U.S. General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Schedule: Multiple Award Schedule (MAS)
Category: Human Capital  Class: R699

Crystal L. Dunson & Associates, Inc.
DBA: Dunson & Associates, Inc.
8971 ANNELIESE WAY
CLAYTON, OH 45315-9802
Telephone: 937-854-5940
Fax: 937-854-5941
DUNS: 839594926
Website: http://www.dunsonandassociates.com
Contract Administrator: Crystal Dunson Watson
Telephone: 937-854-5940
Fax: 937-854-5941
Email: crystal@dunsonandassociates.com

Contract Number: 47QSEA18D002L

Contract Period: May 4, 2018 – May 3, 2023
Information for Ordering Activities

1a. Table of Awarded Special Item Numbers (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>561320SBA</td>
<td>Temporary Staffing (SBSA)</td>
</tr>
</tbody>
</table>

1b. Lowest Price Model & Price for Each SIN: See attached Price List.

1c. Hourly Rates (Services Only): See Attached Price List

2. Maximum Order*: $250,000.00

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

3. Minimum Order: $100.00 unless the contractor agrees to accept a smaller order amount.

4. Geographic Coverage: The preponderance of work location has been identified as: Wage Determination No. 2015-5215, Revision 7 dated 07/25/2017. Service in an area with lower SCA rates, resulting in lower wages being paid, will have the bill rates for that task order discounted accordingly from the approved pricing spreadsheet (baseline). Dunson & Associates, Inc. shall never offer bill rates to any customer that have been deemed higher than those included on the approved pricing spreadsheet prior to the request (& subsequent receipt or award) of a modification for the area with the higher pricing.

5. Points of Production: N/A
6. Discount from List Prices: N/A

7. Quantity Discounts: None

8. Prompt Payment Terms: 1.00% for Payment Within 10 Days. Net Thirty (30) Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold. 

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: N/A

11b. Expedited Delivery: Contact Contractor

11c. Overnight & 2-Day Delivery: N/A

11d. Urgent Requirements: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB Point: Destination

13. Ordering Address: 8971 ANNELIESE WAY, CLAYTON, OH 45315-9802

14. Payment Address: 8971 ANNELIESE WAY, CLAYTON, OH 45315-9802
15. **Warranty Provisions:** N/A to Services

16. **Export Packing Charges:** N/A

17. **Terms & Conditions of government purchase card acceptance:** None

18. **Terms & Conditions of rental, maintenance, & repair:** N/A

19. **Terms & Conditions of installation:** N/A

20a. **Terms & Conditions of repair parts indicating date of parts price lists & any discounts from list prices:** N/A

20b. **Terms & Conditions for any other services (if applicable):** N/A

21. **List of service & distribution points:** N/A

22. **List of participating dealers:** N/A

23. **Preventive Maintenance:** N/A

24a. **Special Attributes such as Environmental Attributes (e.g. recycled content, energy efficiency, & reduced pollutants):** N/A

24b. **Section 508 compliance for EIT:** N/A

25. **DUNS Number:** 839594926

26. **Notification Regarding Registration in SAM:** Contractor maintains an active registration in SAM
### Method 1: Market Prices (Professional)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Service</th>
<th>GSA Price Base Year</th>
<th>GSA Price Option 1</th>
<th>GSA Price Option 2</th>
<th>GSA Price Option 3</th>
<th>GSA Price Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>561320SBA</td>
<td>Computer Programmer</td>
<td>$41.16</td>
<td>$41.98</td>
<td>$42.82</td>
<td>$43.68</td>
<td>$44.55</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Computer Systems Analyst III</td>
<td>$57.43</td>
<td>$58.58</td>
<td>$59.75</td>
<td>$60.94</td>
<td>$62.16</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Help Desk Technician</td>
<td>$51.68</td>
<td>$52.72</td>
<td>$53.77</td>
<td>$54.85</td>
<td>$55.95</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Program Analyst</td>
<td>$52.64</td>
<td>$53.69</td>
<td>$54.77</td>
<td>$55.86</td>
<td>$56.98</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Software Tester</td>
<td>$57.43</td>
<td>$58.58</td>
<td>$59.75</td>
<td>$60.94</td>
<td>$62.16</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Web Support Technician</td>
<td>$44.03</td>
<td>$44.91</td>
<td>$45.81</td>
<td>$46.72</td>
<td>$47.66</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Financial Analyst</td>
<td>$47.86</td>
<td>$48.81</td>
<td>$49.79</td>
<td>$50.79</td>
<td>$51.80</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Researcher</td>
<td>$35.41</td>
<td>$36.12</td>
<td>$36.84</td>
<td>$37.58</td>
<td>$38.33</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Occupational Analyst</td>
<td>$40.20</td>
<td>$41.00</td>
<td>$41.82</td>
<td>$42.66</td>
<td>$43.51</td>
</tr>
</tbody>
</table>

