



We Serve Today for a Better Tomorrow.™



General Services Administration Federal Supply Service

Authorized Federal Supply Schedule Price List

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

FSC Group: Multiple Award Schedule (MAS)

Contract Number.....47QSHA19D004B

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://fss.gsa.gov/>.

<u>Contract Period</u>	<u>Duration</u>	<u>Status</u>
Base Period	27 June 2019 – 26 June 2024	Awarded
Option 1	27 June 2024 – 26 June 2029	Unexercised
Option 2	27 June 2029 – 26 June 2034	Unexercised
Option 3	27 June 2034 – 26 June 2039	Unexercised

**Cage Code: 1SMB2
DynCorp International LLC
13500 Heritage Pkwy
Ft. Worth, TX 76177-5318**

Business Size = Other than Small Business

Prices Shown Here Are Net (Discount Deducted).



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Corporate Contact Information

DynCorp International LLC
13500 Heritage Pkwy
Fort Worth, TX, 76177-5318
United States
Phone 817-224-6609
Toll Free 817-224-8200
FAX 817-224-1377
<https://www.dyn-intl.com/>

Ordering Contact

DynCorp International LLC
Attn: Robert Caldwell
Vice President, Contracts
13500 Heritage Pkwy,
Fort Worth, TX 76177-5318
Phone (757) 872-6621
FAX: (571) 722-0205
Email: robert.caldwell@dyn-intl.com

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CONTRACTOR INFORMATION

Overview: DynCorp International LLC (DI) has 70 years of corporate experience providing services that align to complete facilities maintenance and management services to the U.S. Department of Defense (DOD), the U.S. Department of State (DoS), the U.S. Agency for International Development (USAID), foreign governments, commercial customers, and other U.S. Federal, state and local governments and agencies.

General Approach: DynCorp International LLC is fully capable of providing management, personnel, material, equipment, tools, supplies, and services for all services outlined in this catalog. DI will develop specific proposals and plans for services in response to Task Order Proposal Requests.

Key Personnel: Due to the nature of the schedule, including scope and breadth of services proposed, we will propose key personnel to be approved by the schedule customer as required for each project.

1.a **Awarded Special Item Numbers (SINs) (Available Services):**

SIN	Relevant Exhibits
561210FAC - Complete Facilities Maintenance and Management	Exhibit 1 – Market Price List Exhibit 1a – AN CRA Market Price List
561730 - Grounds Maintenance	Exhibit 2 – SCA Code – Title/Labor Cat/WD
ANCRA - Ancillary Repair and Alternations	Exhibit 3 – Labor Categories and Job Descriptions
ANCILLARY - Ancillary Supplies and/or Services	
Order-Level Materials (OLM)	

561210FAC - Complete Facilities Maintenance and Management

DI offers complete Facilities Maintenance, Management and Repair services related to the complete facilities maintenance and management operations, including repairs of federal real property to include stand-alone facilities, hospitals, military installations, fuel storage facilities, energy systems, etc. The Company offers complete facilities maintenance that adhere to local and all other applicable regulations to include operations, maintenance, preventive maintenance, repair, testing and training at government facilities to promote full operational capabilities.

The following facilities maintenance services can be ordered as stand-alone or in multiple combinations:

- Electrical services to include: High/low voltage systems and maintenance and repair of exterior electrical distribution system;
- Elevator inspection and maintenance service;
- Fire alarm system preventive maintenance and repair service;
- Fire suppression system preventive maintenance and repair services;
- Grounds maintenance - to include: Snow removal & landscaping;
- Hospital Maintenance;
- Janitorial/custodial services, to include collection and disposal of refuse and collection and disposal of recycle materials;
- Laundry Services;
- Locksmith services;
- Maintenance of energy management control systems (EMCS);
- Maintenance of renewable energy systems;
- Maintenance support training and consulting services;
- Mechanical and operations maintenance & repair of building systems to include: HVAC, boilers, chillers, etc.;
- Operation and maintenance of water distribution systems and septic systems;
- Painting (Davis-Bacon included);
- Pest control services;



- Plumbing operations & maintenance;
- Refrigeration maintenance;
- Repair of water tanks;
- Telephone maintenance; and
- Tree trimming.

The listed services can be performed as part of Base Operations Support Services (BOS) and Installation Maintenance contracts.

561730 – Grounds Maintenance

Includes all services related to soil preparation, planting and cultivating grounds.

ANCRA – Ancillary Repair and Alterations

Ancillary Repair and Alterations - Includes ancillary repair and alteration services ordered in conjunction with the delivery, or installation of products or services. These services are non-complex in nature, such as routine painting, carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping. For ANCRA Labor Categories and Market Rates see Exhibit 1a - ANCRA Market Price List. See Exhibit 2 – SCA Code – Title/Labor Cat/WD and Exhibit 3 – Labor Categories and Job Descriptions using the index code list in Exhibit 1a for ANCRA Labor Categories.

