7</td>
<td>Volume discounts</td>
<td>- 0.40% off orders of $100,000.00</td>
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<tr>
<td></td>
<td></td>
<td>- 0.60% off orders of $200,000.00</td>
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<tr>
<td></td>
<td></td>
<td>- 0.80% off orders of $300,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 1.00% off orders of $400,000.00</td>
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<td>8</td>
<td>Prompt payment discounts</td>
<td>Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions</td>
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<tr>
<td>9</td>
<td>Foreign items</td>
<td>None</td>
</tr>
<tr>
<td>10a</td>
<td>Time of delivery</td>
<td>As mutually agreed</td>
</tr>
<tr>
<td>10b</td>
<td>Expedited Delivery</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>10c</td>
<td>Overnight and 2-day delivery</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>10d</td>
<td>Urgent Requirements</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>11</td>
<td>F.O.B. point</td>
<td>Destination</td>
</tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>12a</td>
<td>Ordering address</td>
<td>6564 Loisdale Court, Suite 600, Springfield, VA 22150</td>
</tr>
<tr>
<td>12b</td>
<td>Ordering procedures</td>
<td>For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA) are found in Federal Acquisition Regulation (FAR) 8.405-3</td>
</tr>
<tr>
<td>13</td>
<td>Payment address</td>
<td>6564 Loisdale Court, Suite 600, Springfield, VA 22150</td>
</tr>
<tr>
<td>14</td>
<td>Warranty provision</td>
<td>Standard</td>
</tr>
<tr>
<td>15</td>
<td>Export packing charges</td>
<td>Not applicable</td>
</tr>
<tr>
<td>16</td>
<td>Terms and conditions of rental, maintenance, and repair</td>
<td>Not applicable</td>
</tr>
<tr>
<td>17</td>
<td>Terms and conditions of installation</td>
<td>Not applicable</td>
</tr>
<tr>
<td>18a</td>
<td>Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices</td>
<td>Not applicable</td>
</tr>
<tr>
<td>18b</td>
<td>Terms and conditions for any other services</td>
<td>Not applicable</td>
</tr>
<tr>
<td>19</td>
<td>List of service and distribution points</td>
<td>Not applicable</td>
</tr>
<tr>
<td>20</td>
<td>List of participating dealers</td>
<td>Not applicable</td>
</tr>
<tr>
<td>21</td>
<td>Preventive maintenance</td>
<td>Not applicable</td>
</tr>
<tr>
<td>22a</td>
<td>Special attributes such as environmental attributes</td>
<td>Not applicable</td>
</tr>
<tr>
<td>22b</td>
<td>Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found</td>
<td>Not applicable (EIT standards can be found at: <a href="http://www.Section508.gov/">www.Section508.gov/</a>)</td>
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<tr>
<td>23</td>
<td>Data Universal Number System (DUNS) number</td>
<td>96811336</td>
</tr>
<tr>
<td>24</td>
<td>Notification regarding registration in System for Award Management</td>
<td>Contractor has active registration in System for Award Management (SAM) database</td>
</tr>
</tbody>
</table>
Table 1: Pricelist for Services*