### Method 3: SCA Rates

**Wage Determination No.: 2015-5215**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Service</th>
<th>Total GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>561320SBA</td>
<td>Accounting Clerk I</td>
<td>$25.92</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Accounting Support</td>
<td>$22.89</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Survey Worker</td>
<td>$30.79</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Inspector</td>
<td>$60.36</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Administrative Clerk</td>
<td>$40.89</td>
</tr>
<tr>
<td>561320SBA</td>
<td>General Clerk I</td>
<td>$24.42</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Order Clerk</td>
<td>$28.59</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Personnel Assistant</td>
<td>$28.03</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Secretary I</td>
<td>$29.38</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Service Order Dispatcher</td>
<td>$29.37</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Supply Technician</td>
<td>$40.89</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Logistics Management Specialist</td>
<td>$30.58</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Order Filler</td>
<td>$28.59</td>
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<td>561320SBA</td>
<td>Audit Support</td>
<td>$36.45</td>
</tr>
<tr>
<td>561320SBA</td>
<td>Personnel Analyst</td>
<td>$33.79</td>
</tr>
</tbody>
</table>
### Labor Category Descriptions

**Position: Account Clerk I**

Years’ Experience: 0-2 years of experience in the field or in a related area.

Years Education: Requires a high school diploma or its equivalent

Responsibilities: Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Has knowledge of commonly-used concepts, practices, and procedures within a field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**Position: Test Examiner**

Years’ Experience: Minimum 3 years in field

Years Education: Bachelor’s in business or related field

Responsibilities: Administer and oversee tests and assessments according to prescribed guidelines and standards. Control admission to and exit from the testing room, and enforce test security procedures before, during, and after testing. Check identification of examinees and check rosters. Account for all test materials from the time of receipt to completion of the test process. Prepare the testing room in advance of each testing session. Distribute test materials and administer tests according to specific guidelines and instructions. Monitor the conduct of examinees during testing sessions. Report any irregularities in the testing process to the base Test Control Officer and the supervising administrator. Prepare documentation associated with testing, and report data on transmittal sheets as instructed. Enter test data into databases and de-conflicts duplicate entries.
Position: Survey Worker
Years' Experience: Minimum 2 years in field
Years Education: High school diploma
Responsibilities: Interview people and compile statistical information on public issues and consumer buying habits. Will contact people at home or place of business following specified sampling procedures. Ask questions following specified outline on questionnaire and record answers. Review, classify, and sort questionnaires following specified procedures and criteria. May participate in federal, state, or local population survey and be known as Census Enumerator.

Position: Administrative Clerk
Years' Experience: 1-2 years of experience in the field or in a related area. Intermediate Back office, Intermediate Basic Office Skills, Intermediate Microsoft Excel, Intermediate Microsoft Word
Years Education: Requires a high school diploma or its equivalent
Responsibilities: Enter information into Excel, Order Entry, Pull reports with analytic, Generating emails from existing templates, Problem Solving, Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager

Position: General Clerk I
Years’ Experience: 0-2 years of experience in the field or in a related area. 1+ years of experience as an Office Clerk is required. Intermediate Back office, Intermediate Basic Office Skills, Intermediate Microsoft Excel, Intermediate Microsoft Word
Years Education: Requires a high school diploma or its equivalent
Responsibilities: Perform clerical tasks. The Office Clerk will also assist with other general office duties as assigned. Strong Microsoft Office skills are required. High attention to detail and interpersonal skills are a must.