ANCILLARY - Ancillary Supplies and/or Services -- Support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to complement DI’s offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. DI applies a mark-up of twelve-point seven five percent (12.75%) for all ANCILLARY items. Pricing for ANCILLARY items will be procured using the latest edition of the following price catalogs:

CATALOG	ITEM CATEGORY	WEBSITE
AIRECO #20 ARLINGTON	PLUMBING AND HEATING EQUIPMENT - (5074)	https://www.aireco.com/
AIRECO #21 WHITE PLAIN	PLUMBING AND HEATING EQUIPMENT - (5074)	https://www.aireco.com/
ANIXTER/CLARK/TRI-ED	ELECTRICAL PARTS AND EQUIPMENT - (5065)	https://www.anixter.com/en_us.html
CCP INDUSTRIES HOSPECO	INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSIFIED - (5085)	https://ccpind.com/#/home
CINTAS 393	CLOTHING RENTAL- COSTUMES, UNIFORMS, FORMAL WEAR - (7296)	www.cintas.com
COMMONWEALTH UNITED	A - ELECTRICAL PARTS AND EQUIPMENT - (5065)	https://www.unitedelectric.com/
EZ GO OF PENSACOLA	CAMPER DEALERS, RECREATIONAL AND UTILITY TRAILERS - (5561)	www.buggyworx.com
GRAINGER	INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSIFIED - (5085)	https://www.grainger.com/
GRAYBAR ELECTRIC COMPA	ELECTRICAL PARTS AND EQUIPMENT - (5065)	https://www.graybar.com/
HACH COMPANY	INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSIFIED - (5085)	https://www.hach.com/
LOWES	HOME SUPPLY WAREHOUSE STORES - (5200)	https://www.lowes.com/
SOL SNAP-ON INDUSTRIAL	HARDWARE STORES - (5251)	https://b2b.snapon.com/
THE HOME DEPOT	HOME SUPPLY WAREHOUSE STORES - (5200)	https://www.homedepot.com/
ULINE SHIP SUPPLIES	DIRECT MARKETING-CATALOG MERCHANTS - (5964)	https://www.uline.com/
ZORO TOOLS INC	INDUSTRIAL SUPPLIES NOT ELSEWHERE CLASSIFIED - (5085)	https://www.zoro.com/

Any items not available in approved catalogs will be priced under the OLM SIN or other SIN as appropriate. Items offered that appear in more than one approved catalog will be offered at the lowest approved catalog pricing, with item availability, delivery schedule, shipping, and all other costs considered.

DI monitors TAA compliance of its suppliers through DI's Supplier Management System (SMS). This system is used to register, qualify, on-board, rate, and continually monitor suppliers for compliance, non-compliance, disbarment and other factors. DI's Procurement, Contracts, Trade Compliance, Quality, and Finance groups as well as Operations/Program personnel collaboratively work together to maintain the latest up-to-date information in this system and compliance throughout the supply chain life cycle.

OLM – Order Level Materials

Supplies and/or services acquired in direct support of an individual task or delivery order. Prices for items provided under the OLM SIN must include the IFF. The value of OLMs in a task or delivery order, or the cumulative value of OLMs awarded under an FSS contract, cannot exceed 33.33%.

1b. Identification of the lowest priced model number: N/a

1c. Job Descriptions.

Exhibit 2 – SCA Code Title/Labor Cat/WD provides SCA applicable labor categories. Exhibit 3 -- Labor Categories and Job Descriptions provides a description of all corresponding commercial job titles, experience, functional responsibility, and education requirements associated with each Exempt (see Exhibit 3.a – DI Exempt Labor Categories) and Non-Exempt (see Exhibit 3.b – DI Non-Exempt Labor Categories) position.

2. Maximum order threshold: Maximum order* is \$1,000,000.00.

3. Minimum order: Minimum order is \$100.00.

4. Geographic coverage (delivery area).

Services are offered worldwide and will be considered on an individual Task Order basis.

5. Point(s) of production (city, county, and State or foreign country): N/a

6. Discount from list prices or statement of net price.

Exhibit 1 -- Market Price List provides DI's discounted Market Price Rates for Commercial and Non-Commercial Facilities Maintenance and Management Services with DI's Market Price Rates subject to revision on or after 27 June 2021.

7. Quantity Discounts.

N/a.

8. Prompt Payment Terms.

Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

In the calendar month following the month services are made available and/or rendered, an invoice for such services will be issued per the order's instructions. Payment terms are net cash payable, via electronic funds transfer, within thirty (30) calendar days from invoice receipt.

9a. Notification whether Government purchase cards are accepted at or below the micro- purchase threshold.