<table>
<thead>
<tr>
<th>#</th>
<th>LABOR CATEGORY</th>
<th>LABOR RATE</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Accounting Clerk I</td>
<td>$32.73</td>
</tr>
<tr>
<td>2</td>
<td>Accounting Clerk II</td>
<td>$36.16</td>
</tr>
<tr>
<td>3</td>
<td>Accounting Clerk III</td>
<td>$39.84</td>
</tr>
<tr>
<td>4</td>
<td>Administrative Assistant</td>
<td>$55.89</td>
</tr>
<tr>
<td>5</td>
<td>Court Reporter</td>
<td>$42.78</td>
</tr>
<tr>
<td>6</td>
<td>Customer Service Representative I</td>
<td>$27.52</td>
</tr>
<tr>
<td>7</td>
<td>Customer Service Representative II</td>
<td>$29.57</td>
</tr>
<tr>
<td>8</td>
<td>Customer Service Representative III</td>
<td>$32.60</td>
</tr>
<tr>
<td>9</td>
<td>Data Entry Operator I</td>
<td>$28.79</td>
</tr>
<tr>
<td>10</td>
<td>Data Entry Operator II</td>
<td>$30.97</td>
</tr>
<tr>
<td>11</td>
<td>Document Preparation Clerk</td>
<td>$30.80</td>
</tr>
<tr>
<td>12</td>
<td>Duplicating Machine Operator</td>
<td>$30.80</td>
</tr>
<tr>
<td>13</td>
<td>General Clerk I</td>
<td>$27.76</td>
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<tr>
<td>14</td>
<td>General Clerk II</td>
<td>$29.85</td>
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<tr>
<td>15</td>
<td>General Clerk III</td>
<td>$32.91</td>
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<tr>
<td>16</td>
<td>Messenger Courier</td>
<td>$33.30</td>
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<tr>
<td>17</td>
<td>Order Clerk I</td>
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<td>18</td>
<td>Order Clerk II</td>
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<tr>
<td>19</td>
<td>Personnel Assistant (Employment) I</td>
<td>$33.26</td>
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<tr>
<td>20</td>
<td>Personnel Assistant (Employment) II</td>
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<td>21</td>
<td>Personnel Assistant (Employment) III</td>
<td>$40.22</td>
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<tr>
<td>22</td>
<td>Production Control Clerk</td>
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<tr>
<td>23</td>
<td>Secretary I</td>
<td>$31.61</td>
</tr>
<tr>
<td>24</td>
<td>Secretary II</td>
<td>$34.76</td>
</tr>
<tr>
<td>25</td>
<td>Secretary III</td>
<td>$41.17</td>
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<tr>
<td>26</td>
<td>Switchboard Operator/Receptionist</td>
<td>$29.22</td>
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<tr>
<td>27</td>
<td>Travel Clerk I</td>
<td>$30.21</td>
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<tr>
<td>28</td>
<td>Travel Clerk II</td>
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<tr>
<td>29</td>
<td>Travel Clerk III</td>
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<tr>
<td>30</td>
<td>Word Processor I</td>
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<tr>
<td>31</td>
<td>Word Processor II</td>
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<tr>
<td></td>
<td>Occupation</td>
<td>Wage</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>32</td>
<td>Word Processor III</td>
<td>$38.45</td>
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<tr>
<td>33</td>
<td>Family Readiness and Support Services</td>
<td>$33.67</td>
</tr>
<tr>
<td>34</td>
<td>Video Teleconference Technician</td>
<td>$45.06</td>
</tr>
<tr>
<td>35</td>
<td>Computer Operator I</td>
<td>$34.76</td>
</tr>
<tr>
<td>36</td>
<td>Computer Operator II</td>
<td>$38.32</td>
</tr>
<tr>
<td>37</td>
<td>Computer Operator III</td>
<td>$42.13</td>
</tr>
<tr>
<td>38</td>
<td>Computer Operator IV</td>
<td>$46.25</td>
</tr>
<tr>
<td>39</td>
<td>Computer Operator V</td>
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<tr>
<td>40</td>
<td>Computer Programmer I</td>
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<tr>
<td>41</td>
<td>Computer Programmer II</td>
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<td>42</td>
<td>Computer Programmer III</td>
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</tr>
<tr>
<td>43</td>
<td>Computer Programmer IV</td>
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</tr>
<tr>
<td>44</td>
<td>Computer Systems Analyst I</td>
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</tr>
<tr>
<td>45</td>
<td>Computer Systems Analyst II</td>
<td>$46.98</td>
</tr>
<tr>
<td>46</td>
<td>Computer Systems Analyst III</td>
<td>$50.78</td>
</tr>
<tr>
<td>47</td>
<td>Peripheral Equipment Operator</td>
<td>$34.76</td>
</tr>
<tr>
<td>48</td>
<td>Personal Computer Support Technician</td>
<td>$46.25</td>
</tr>
<tr>
<td>49</td>
<td>System Support Specialist</td>
<td>$50.78</td>
</tr>
<tr>
<td>50</td>
<td>Computer Based Training Specialist / Instructor</td>
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<tr>
<td>51</td>
<td>Exhibits Specialist I</td>
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<tr>
<td>52</td>
<td>Exhibits Specialist II</td>
<td>$48.05</td>
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<tr>
<td>53</td>
<td>Exhibits Specialist III</td>
<td>$57.66</td>
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<tr>
<td>54</td>
<td>Illustrator I</td>
<td>$36.83</td>
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<tr>
<td>55</td>
<td>Illustrator II</td>
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<tr>
<td>56</td>
<td>Illustrator III</td>
<td>$53.24</td>
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<tr>
<td>57</td>
<td>Librarian</td>
<td>$65.73</td>
</tr>
<tr>
<td>58</td>
<td>Library Aide/Clerk</td>
<td>$29.36</td>
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<tr>
<td>59</td>
<td>Library Information Technology Systems</td>
<td>$59.82</td>
</tr>
<tr>
<td>60</td>
<td>Library Technician</td>
<td>$38.03</td>
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<tr>
<td>61</td>
<td>Media Specialist I</td>
<td>$44.57</td>
</tr>
<tr>
<td>62</td>
<td>Media Specialist II</td>
<td>$49.25</td>
</tr>
<tr>
<td>63</td>
<td>Media Specialist III</td>
<td>$54.34</td>
</tr>
<tr>
<td>64</td>
<td>Photographer I</td>
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</tr>
<tr>
<td>65</td>
<td>Photographer II</td>
<td>$34.73</td>
</tr>
<tr>
<td>66</td>
<td>Photographer III</td>
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</tr>
<tr>
<td>67</td>
<td>Photographer IV</td>
<td>$50.08</td>
</tr>
<tr>
<td>68</td>
<td>Photographer V</td>
<td>$59.12</td>
</tr>
<tr>
<td>69</td>
<td>Technical Order Library Clerk</td>
<td>$35.60</td>
</tr>
</tbody>
</table>

**Technical and Professional Occupations**

| 70  | Educational Technologist         | $66.95 |
| 71  | Graphic Artist                  | $56.32 |
| 72  | Paralegal/Legal Assistant I      | $35.55 |
| 73  | Paralegal/Legal Assistant II     | $42.86 |
| 74  | Paralegal/Legal Assistant III    | $51.28 |
| 75  | Paralegal/Legal Assistant IV     | $61.01 |
| 76  | Technical Writer I               | $46.23 |
| 77  | Technical Writer II              | $55.45 |
| 78  | Technical Writer III             | $66.05 |
| 79  | Marketing Analyst                | $55.87 |
| 80  | Contract Specialist I            | $43.68 |
| 81  | Contract Specialist II           | $57.78 |
| 82  | Contract Specialist III          | $69.13 |
| 83  | Contract Specialist IV           | $94.06 |
| 84  | Attorney I                       | $57.88 |
| 85  | Attorney II                      | $67.55 |
| 86  | Attorney III                     | $64.84 |
| 87  | Attorney IV                      | $84.78 |
| 88  | Attorney V                       | $94.12 |
| 89  | Attorney VI                      | $117.51|
| 90  | Attorney VII                     | $140.86|
| 91  | Accountant I                     | $44.01 |
| 92  | Accountant II                    | $48.02 |
| 93  | Accountant III                   | $56.94 |
| 94  | Auditor I                        | $54.41 |
| 95  | Auditor II                       | $64.52 |
| 96  | Auditor III                      | $75.37 |
| 97  | Finance Analyst I                | $41.64 |
| 98  | Finance Analyst II               | $48.54 |
| 99  | Finance Analyst III              | $60.67 |

*Industrial Funding Fees are Included*
Administrative Support & Clerical Occupations

Occupational Base: Accounting Clerk I

The Accounting Clerk performs one or more accounting tasks such as: posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include: assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings. This position is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level I requires a basic knowledge of routine clerical methods, office practices and procedures as they relate to the clerical processing and recording of transactions. Levels II and III require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system where there are few variations in the types of transactions handled. In addition, most jobs at each level will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

1. Accounting Clerk I

- **Functional Responsibilities:** 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 to 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 supervisors’ instructions. Completed work will be reviewed for accuracy and compliance with procedures.

- **Minimum Years of Experience:** Zero (0) years of experience

- **Minimum Educational/Degree Requirements:** High School Diploma

2. Accounting Clerk II

- **Functional Responsibilities:** 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, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk 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.