Position: Order Clerk
Years’ Experience: 2 years of experience in a support role function
Years Education: Requires a high school diploma or its equivalent
Responsibilities: Receives sales orders for products; answers inquire, if necessary, regarding availability, prices and shipping promises on standard products. Answers inquiries concerning status of orders, expedites and advises customers, Processes sales orders on standard form and enter into computer, fills in complete data, fully descriptive of products ordered with prices and discounts, plus shipping information. Answers calls from outside regarding subjects such as: where can products be purchased, in reference to technical data, which calls are rerouted to Laboratory, etc., quotes sample literature requests followed up by written quotes. Operates office machines such as typewriter, printer, PC, calculator, copier, etc.

Position: Personnel Assistant
Years’ Experience: 2-5 years of experience in a supporting role function
Years Education: 2-4-year degree in business and a certificate in human resource assistant
Responsibilities: Include answering phones, interviewing and screening applicants, administering pre-employment checks, completing references, preparing employees for interviews, orienting employees for new jobs, generating reports and forms, answering employee calls, following up on employee inquiries, attending job fairs and assisting the coordinators with filling open jobs.

Position: Secretary I
Years’ Experience: High school diploma
Years Education: 1-3 years’ secretarial experience.
Responsibilities: Perform a wide range of word processing / keyboard duties including, but not limited to correspondence, reports, and data tables. Schedule appointments and maintain calendar for managers. Coordinate all travel arrangements and prepare business itinerary. Receive and screen visitors and phone calls, relay messages or notify manager. Establish and maintain record keeping and filing systems for department. Serve as a liaison between managers and Bank personnel, responding to routine questions and/or issues on departmental matters. Prepare expense vouchers for manager(s). May assist in the preparation of business presentations, management letters, and other communications. Perform basic research and information gathering for manager. Perform other related duties and projects as assigned. Incumbent works under general supervision. Contacts may be both internal and external. Excellent word processing skills. Working knowledge of current standard word processing and spreadsheet software. Good administrative ability. Ability to use independent judgement, discretion, and maintain confidentiality on Bank matters. Detail oriented. Ability to communicate effectively and professionally with all levels of personnel.

Position: Service Order Dispatcher
Years’ Experience: 2-4 years of service of customer service/dispatch experience
Years Education: High school diploma
Responsibilities: Under direction of the Office Manager or Senior Service Dispatcher, receives and transmits all incoming emergency and non-emergency telephone calls to appropriate personnel. Must be able to multitask with ability to do and listen to several things at one time; ability to receive and make telephone communications; ability to communicate effectively both verbally and in writing, must have working knowledge of computers and electronic data processing; must process a working knowledge of current office practices and procedures; ability to read maps and find locations, ability to work under stressful situations.

Position: Supply Technician
Years’ Experience: 2-4 years’ experience in supply technician field, supply chain management, or procurement.
Years Education: High school diploma
Responsibilities: Receive, deliver, store, issue, handle, transport, load, unload and unpack supplies. Maintain strict warehousing standards and commodity segregation. Prepare shipping documents and assets for shipment. Perform receiving inspections, operator inspection and maintenance on all applicable equipment. Evaluate and prepare inventory reports. Evaluate account condition, identify deficiencies, and initiate corrective actions. Monitor inventory levels and asset movements and ensure timely response to mission requirements. Understand and maintain safety standards for hazardous materials. Ensure compliance with policies, directives, and procedures. Operate storage and
dispensing facility. Perform supervised inspections on assets to ensure shelf-life, serviceability and proper packaging and maintains inspection and storage records. Follow prescribed daily work assignments.

Position: Receptionist
Years' Experience: 2 years receptionist and customer service
Years Education: High school
Responsibilities: Answering telephone lines. Presenting a professional appearance and communicating effectively. Must have solid written and verbal communication skills. Employee in this position should possess strong interpersonal skills to develop and maintain relationships with employees and external customers. Must function well within a team environment and possess the ability to collaborate effectively to achieve organizational goals. Employee should be resourceful and proactive in dealing with issues that may arise.

Position: Computer Programmer
Years' Experience: 3-5 years in related field
Years Education: Bachelor's + 5 years 'experience; Major: Computer Science, Engineering, Math or equivalent.
Responsibilities: Write and test computer software.

Position: Computer Systems Analyst III
Years' Experience: 3-5 years
Years Education: Bachelor's + 5 years' experience; Major: Computer Science, Engineering, Math or equivalent.
Responsibilities: Study an organization's current computer systems and procedures and design information systems solutions to help the organization operate more efficiently and effectively.