- **Minimum Years of Experience:** Two (2) years of experience

- **Minimum Educational/Degree Requirements:** High School Diploma

3. Accounting Clerk III

- **Functional Responsibilities:** The Accounting Clerk III 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). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

4. **Administrative Assistant**

- **Functional Responsibilities:** 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 to include 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.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

5. **Court Reporter**

- **Functional Responsibilities:** This position records examination, testimony, judicial opinions, judge’s charge to jury, judgment or sentence of court, or other proceedings in a court of law by manual or machine shorthand. The Court Reporter reads portions of transcript during trial at the judge’s request, and asks speakers to clarify inaudible statements. The Court Reporter transcribes recorded material using a typewriter, or dictates material into a recording machine.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

**Occupational Base: Customer Service Representative** *The Customer Service Representative (CSR)* provides information and solutions in response to inquiries pertaining to products, services and/or customer complaints. Duties may include, but are not limited to, accessing databases to retrieve and/or record information such as customer complaints or orders; responding to customer complaints or inquiries; taking orders for products or merchandise; calculating charges; processing billing or payments; processing customer claims; handling returns, refunds, and exchanges; keeping records of customer interactions; and updating customer account information.

6. **Customer Service Representative I**

- **Functional Responsibilities:** This position 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.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

7. **Customer Service Representative II**

- **Functional Responsibilities:** Position is responsible for performing duties detailed in CSR I job description. In addition, CSR II is responsible for responding to escalated and more complex inquiries on a broader scope of topics. Tasks may require simple adaptation and interpretation of provided reference materials.

- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma
8. Customer Service Representative III

- **Functional Responsibilities:** Position is responsible for performing duties detailed in CSR I and CSR II job descriptions. In addition, CSR III is responsible for supervising and advising CSR I and CSR II.

- **Minimum Years of Experience:** Four (4) years of experience

- **Minimum Educational/Degree Requirements:** High School Diploma

**Occupational Base: Data Entry Operator** This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. Positions are classified into levels based on the following definitions:

- **Data Entry Operator I** - This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

- **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. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entices requiring a similar level of knowledge

9. Data Entry Operator I

- **Functional Responsibilities:** This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

- **Minimum Years of Experience:** Zero (0) years of experience

- **Minimum Educational/Degree Requirements:** High School Diploma

10. Data Entry Operator II

- **Functional Responsibilities:** 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. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

- **Minimum Years of Experience:** Two (2) years of experience

- **Minimum Educational/Degree Requirements:** High School Diploma

11. Document Preparation Clerk

- **Functional Responsibilities:** This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for
material, and index cards for files, and files folder according to index code and copies priority schedule.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 12. Duplicating Machine Operator

- **Functional Responsibilities:** This position 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. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

**Occupational Base: General Clerk** The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine.

### 13. General Clerk I

- **Functional Responsibilities:** 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.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 14. General Clerk II

- **Functional Responsibilities:** This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 15. General Clerk III

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

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 16. Messenger Courier

- **Functional Responsibilities:** The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### Occupational Base: Order Clerk

The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up, or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders. This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

### 17. Order Clerk I

- **Functional Responsibilities:** 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 insure that the proper item is supplied or to verify the price of order.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 18. Order Clerk II

- **Functional Responsibilities:** 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.

- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### Occupational Base: Personnel Assistant

This position performs a variety of general personnel clerical tasks in such areas as employee records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal employment opportunity/affirmative action. The Personnel Assistant may conduct surveys and update manual and automated personnel records. At the higher levels, assistants perform limited
aspects of personnel professionals’ work such as interviewing candidates, recommending placements, performing compensation or benefit support activities involving contacts throughout the company, and preparing communications to various third-party benefit vendors. Excluded are workers who primarily compute and process payrolls.

19. Personnel Assistant (Employment) I

- **Functional Responsibilities**: This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.

- **Minimum Years of Experience**: Zero (0) years of experience

- **Minimum Educational/Degree Requirements**: High School Diploma

20. Personnel Assistant (Employment) II

- **Functional Responsibilities**: This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc.). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

- **Minimum Years of Experience**: Two (2) years of experience

- **Minimum Educational/Degree Requirements**: High School Diploma

21. Personnel Assistant (Employment) III

- **Functional Responsibilities**: This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material.

- **Minimum Years of Experience**: Four (4) years of experience

- **Minimum Educational/Degree Requirements**: High School Diploma

22. Production Control Clerk

- **Functional Responsibilities**: This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed
formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

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

**Classification by Level**

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

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

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

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

- **LS-2** Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor. The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1. In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

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

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

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

• **LR-1** Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:
  a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
  b. As instructed, maintain supervisor’s calendar, make appointments, and arrange for meeting rooms;
  c. Review materials prepared for supervisor’s approval for typographical accuracy and proper format;
  d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
  e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

• **LR-2** handles differing situations, problems, and deviations in the work of the office according to the supervisor’s general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:
  a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor’s name;
  b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;
  c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor’s procedures; assure that proper clearances have been obtained, when needed;
  d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;
  e. Explain to subordinate staff supervisor’s requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

• **LR-3** uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:
  a. Based on knowledge of the supervisor’s views, compose correspondence on own initiative about administrative matters and general office policies for supervisor’s approval;
  b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
  c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
  d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
  e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

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

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

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

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

23. Secretary I

• Functional Responsibilities: Refer to occupational base.
• Minimum Years of Experience: Zero (0) years of experience
• Minimum Educational/Degree Requirements: High School Diploma

24. Secretary II

• Functional Responsibilities: Refer to occupational base.
• Minimum Years of Experience: Two (2) years of experience
• Minimum Educational/Degree Requirements: High School Diploma

25. Secretary III

• Functional Responsibilities: Refer to occupational base.
• Minimum Years of Experience: Four (4) years of experience
• Minimum Educational/Degree Requirements: High School Diploma

26. Switchboard Operator / Receptionist

• Functional Responsibilities: This position greets visitors, determining nature of visits and directing visitors to appropriate persons. Duties may include, but are not limited to, relaying incoming, outgoing, and intra-system calls through a private branch exchange (PBX) system; recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; hearing and resolving complaints; making appointments; handling incoming and outgoing mail; controlling access to the facility; keeping a log of visitors; and issuing visitor passes. In this position, one may also type and perform other routine clerical work, such as entering data and processing documents, which may occupy the major portion of the worker's time.
• Minimum Years of Experience: Zero (0) years of experience
• Minimum Educational/Degree Requirements: High School Diploma

Occupational Base: Travel Clerk This position plans itinerary and schedules travel accommodations for military and civilian personnel with dependents according to travel orders using knowledge of routes, types of carriers, and travel regulations. This Clerk verifies travel orders to insure costs, availability, and convenience of different types of carriers to select most advantageous route and carrier; notifies personnel of travel dates,
27. Travel Clerk I

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

**Minimum Years of Experience:** Zero (0) years of experience

**Minimum Educational/Degree Requirements:** High School Diploma

28. Travel Clerk II

**Functional Responsibilities:** Travel usually involves the use of two or more modes of transportation. Information on carriers, modes, and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides. Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line, or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations. Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. Within general guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

**Minimum Years of Experience:** Two (2) years of experience

**Minimum Educational/Degree Requirements:** High School Diploma

29. Travel Clerk III

**Functional Responsibilities:** At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information. The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials, and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.

**Minimum Years of Experience:** Four (4) years of experience
Minimum Educational/Degree Requirements: High School Diploma

Occupational Base: Word Processor  This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail.

Excluded are:

a. Typists using automatic or manual typewriters with limited or no text-editing capabilities; workers in these positions are not typically required to use word processing software packages;

b. Key Entry Operators, Accounting Clerks, Sales Clerks, and other clerks who may use automated word processing equipment for purposes other than typing composition;

c. Positions requiring subject-matter knowledge to prepare and edit text using automated word processing equipment.

30. Word Processor I

• Functional Responsibilities: This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

• Minimum Years of Experience: Zero (0) years of experience

• Minimum Educational/Degree Requirements: High School Diploma

31. Word Processor II

• Functional Responsibilities: 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:

  a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing and standardizing headings, margins, and indentations.

  b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

• Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors.

• Minimum Years of Experience: Two (2) years of experience

• Minimum Educational/Degree Requirements: High School Diploma

32. Word Processor III

• Functional Responsibilities: Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.
• Minimum Years of Experience: Four (4) years of experience
• Minimum Educational/Degree Requirements: High School Diploma

33. Family Readiness and Support Services

• Functional Responsibilities: This incumbent develops and implements a family support program. Provides support to families impacted by Aerospace Expeditionary Force (AEF) and other long and short-term mobilization assignments, communicates with families, involving them in activities that will assist during separation, and identifies family issues and demographic trends. This worker establishes and maintains formal agreements and relationships with federal state and local aid agencies, as well as an informal network with charitable, religious and human service group to establish deliver and promote family support and readiness, and projects long-term family readiness and support plans and resource needs.
• Minimum Years of Experience: Zero (0) years of experience
• Minimum Educational/Degree Requirements: High School Diploma
34. Video Teleconference Technician

- **Functional Responsibilities:** The Video Teleconference Technician operates video teleconferencing equipment including powering the 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. Job tasks require this technician to provide assistance to users in conducting video teleconference sessions, which may include conference preparation, and monitor VTC equipment and system performance, reporting equipment and network problems to appropriate parties for maintenance or repair. The Video Teleconference Technician’s responsibilities may include operation of briefing computers, projectors or other audiovisual equipment in conjunction with video teleconferencing services; may include scheduling video teleconferencing sessions, training personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services. Tasks require this technician to provide assistance to users in conducting video teleconference sessions, which may include conference preparation, and monitor VTC equipment and system performance, reporting equipment and network problems to appropriate parties for maintenance or repair. The Video Teleconference Technician’s responsibilities may include operation of briefing computers, projectors or other audiovisual equipment in conjunction with video teleconferencing services; may include scheduling video teleconferencing sessions, training personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

**Occupational Base: Computer Operator** The Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following: Studies operating instructions to determine equipment setup needed. Loads equipment with required items (tapes, cards, paper, etc.). Switches necessary auxiliary equipment into system; Diagnoses and corrects equipment malfunctions; Reviews error messages and makes corrections during operation or refers problems; Maintains operating record. This operator may test run new or modified programs and assists in modifying systems or programs. Included within the scope of this definition are fully qualified Computer Operators, trainees working to become fully qualified operators, and lead operators providing technical assistance to lower level positions. This operator may test run new or modified programs and assists in modifying systems or programs. Included within the scope of this definition are fully qualified Computer Operators, trainees working to become fully qualified operators, and lead operators providing technical assistance to lower level positions.

35. Computer Operator I

- **Functional Responsibilities:** The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator’s work.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

36. Computer Operator II

- **Functional Responsibilities:** The Computer Operator II processes scheduled routines that present few difficult
operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.

- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 37. Computer Operator III

- **Functional Responsibilities:** The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 38. Computer Operator IV

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

- **Minimum Years of Experience:** Six (6) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 39. Computer Operator V

- **Functional Responsibilities:** The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit’s production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.

- **Minimum Years of Experience:** Eight (8) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

**Occupational Base: Computer Programmer** The Computer Programmer performs programming services for establishments or for outside organizations that may contract for services, converts specifications (precise descriptions) about business or scientific problems into a sequence of detailed instructions to solve problems by electronic data processing (EDP) equipment, i.e. digital computers; draws program flow charts to describe the processing of data, and develops the precise steps and processing logic which, when entered into the computer in coded language (COBOL, FORTRAN, or other programming language) to cause the manipulation of data to
achieve desired results. The Computer Programmer tests and corrects programs, prepares instructions for operators who control the computer during runs, modifies programs to increase operating efficiency or to respond to changes in work processes, and maintains records to document program development and revisions. At levels I, II and III, Computer Programmers may also perform programming analysis such as: gathering facts from users to define their business or scientific problems, and to investigate the feasibility of solving problems through new or modified computer programs; developing specifications for data inputs, flow, actions, decisions, and outputs; and participating on a continuing basis in the overall program planning along with other EDP personnel and users. In contrast, at level IV, some programming analysis must be performed as part of the programming assignment. The analysis duties are identified in a separate paragraph at levels I, II, III, and IV. However, the systems requirements are defined by systems analysts or scientists.