Position: Help Desk Technician
Years' Experience: 2 years minimum
Years Education: 2-year (AA) Information Technology
Responsibilities: Serve as a Help Desk Technician providing one-on-one technical support to users at all levels of the organization. Provide first contact resolution for issues received via the Help Desk ticketing system, email, and telephone calls. Properly escalate unresolved queries to the next level of support. Identify and escalate situations requiring urgent attention. When necessary, track, route and redirect issues to correct resources. Participate in weekend and holiday on-call rotation.

Position: Program Analyst
Years' Experience: 5+ years
Years Education: Master's degree in business administration, public administration, public policy, government, economics, or other relevant field PMP certified
Responsibilities: Utilize and develop specialized knowledge in the management of large and complex IT components of research projects. You will be responsible for ensuring timely and accurate completion of deliverables, gathering requirements, overseeing financial expenditures, remediating defects, and supporting client and internal communications.
Position: Software Tester
Years’ Experience: 3+ years as a Software Tester, or related position in field
Years Education: Bachelor’s in computer science, or Information Technology or related field.

Position: Web Support Technician
Years’ Experience: 5+ years
Years Education: Bachelor’s degree in computer science or equivalent work experience.
Responsibilities: providing expert administration of commercial off-the-shelf applications, including web content management systems. understand functional area business processes and needs and assist the functional area leaders in translating those needs into technical solutions. Manage access rights for web content management systems. Assure web content management systems function in a secure and reliable manner. Troubleshoot issues related to the College’s web site. Analyze business processes and define application requirements. The primary point of contact for the functional area customers for the system under administration. Create, maintain and document system configurations. Install software packages, upgrades, data conversion and maintenance. Work with other IT team members to determine and implement appropriate backup and disaster recovery procedures. Prepare accurate time estimates for projects and manages tasks to meet deadlines. Create and deploy feedback mechanisms for end users. Analyze results, make recommendations for improvements and implement changes. Coordinate and implement testing plans. Attend professional conferences and training courses as required.

Position: Order Filler
Years’ Experience: 1-3 years
Years Education: High school diploma
Responsibilities: Receiving or pulling orders and distributing products within the distribution center. Other responsibilities include but are not limited to; conveying materials and items from receiving or production areas to storage or conveyor, fill requisitions, work orders, or request for materials, tools, and other work items. Retrieving store orders from stock and placing them on conveyors. Marking materials with identifying information, verify item counts to ensure correct distribution

Position: Shipping Receiving Clerk
Years’ Experience: 5 + years
Years Education: High school diploma
Responsibilities: Maintain records of all outgoing and incoming shipments from and to the warehouse. Prepare shipping documents, Bill of Lading, along with the correct mailing labels and ensure that all orders and withdrawal requests from the warehouse are correctly fulfilled. Consolidate shipping orders. Reconcile waybill, bill of lading with bill of materials and actual shipment arrivals. Ensure that the goods delivered to the warehouse are in accordance with approved orders
and the associated bill of lading or invoice. Perform the unpacking of consolidated shipment deliveries and distribute contents to the right warehouse bin location. Accomplish daily goods movement flow and submit to the Logistics head. Maintain the automated inventory management system to ensure that actual physical inventory matches the database logical inventory. Perform routine unloading, sorting, and packing of incoming manufacturing materials. Identify and separate material requiring incoming quality inspection. Stock material in appropriate warehouse locations. Perform routine inventory cycle counts and inventory counts in support of physical inventories as directed. Prepare products for shipping (making crates, palletizing on standard material) and perform routine shipping of products to clients. Determine best shipping method for product and schedule trucks as required by coordinating with freight companies.

**Position: Shipper Packer**  
Years' Experience: 0-1 years  
Years Education: High school diploma  
Responsibilities: Must be able to clearly follow instructions, both written and verbal. The shipper – packer is responsible for determining the correct packaging material, visually inspect packaging for defects and staging correct packaging material for required specified product daily before packaging finished product. Responsible for reworking recycled product back into the correct mix if product is not in specification. The shipper – packer is responsible for dumping and blending the correct product agents based on specification, monitoring the filling stations, monitors the flow as well as product level in the tote bins, then places the product on a loading station, using forklift. Excessive product must be placed in either tote bins or super sacks and reworked into process.