40. Computer Programmer I

- **Functional Responsibilities:** The 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.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision. In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

- **Minimum Years of Experience:** Zero (0) years of experience

- **Minimum Educational/Degree Requirements:** High School Diploma

41. Computer Programmer II

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

- **Minimum Years of Experience:** Two (2) years of experience

- **Minimum Educational/Degree Requirements:** High School Diploma
42. Computer Programmer III

**Functional Responsibilities:** As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.) The Computer Programmer III performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff. This Worker monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data, and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) This Programmer tests, documents work, writes and maintains operator instructions for assigned programs, and confers with other EDP personnel to obtain or provide factual data. In addition, this Programmer may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Job tasks may require the incumbent to analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. This Programmer may assist in the review and analysis of detailed program specifications, and in program design to meet changes in work processes. The Computer Programmer III works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures, resolves problems and deviations according to established practices, and obtains advice where precedents are unclear or not available. This Worker, may guide or instruct lower level programmers; supervise technicians and others who assist in specific assignments, works on complex programs under close direction of higher level staff or supervisor, and may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Work at a level above this is deemed Supervisory or Individual Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

43. Computer Programmer IV

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

- **Minimum Years of Experience:** Six (6) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

**Occupational Base: Systems Analyst** The Computer Systems Analyst analyzes business or scientific problems for resolution through electronic data processing, gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. This Worker develops complete specifications or enables other Computer Programmers to prepare required programs and analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst may also write the computer programs

**44. Computer Systems Analyst I**

- **Functional Responsibilities:** At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by a computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review. The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.
• Minimum Years of Experience: Zero (0) years of experience
• Minimum Educational/Degree Requirements: High School Diploma

45. Computer Systems Analyst II

• Functional Responsibilities: This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system. The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies. In this position, the incumbent works independently under overall project objectives and requirements, and apprises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.

• Minimum Years of Experience: Two (2) years of experience
• Minimum Educational/Degree Requirements: High School Diploma

46. Computer Systems Analyst III

• Functional Responsibilities: The 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. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems. The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level
analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 47. Peripheral Equipment Operator

- **Functional Responsibilities:** The Peripheral Equipment Operator operates peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment. The following duties characterize the work of a Peripheral Equipment Operator: Loads printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy; Labels tape reels, or disks; Checks labels and mounting and dismounting designated tape reels or disks on specified units or drives; Sets controls which regulate operation of the equipment; Observes panel lights for warnings and error indications and taking appropriate action; Examines tapes, cards, or other material for creases, tears or other defects that could cause processing problems. Excludes workers who monitor and operate a control console or a remote terminal, or whose duties are limited to operating decollators, busters, separators, or similar equipment.
- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 48. Personal Computer Support Technician

- **Functional Responsibilities:** 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. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.
- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 49. System Support Specialist

- **Functional Responsibilities:** This position provides troubleshooting assistance and problem resolution for computer systems in a variety of environments. Such assistance and resolution is provided for personal computers, mini/mainframe computers, client- servers as well Local Area Networks (LANs), Wide Area Networks (WANs), and web pages.
- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 50. Computer Based Training Specialist / Instructor

- **Functional Responsibilities:** The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation
and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.

- **Minimum Years of Experience**: Zero (0) years of experience
- **Minimum Educational/Degree Requirements**: High School Diploma
Information & Arts Occupations, Including Misc. Operations

Occupational Base: Exhibits Specialist  
This Exhibits Specialist constructs and installs exhibit structures, electric wiring, and fixtures of materials, such as wood, plywood, and fiberglass, using hand tools and power tools. This Specialist studies sketches or scale drawings for temporary or permanent display or exhibit structures to determine type, amount, and cost of material needed. The Specialist confers with exhibit planning and art personnel to discuss structural feasibility of plans and to suggest alternate methods of displaying objects in exhibit; cuts, assembles, and fastens parts to construct framework, panels, shelves, and other exhibit components of specified materials, using hand tools and power tools. The Exhibits Specialist sprays or brushes paint, enamel, varnish, or other finish on structures, or creates special effects by applying finish with cloth, sponge, or fingers to prepare structure for addition of fittings. This Specialist would mount fittings and fixtures, such as shelves, panel boards, and shadow boxes to framework, using hand tools or adhesives; install electrical wiring, fixtures, apparatus, audiovisual components, or control equipment in framework, according to design specifications, install or affix murals, photographs, graphs, mounted legend materials, and graphics in framework or on fixtures assembles. Typically, the Exhibits Specialist duties also include the following: installing or arranging structures in exhibit galleries working with maintenance and installation personnel, tests electrical, electronic, and mechanical components of exhibit structure to verify operation, may maintain inventory of building materials, tools, and equipment, and order supplies as needed for construction of exhibit fixtures; assigning duties to, and supervising work of carpentry, electrical, and other craft workers engaged in constructing and installing exhibit components.

51. Exhibits Specialist I  
- **Functional Responsibilities:** At this level, the Exhibits Specialist brings to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. They perform duties related to the fabrication, finishing and repair of exhibits while acquiring training in museum or exhibits techniques.  
- **Minimum Years of Experience:** Zero (0) years of experience  
- **Minimum Educational/Degree Requirements:** High School Diploma

52. Exhibits Specialist II  
- **Functional Responsibilities:** this level, the Exhibits Specialist perform independently the phases of work in which they are proficient, and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits that require a high degree of manual dexterity and moderate but varied artistic skills. Generally, they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. The supervisor checks their work at the completion of each phase on work that involves several processes or stages of development.  
- **Minimum Years of Experience:** Two (2) years of experience  
- **Minimum Educational/Degree Requirements:** High School Diploma

53. Exhibits Specialist III  
- **Functional Responsibilities:** At this level, the Exhibits Specialist is responsible for the construction of portions of more complex exhibits, such as models, three-dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work
on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

**Occupational Base: Illustrator** 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, watercolor or pen-and-ink. This person lays out proposed illustrations in conformity with established style and format taking into account perspective, angle of view, and artistic effect, discusses illustration or drawing at various stages of completion with higher-grade illustrator or supervisor, and makes changes as necessary.

54. Illustrator I

- **Functional Responsibilities:** Duties for this position require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. The Illustrator I copies drawings, either by tracing or freehand; applies coloring or wash to line drawings; letters by hand or by use of templates, and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment this Illustrator acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, someone in this position acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

55. Illustrator II

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

- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

56. Illustrator III

- **Functional Responsibilities:** 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. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium. The themes illustrated may be either concrete in nature or they may
represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

57. Librarian

- **Functional Responsibilities:** 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. This worker issues and receives materials for circulation or use in library, assembles and arranges displays of books and other library materials, maintains reference and circulation materials. The Librarian also answers correspondence on special reference subjects, may compile list of library materials according to subjects or interests, and may select, order, catalog and classify materials.
- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

58. Library Aide / Clerk

- **Functional Responsibilities:** 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. This Worker contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.
- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

59. Library Information Technology Systems

- **Functional Responsibilities:** 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. Duties typically involve the installation of hardware, software, systems upgrades, network accounts, network security, and web page design, interface and updates, planning and implementing long-range automation plan, period reports, and local system design documentation. This Administrator trains staff on software applicable to their position, assists patrons with information technology, and provides instruction on computers and applications.
- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

60. Library Technician

- **Functional Responsibilities:** 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. The
incumbent performs routine cataloging of library materials, files cards in catalog drawers according to system used, answers routine inquiries, and refers persons requiring professional assistance to Librarian. This Technician verifies bibliographic information on order requests, works or directs workers in maintenance of stacks or in section of department or division with tasks such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

**Occupational Base: Media Specialist**
The Media Specialist maintains functionality (expiration dates, incorrect labeling, etc.) for a variety of media sources, e.g., tapes, cassettes, microfiche, film, and compact disks/DVDs, in addition to introduction of new media technology. Troubleshoots and resolves media errors and data processing problems; lower level media specialists focus on preplanned procedures when troubleshooting, while higher level media specialist may deviate from standard operating procedures.