**Position: Store Worker**  
Years' Experience: Minimum 1 year  
Years Education: High school diploma  
Responsibilities: To represent the store in a professional and respectable manner in the community as well as with all guests, vendors and public appearances, as to enhance the reputation and well-being of the store. Duties as assigned by Store Supervisor/Manager.

**Position: Stock Clerk**  
Years' Experience: 1-2 years  
Years Education: High school diploma  
Responsibilities: Unloading carts and verifying quantities received per work order, periphery inspection of material for damage, transferring material to picking shelves and proper receiving in applicable system. Filling Work Orders; identifying materials requested and pulling material from stock. Input transactions into applicable system, organize and maintain accurate inventory records, complete cycle counts. Maintains a safe and clean working environment. Must carefully handle raw material and manufactured parts to ensure the integrity and quality is not compromised by handling.

**Position: Logistics Management Specialist**  
Years' Experience: 5+ years’ experience in Manufacturing, or Supply Chain, or Distribution Management  
Years Education: Bachelor’s in business management, or Operations Management, or related field.
Responsibilities: The ideal candidate must have a comprehensive understanding of importing goods from overseas suppliers (e.g.: China, India, etc.) via intermodal transportation with a proven track record of effectively coordinating with Freight Forwarder Exchanges, Port Authorities, and other necessary resources to seamlessly delivery of product. Excellent negotiation skills.

Position: Warehouse Specialist
Years’ Experience: 2-5 years in general labor, facilities and/or warehouse.
Years Education: High school diploma
Responsibilities: Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments. Delivers supplies and equipment to departments by receiving and transferring items. Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements. Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data. Secures warehouse by turning alarms on; testing systems. Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs. Updates job knowledge by participating in educational opportunities; reading technical publications. Accomplishes warehouse and organization mission by completing related results as needed.

Position: Instructor
Years’ Experience: 5 + years instruction in applicable field
Years Education: Bachelor’s in business or related field
Responsibilities: Mastery of subject matter. Teach a course load appropriate to the field or discipline. Plan and organize instruction in ways that maximize student learning. Employ appropriate teaching and learning strategies to communicate subject matter to students. Modify, where appropriate, instructional methods and strategies to meet diverse students’ needs. Employ available instructional technology, i.e. the Internet, telecourse, interactive technology, when appropriate. Encourage the development of communication skills and higher order thinking skills through appropriate assignments. Contribute to the selection and development of instructional materials in accordance with course objectives. Evaluate student learning: Establish and follow meaningful learning objectives. Develop and explain methods that fairly measure student progress toward course objectives. Evaluate student performance fairly and consistently and return student work promptly to promote maximum learning. Maintain accurate records of student progress and submit final grade rosters to division administrator each semester according to established deadlines. Demonstrate sensitivity to student needs and circumstances.

Position: Quality Assurance
Years’ Experience: 2-5 years in quality control, warehouse, management.
Years Education: Bachelor’s in business, or related field.
Responsibilities: Draft quality assurance policies and procedures. Interpret and implement quality assurance standards, evaluate adequacy of quality assurance standards. Devise sampling procedures and directions for recording and reporting quality data. Review the implementation and efficiency of quality and inspection systems plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality. Document internal audits and other quality assurance activities. Develop, recommend and monitor corrective and preventive actions. Identify
training needs and organize training interventions to meet quality standards. Coordinate and support on-site audits conducted by external providers. Assure ongoing compliance with quality and industry regulatory requirements

Position: Cashier  
Years’ Experience: 1-2 years’ cashier in sales, customer service  
Years Education: High school diploma  
Responsibilities: Has the ability to work well under pressure and maintain accuracy. Has the ability to be cross trained and thrive in a multitasking environment. Be able to interact comfortably, enthusiastically and professionally while advising customers on specific equipment, products and merchandise. Experience in merchandising and customer service with extensive knowledge of principles and processes for providing excellent customer service. Assists customers and answer questions regarding merchandise and services; excellent communication and interpersonal skills. Fast and reliable.

Position: Inspector  
Years’ Experience: 5+ years in quality control  
Years Education: Bachelor’s in business, or related field  
Responsibilities: Experienced in reading and understanding all customer requirements, specifications, and tolerance requirements. Ability to work independently and effectively in managing day to day tasks and workload. Excellent communication skills with coworkers.

Position: Accounting Support  
Years’ Experience: 3-5 years’ experience in accounting field  
Years Education: AA in Finance and Accounting field  
Responsibilities: Knowledge of principles and practices of bookkeeping. Have basic accounting principles and data entry techniques. Create and maintain a variety of records, logs, and spreadsheets. Prepares, balances, and records a variety of reports, purchase orders, requisitions, statements, benefit deductions, deposits, and other related documents.

Position: Audit Support  
Years’ Experience: 2-5 years in Finance, specializing in Audits  
Years Education: AA in Finance  
Responsibilities: Coordination of compliance activities including both infrastructure and application controls. Participate in strategic and tactical initiatives related to new technology offerings and services. Oversee the planning, execution, and reporting of IT related internal audit engagements including SOX reviews, operational audits, and advisory projects ensuring the completeness and accuracy of all work papers. Deliverables may include process maps, risk & control matrices, risk assessments, management action plans, and audit reports. Perform research on technology products/trends and professional standards as it relates to IT controls and the IT audit profession. Provide updates to management on potential threats and risks that could impact the business/operations. Think strategically about the Firm’s business, systems, and risks. Work closely with IT leadership and the management team to understand the business and offer guidance regarding risks and controls. Work with stakeholders to develop an IT risk assessment
process. Develop and maintain strong working relationships with junior team members. Establish and maintain excellent working relationships with peers and internal/external colleagues.

**Position: Financial Analyst**

Years' Experience: 2-5 years' experience in Finance and Accounting.

Years Education: Bachelor’s in finance

**Responsibilities:** Assist in analyzing and establishing the company’s operating budget. Facilitate strategic financial analysis of variety of projects by building and maintaining complex financial models used to measure various ad hoc assignments. Support product managers on monthly/quarterly projections. Prepare & analyze variance reports such as budget-to-actual and prior year-to-current year to provide recommendations for improvement. Assist with preparation of market analysis and presentations. Assist with annual budget and strategic planning forecasts and data analysis and presentations. Analyze external/internal business trends and development of business impacts. Recommend growth strategies

**Position: Market-Research Analyst**

Years' Experience: 3-5 years in Sales and Marketing

Years Education: Bachelor’s degree in Marketing and Research, or related field.

**Responsibilities:** The Market Research Analyst monitors market conditions in local, regional, or national markets to determine potential sales growth opportunities for Integrated Marketing services. Conducts research and analysis involving competitors, pricing, sales, and methods of marketing, existing and potential customer preferences, economic conditions, advertising, distribution, and other factors that may influence futures sales. Analyzes data and recommends specific actions based on findings. Establishes research methodology and design format for data gathering, such as surveys, opinion polls, and/or questionnaires. Examines and analyzes statistical data to forecast future marketing trends. Gathers data on competitors and analyzes prices, sales and methods of marketing and distribution. Collects data on consumer preferences and buying habits. Prepares and presents reports and graphic illustrations of findings. Conducts research and analysis involving competitors, pricing, sales, and methods of marketing, existing and potential customer preferences, economic conditions, advertising, distribution, and other factors that may influence futures sales. Analyzes data and recommends specific actions based on findings. Establishes research methodology and design format for data gathering, such as surveys, opinion polls, and/or questionnaires. Examines and analyzes statistical data to forecast future marketing trends. Gathers data on competitors and analyzes prices, sales and methods of marketing and distribution. Collects data on consumer preferences and buying habits. Prepares and presents reports and graphic illustrations of findings.

**Position: Personnel Analyst**

Years' Experience: 3-5 years in Human Resources, Staffing, Resources Management

Years Education: Bachelor’s in human resources.

**Responsibilities:** This position is responsible for providing human resource and personnel insight into the communication development and recruitment effectiveness corporate human resource and personnel corporate objective and requirements. Be a primary resource of human resource personnel insight for the Director of Human
Resources. Perform analytical personnel and human resource reports, charts and other duties assigned by the Director of Human Resources.