61. **Media Specialist I**
- **Functional Responsibilities:** The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media). In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists.
- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

62. **Media Specialist II**
- **Functional Responsibilities:** This Specialist maintains a range of media (tapes, cassettes and microfiche). In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g., tape, disposition or making mechanical adjustments to maintain or restore media equipment). In response to media error reports, this Worker may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to Media Specialist III.
- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

63. **Media Specialist III**
- **Functional Responsibilities:** The Media Specialist III adapts to a variety of nonstandard problems that require extensive specialist assistance (e.g., expiration date on media, media internally labeled incorrectly or frequent introduction of new media technology). In response to media error conditions, this Worker chooses or devises a course of action from among processing tanks and dryer, around polished drum, and onto take-up reel. The specialist turns valves to fill tanks with premixed solutions such as developer, dyes, stop-baths, fixers, bleaches, and washes, moves thermostatic control to keep steam-heated drum at specified temperature, and splices sensitized paper to leaders using tape. The specialist then starts machine and throws switches to synchronize drive speeds of processing and drying units, compares processed prints with color standard, reports variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.
- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma
Occupational Base: Photographer

The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes. Typically, some familiarity with the organization’s activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, serve as a lead photographer to lower level workers, or may perform works described at lower levels as needed. Positions are matched to the appropriate level based on the difficulty of, and responsibility for the photography performed, including the subject-matter knowledge and artistry required to fulfill the assignment. While the equipment may be an indication of the level of difficulty, photographers at the higher level may use standard equipment, as needed.

64. Photographer I

- **Functional Responsibilities:** The Photographer I takes routine pictures in situations where several shots can be taken. This Photographer uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

65. Photographer II

- **Functional Responsibilities:** This Photographer 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. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this Worker determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. This position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. The Photographer II may use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.

- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

66. Photographer III

- **Functional Responsibilities:** 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. Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and
background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision. In typical assignments, the Photographer III photographs the following: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 67. Photographer IV

- **Functional Responsibilities:** 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. This Worker conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment, improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc. Some assignments are characterized by extremes in light values and the use of complicated equipment. This photographer sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. This person works under guidelines and requirements of the subject-matter area to be photographed, and consults with supervisors only when dealing with highly unusual problems or altering existing equipment.

- **Minimum Years of Experience:** Six (6) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 68. Photographer V

- **Functional Responsibilities:** As a top technical expert, the Photographer V exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. This worker typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g. works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; (2) plans and organizes the overall technical photographic coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality. The Photographer V Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. This worker uses imagination and creative ability to implement objectives within the capabilities and
limitations of cameras and equipment, may exercise limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken.

- **Minimum Years of Experience:** Eight (8) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 69. Technical Order Library Clerk

- **Functional Responsibilities:** The Technical Order Library Clerk maintains technical publications in a complete and current status per regulations. Incumbent requisitions, files, receives, screens, reviews, routes, and distributes all incoming technical manuals. Position also monitors dispersed libraries and necessary control functions to distribute data. Incumbent complies with processes established for classified technical media receipt, storage, distribution, inventory, and disposition in accordance with current regulations.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma
Technical & Professionals Occupations

70. Educational Technologist

- **Functional Responsibilities:** The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development. They develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). This technologist will work with Instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. This person plans graphics, integrates completed graphics into the curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission, and ensure revisions do not impact instructional flow. They also monitor lecture presentations to evaluate and assist with lesson organization and content.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

71. Graphic Artist

- **Functional Responsibilities:** The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review, and revision of all aspects of graphics development.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

**Occupational Base: Paralegal / Legal Assistant** The Paralegal/Legal Assistant performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings, conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school and may have been gained from formalized, professionally instructed agency, educational institution training, or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency’s substantive programs.

72. Paralegal / Legal Assistant I

- **Functional Responsibilities:** The Paralegal/Legal Assistant I works under close supervision with required assistance readily available. Persons in this position typically perform the following:
  
  a. Reviews case materials to become familiar with questions under consideration;
  
  b. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents;
c. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;

d. Interviews potential witnesses and prepares summary interview reports for the attorney's review;

e. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage;

f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;

g. Verifies citations and legal references on prepared legal documents;

h. Prepares summaries of testimony and depositions;

i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

• **Minimum Years of Experience:** Zero (0) years of experience

• **Minimum Educational/Degree Requirements:** High School Diploma

73. Paralegal / Legal Assistant II

• **Functional Responsibilities:** At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:

  a. Consult prescribed sources of information for facts relating to matters of interest to the program;

  b. Review documents to extract selected data and information relating to specific items;

  c. Search and extract legal references in libraries and computer-databanks;

  d. Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

• **Minimum Years of Experience:** Two (2) years of experience

• **Minimum Educational/Degree Requirements:** High School Diploma

74. Paralegal / Legal Assistant III

• **Functional Responsibilities:** At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:

  a. Analyzes and evaluates case files against litigation worthiness standards;

  b. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;

  c. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;

  d. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;

  e. Interviews relevant personnel and potential witnesses to gather information;

  f. Reviews and analyzes relevant statistics;

  g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;

  h. Consults with statistical experts on reliability evaluations;

  i. May testify in court concerning relevant data.
**75. Paralegal / Legal Assistant IV**

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

**Functional Responsibilities:** At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties:

  a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;

  b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;

  c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;

  d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent’s deficiencies in order to provide evidence of illegal practices or patterns;

  e. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;

  f. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;

  g. Interviews potential witnesses for information and prepares witnesses for court appearances;

  h. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;

  i. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;

  j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff’s case

- **Minimum Years of Experience:** Six (6) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

**Occupational Base: Technical Writer**

Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials.