**Position: Procurement Clerk**

Years’ Experience: Minimum 2 years in procurement  
Years Education: AA in Finance/Business  
Responsibilities: Prepare purchase orders, Administer the purchasing system, Utilize purchasing system for procurement of products, Work with resellers to maintain viable relationships, Perform processes to procure replacement products from manufactures and vendors or refunds, Return defective equipment to manufactures and vendors for replacement or new purchase, Maintain product listing, with price and cost information, Escalate manufacture and vendor grievances to the Purchasing Manager as needed. Maintain manufacturer relationships and contracts. Work with finance and accounting department to ensure accurate and timely payment of invoices. Provide detailed product information to the sales team when preparing quotes. Assist the receiving clerk with their duties and responsibilities as needed. Entering time and expenses into system.

**Position: Specialist/Instructor**

Years’ Experience: 2-5 years in applicable field  
Years’ Education: Bachelor’s in business in related field  
Responsibilities: The training specialist will be responsible for producing a variety of courseware and training materials, conducting training sessions in a variety of formats, and responding to Service Manager work tickets and provide on-site assistance for Job related tasks. * Produce, revise, review and maintain all necessary training materials, including but not limited to: Instructor Guides, Training Manuals, Reference Guides, Functional Handouts, Critique Forms. When required, prepare training plans. * Conduct basic training sessions attended by up to thirty (30) students per session. Can be one on one, hands on, or lecture style training sessions. Must be able to evaluate and adjust as needed the training program based on student's comments regarding attainment of course objective, course materials, training facilities, and student proficiency level. Trainer will also be responsible for helping set up the temporary classrooms and dismantling them after field training sessions and maintaining an up-to-date inventory of all training equipment.

**Position: Instructor**

Years’ Experience: 5 + years instruction in applicable field  
Years Education: Bachelor’s in business or related field  
Employ appropriate teaching and learning strategies to communicate subject matter to students. Modify, where appropriate, instructional methods and strategies to meet diverse student needs. Employ available instructional technology, i.e. the internet, telecourses, interactive technology, when appropriate. Encourage the development of communication skills and higher order thinking skills through appropriate assignments. Contribute to the selection and development of instructional materials in accordance with course objectives. Incorporate core competencies into curriculum. Develop, update, and post course syllabi in a timely manner. Develop and explain methods that fairly measure student progress. Evaluate student performance fairly and consistently and return student work promptly to promote maximum learning. Demonstrate sensitivity to student needs and circumstances.
Position: Technical Writer
Years’ Experience: 3-5 years in applicable field.
Years Education: Bachelors in applicable field of requirement.
Responsibilities: A professional writer who engages in technical writing and produces technical documentation that helps people understand and use a product or service.

Position: Program Analyst
Years’ Experience: 10 years
Years Education: Bachelors’ degree from an accredited university
Plan and execute complex, multi-faceted projects utilizing the knowledge of goals, resources, objectives, organizations, functions, and sources pertinent to the program(s) and the organizations studied or served, and related customers, functions, resources, and users. Analyze problems, conduct research, summarizing results, making recommendations, preparing reports/documents and presenting results on complex, multi-faceted projects. Work on multi-faceted industry program that is responsible for tactical communications systems utilizing acquisition and life cycle management policies, procedures, and practices.

Position: Researcher
Years’ Experience: 5 years in applicable field of research.
Years Education: Bachelors + 5 years in applicable field of research.
Responsibilities: Researcher must manage time sensitive demands while utilizing the most cost-efficient sources.

Position: Occupational Analyst
Years’ Experience: 3-5 Years in Human Resources, Staffing, Resource Management
Years Education: Bachelor’s in human resources
Responsibilities:
Researches occupations and analyzes and integrates data to develop and devise concepts of worker relationships, modify and maintain occupational classification system, and provide business, industry, and government with technical occupational information necessary for utilization of work force: Confers with business, industry, government, and union officials to arrange for and develop plans for studies and surveys. Devises methods and establishes criteria for conducting studies and surveys. Researches jobs, industry and organizational concepts and techniques, and worker characteristics to determine job relationships, job functions and content, worker traits, and occupational trends. Prepares results of research for publication in form of books, brochures, charts, film, and manuals. Identifies need for and develops job analysis tools, such as manuals, reporting forms, training films, and slides. Prepares management tools, such as personnel distribution reports, organization and flow charts, job descriptions, tables of job relationships, and worker trait analysis. Conducts training and provides technical assistance to promote use of job analysis materials, tools, and concepts in areas of curriculum development, career planning, job restructuring, and government and employment training programs. May specialize in providing technical assistance to private, public, or governmental organizations and be designated Industrial Occupational Analyst.