**76. Technical Writer I**

- **Functional Responsibilities:** 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. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology,

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operating procedure, and production sequence and detail. This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

- **Minimum Years of Experience:** Zero (0) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 77. Technical Writer II

**Functional Responsibilities:** In this capacity, the Technical Writer 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. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers’ catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

### 78. Technical Writer III

**Functional Responsibilities:** 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. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer’s and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This writer may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma
79. Marketing Analyst

- **Functional Responsibilities**: This position is responsible for identifying, researching, contracting, qualifying, and selling relevant products to potential companies and/or government agencies. Incumbent provides overview briefings, job training, database maintenance, and job analysis/availability; specific military occupations are analyzed for future outlook.

- **Minimum Years of Experience**: Zero (0) years of experience

- **Minimum Educational/Degree Requirements**: High School Diploma

80. Contract Specialist I

- **Functional Responsibilities**: Aids in preparation of contractual provisions and the administration of contracts. Assists with processing incoming task/delivery orders, contract modifications, and blanket purchase agreements. Reviews purchase requisitions for price quotation, justification, charge code, and authorized signatures. Prepares purchase orders for distribution to program personnel and vendors/suppliers. Incumbent has some knowledge of Federal Acquisition Regulations (FAR). Some familiarity with standard concepts, practices, and procedures within a particular field. Relies on supervisory guidance, accessible instructions, and/or pre-established guidelines to perform job functions. Reports to a supervisor or manager; requires supervision.

- **Minimum Years of Experience**: One (1) years of experience

- **Minimum Educational/Degree Requirements**: High School diploma

81. Contract Specialist II

- **Functional Responsibilities**: Aids in preparation of contractual provisions and the administration of contracts. Assists with processing incoming task/delivery orders, contract modifications, and blanket purchase agreements. Reviews purchase requisitions for price quotation, justification, charge code, and authorized signatures. Prepares purchase orders for distribution to program personnel and vendors/suppliers. Individual has knowledge of Federal Acquisition Regulations (FAR). Familiarity with standard concepts, practices, and procedures within a particular field. Relies on supervisory guidance, accessible instructions, and/or pre-established guidelines to perform job functions. Reports to a supervisor or manager; requires supervision.

- **Minimum Years of Experience**: Two (2) years of experience

- **Minimum Educational/Degree Requirements**: Bachelor’s degree

82. Contract Specialist III

- **Functional Responsibilities**: Aids in the preparation of proposals, contract negotiations, and commercial and government contracts administration in accordance with policies and legal requirements of contractual provisions and the administration of contract proposals. Performs pre-award and post-award contract administration for simplified acquisition contracts. Processes incoming task/delivery orders, contract modifications, and blanket purchase agreements. Reviews purchase requisitions for price quotation, justification, charge code, and authorized signatures. Prepares purchase orders for distribution to program personnel and vendors/suppliers. Incumbent has good knowledge of Federal Acquisition Regulations (FAR). Proficiency with standard concepts, practices, and procedures within a particular field. Relies on experience and limited if any supervisory guidance, accessible instructions, and/or pre-established guidelines to perform job functions. Reports to a supervisor or manager; requires some supervision.

- **Minimum Years of Experience**: Five (5) years of experience

- **Minimum Educational/Degree Requirements**: Bachelor’s degree
83. Contract Specialist IV

- **Functional Responsibilities:** Able to handle full “cradle to grave” contract support. Monitors contract performance by examining billings, eligibility determinations for compliance of contract terms; including everything from market research, release, awards, and close-outs. Incumbent has extensive knowledge of Federal Acquisition Regulations (FAR). Senior expertise with standard concepts, practices, and procedures within a particular field. Relies on expertise and experience to perform job with complete autonomy.

- **Minimum Years of Experience:** Eight (8) years of experience

- **Minimum Educational/Degree Requirements:** Bachelor’s degree

84. Attorney I

- **Functional Responsibilities:** Works under direction of senior attorneys and/or managers. Responsibilities include functions such as: case management; supervision of paralegals, law clerks and support personnel; trial preparation and support; and complex document review and research. Research and drafts legal documents; understands complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution. Exhibits proficiency with research tools like Westlaw and Lexis and commonly used databases, spreadsheets, and word processing software.

- **Minimum Years of Experience:** One (1) years of experience

- **Minimum Educational/Degree Requirements:** Juris Doctorate degree

85. Attorney II

- **Functional Responsibilities:** Works under direction of senior attorneys and/or managers. Responsibilities include functions such as: case management; supervision of paralegals, law clerks and support personnel; trial preparation and support; and complex document review and research. Research and drafts legal documents; understands complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution. Exhibits proficiency with research tools like Westlaw and Lexis and commonly used databases, spreadsheets, and word processing software.

- **Minimum Years of Experience:** Two (2) years of experience

- **Minimum Educational/Degree Requirements:** Juris Doctorate degree

86. Attorney III

- **Functional Responsibilities:** Works under direction of senior attorneys and/or managers. Responsibilities include functions such as: case management; supervision of paralegals, law clerks and support personnel; trial preparation and support; and complex document review and research. Research and drafts legal documents; understands complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution. Exhibits proficiency with research tools like Westlaw and Lexis and commonly used databases, spreadsheets, and
Minimum Years of Experience: Three (3) years of experience
Minimum Educational/Degree Requirements: Juris Doctorate degree

87. Attorney IV

Functional Responsibilities: Works under direction of senior attorneys and/or managers. Responsibilities include functions such as: case management; supervision of paralegals, law clerks and support personnel; trial preparation and support; and complex document review and research. Research and drafts legal documents; understands complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution. Exhibits proficiency with research tools like Westlaw and Lexis and commonly used databases, spreadsheets, and word processing software.

Minimum Years of Experience: Four (4) years of experience
Minimum Educational/Degree Requirements: Juris Doctorate degree

88. Attorney V

Functional Responsibilities: Works under direction of senior attorneys and/or managers. Responsibilities include functions such as: case management; supervision of paralegals, law clerks and support personnel; trial preparation and support; and complex document review and research. Research and drafts legal documents; understands complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution. Exhibits proficiency with research tools like Westlaw and Lexis and commonly used databases, spreadsheets, and word processing software.

Minimum Years of Experience: Five (5) years of experience
Minimum Educational/Degree Requirements: Juris Doctorate degree

89. Attorney VI

Functional Responsibilities: Works under direction of senior attorneys and/or managers. Responsibilities include functions such as: case management; supervision of paralegals, law clerks and support personnel; trial preparation and support; and complex document review and research. Research and drafts legal documents; understands complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution. Exhibits proficiency with research tools like Westlaw and Lexis and commonly used databases, spreadsheets, and word processing software.

Minimum Years of Experience: Six (6) years of experience
Minimum Educational/Degree Requirements: Juris Doctorate degree
90. Attorney VII

- **Functional Responsibilities:** Works under direction of senior attorneys and/or managers; exhibits and exercises ability to self-manage work and others. Responsibilities include functions such as: case management; supervision of paralegals, law clerks and support personnel; trial preparation and support; and complex document review and research. Research and drafts legal documents; understands complex legal issues. Helps gather evidence in cases to formulate defense or to initiate legal details in preparation for trial. Helps develop strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk. Assists in the interpretation of laws, rulings, and regulations. May confer with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. May advise in the settlement of labor disputes. May serve as arbitrators and provide alternative methods of dispute resolution. Exhibits proficiency with research tools like Westlaw and Lexis and commonly used databases, spreadsheets, and word processing software.

- **Minimum Years of Experience:** Eight (8) years of experience
- **Minimum Educational/Degree Requirements:** Juris Doctorate degree

91. Accountant I

- **Functional Responsibilities:** Completes and maintains financial reports, general ledgers, etc. by using familiarity with standard concepts, practices, and procedures within a particular field. Relies on supervisory guidance, accessible instructions, and/or pre-established guidelines to perform job functions. Reports to a supervisor or manager; requires supervision.

- **Minimum Years of Experience:** One (0) year of experience
- **Minimum Educational/Degree Requirements:** Bachelor’s degree

92. Accountant II

- **Functional Responsibilities:** Completes and maintains financial reports, general ledgers, etc. by using proficiency with standard concepts, practices, and procedures within a particular field. Relies on experience and limited if any supervisory guidance, accessible instructions, and/or pre-established guidelines to perform job functions. Reports to a supervisor or manager; requires some supervision.

- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** Bachelor’s degree

93. Accountant III

- **Functional Responsibilities:** Completes and maintains financial reports, general ledgers, etc. by using expertise with standard concepts, practices, and procedures within a particular field. Relies on expertise and experience to perform job with complete autonomy. Reports to a supervisor or manager but capable of self-management; requires little to no supervision.

- **Minimum Years of Experience:** Four (4) years of experience
- **Minimum Educational/Degree Requirements:** Bachelor’s degree

94. Auditor I

- **Functional Responsibilities:** Protects assets by ensuring accuracy and compliance with regulations, guidelines, and procedures. Familiarity with standard concepts, practices, and procedures within a particular field. Relies on supervisory guidance, accessible instructions, and/or pre-established guidelines to perform job functions. Reports to a supervisor or manager; requires supervision. Performs functions such as but not limited to: verifying assets and liabilities by comparing items to documentation; completing audit work papers by documenting audit tests and findings; appraising adequacy of internal control systems by completing audit questionnaires; maintaining internal control systems by updating audit programs and questionnaires; recommending new
policies and procedures; communicating audit findings by preparing reports; discussing findings with auditees.

- **Minimum Years of Experience:** One (1) years of experience
- **Minimum Educational/Degree Requirements:** Associate’s degree

95. Auditor II

- **Functional Responsibilities:** Protects assets by ensuring accuracy and compliance with regulations, guidelines, and procedures. Proficiency with standard concepts, practices, and procedures within a particular field. Relies on experience and limited if any supervisory guidance, accessible instructions, and/or pre-established guidelines to perform job functions. Reports to a supervisor or manager; requires some supervision. Performs functions such as but not limited to: verifying assets and liabilities by comparing items to documentation; completing audit work papers by documenting audit tests and findings; appraising adequacy of internal control systems by completing audit questionnaires; maintaining internal control systems by updating audit programs and questionnaires; recommending new policies and procedures; communicating audit findings by preparing reports; discussing findings with auditees.

- **Minimum Years of Experience:** Three (3) years of experience
- **Minimum Educational/Degree Requirements:** Bachelor’s degree

96. Auditor III

- **Functional Responsibilities:** Protects assets by ensuring accuracy and compliance with regulations, guidelines, and procedures. Expertise with standard concepts, practices, and procedures within a particular field. Relies on expertise and experience to perform job with complete autonomy. Reports to a supervisor or manager but capable of self-management; requires little to no supervision. Performs functions such as but not limited to: verifying assets and liabilities by comparing items to documentation; completing audit work papers by documenting audit tests and findings; appraising adequacy of internal control systems by completing audit questionnaires; maintaining internal control systems by updating audit programs and questionnaires; recommending new policies and procedures; communicating audit findings by preparing reports; discussing findings with auditees.

- **Minimum Years of Experience:** Five (5) years of experience
- **Minimum Educational/Degree Requirements:** Bachelor’s degree

97. Financial Analyst I

- **Functional Responsibilities:** Reviews and prepares business documentation, financial data, and financial plans and budgets to ensure conformance to budgetary limits. Familiarity with standard concepts, practices, and procedures within a particular field. Relies on supervisory guidance, accessible instructions, and/or pre-established guidelines to perform job functions. Reports to a supervisor or manager; requires supervision.

- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** High School Diploma

98. Financial Analyst II

- **Functional Responsibilities:** Reviews and prepares business documentation, financial data, and financial plans and budgets to ensure conformance to budgetary limits. Proficiency with standard concepts, practices, and procedures within a particular field. Relies on experience and limited if any supervisory guidance, accessible instructions, and/or pre-established guidelines to perform job functions. Reports to a supervisor or manager; requires some supervision.

- **Minimum Years of Experience:** Two (2) years of experience
- **Minimum Educational/Degree Requirements:** Associate’s degree
99. Financial Analyst III

- **Functional Responsibilities**: Reviews and prepares business documentation, financial data, and financial plans and budgets to ensure conformance to budgetary limits. Expertise with standard concepts, practices, and procedures within a particular field. Relies on expertise and experience to perform job with complete autonomy. Reports to a supervisor or manager but capable of self-management; requires little to no supervision.

- **Minimum Years of Experience**: Five (5) years of experience

- **Minimum Educational/Degree Requirements**: Bachelor’s degree