DynCorp International LLC does accept Government credit cards at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

DynCorp International LLC does not accept Government credit cards above the micro-purchase threshold.

10. Foreign items (list items by country of origin).

None

11a. Time of delivery. (Contractor insert number of days.)

Normal Delivery: 30 days

11b. Expedited delivery.

N/a

11c. Overnight and 2-day delivery.

Customers may contact DynCorp International LLC for overnight and 2-day delivery rates.

11d. Urgent requirements.

Agencies can contact the Contractor's representative to possibly effect a faster delivery.

12. F.O.B. point(s).

Destination

13a. Ordering address(es):

EDI Orders and Mailed Orders may be addressed to:

DynCorp International LLC

Attn: Robert Caldwell

Vice President, Contracts

13500 Heritage Pkwy,

Fort Worth, TX 76177-5318

Phone (757) 872-6621

FAX: (571) 722-0205 and (817) 224-1377

Email: robert.caldwell@dyn-intl.com

13b. Ordering procedures:

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

14. Payment address(es):

Remittance is made to:

Bank of America – Merrill Lynch

Account number/type 4880-3463-3654 / Depository

ABA Routing Number 111000025

15. Warranty provision:

DI Standard Commercial Warranty

16. **Export packing charges, if applicable:**
N/a
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**
N/a
18. **Terms and conditions of rental, maintenance, and repair (if applicable).**
N/a
19. **Terms and conditions of installation (if applicable).**
N/a
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**
N/a
- 20a. **Terms and conditions for any other services (if applicable)**
N/a
21. **List of service and distribution points (if applicable).**
N/a
22. **List of participating dealers (if applicable).**
N/a
23. **Preventive maintenance (if applicable).**
N/a
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**
Special attributes will be negotiated on an individual Task Order basis.
- 24b. **508 compliance.**
If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

DynCorp International LLC will comply with all 508 requirements at a task order level.
25. **Data Universal Number System (DUNS) number.**
608461898
26. **Notification regarding registration in the System for Award Management (SAM) database.**
DynCorp International LLC is registered in SAM.



Exhibit 1 -- Market Price List

Company:	DynCorp International LLC
Contract Number:	47QSHA19D004B
Services:	GSA – MAS

Index	Job Code / WD Code	Position Title / Skill Level	Year 1	Year 2	Year 3	Year 4	Year 5
			20190627 20200626	20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
1		Program Director Sr.	\$156.27	\$160.45	\$164.95	\$169.57	\$174.32
2		Operations Director	\$134.97	\$138.58	\$142.46	\$146.46	\$150.56
3		Finance Manager	\$97.45	\$100.06	\$102.86	\$105.75	\$108.71
4		Contracts Manager Senior	\$93.62	\$96.13	\$98.82	\$101.59	\$104.44
5		HR Manager	\$77.43	\$79.50	\$81.73	\$84.02	\$86.37
6		QA/QC EH&S Director	\$115.41	\$118.51	\$121.83	\$125.24	\$128.75
7		Project Manager Sr	\$109.09	\$112.01	\$115.15	\$118.38	\$121.70
8		Project Manager	\$88.06	\$90.42	\$92.96	\$95.56	\$98.24
9		Deputy Project Manager	\$59.12	\$60.71	\$62.41	\$64.16	\$65.95
10		Operations Manager	\$78.30	\$80.40	\$82.65	\$84.97	\$87.35
11		Site Manager	\$75.54	\$77.56	\$79.74	\$81.97	\$84.27
12		Engineering Manager	\$102.26	\$105.00	\$107.94	\$110.96	\$114.07
13		Facilities Manager	\$69.11	\$70.96	\$72.95	\$74.99	\$77.09
14		Facility Configuration Manager	\$99.33	\$101.99	\$104.85	\$107.78	\$110.81
15		Information Systems Security Manager	\$91.82	\$94.28	\$96.92	\$99.64	\$102.43
16		Logistics Manager Senior	\$95.57	\$98.13	\$100.88	\$103.71	\$106.62
17		Logistics Manager	\$72.05	\$73.98	\$76.05	\$78.19	\$80.38
18		Network Manager Senior	\$84.43	\$86.69	\$89.12	\$91.62	\$94.18



Index	Job Code / WD Code	Position Title / Skill Level	Year 1	Year 2	Year 3	Year 4	Year 5
			20190627 20200626	20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
19	01011	Accounting Clerk I**	\$43.82	\$44.99	\$46.25	\$47.55	\$48.88
20	01012	Accounting Clerk II**	\$48.95	\$50.26	\$51.67	\$53.11	\$54.60
21	01013	Accounting Clerk III**	\$54.57	\$56.04	\$57.61	\$59.22	\$60.88
22	01020	Administrative Assistant**	\$76.63	\$78.68	\$80.88	\$83.15	\$85.48
23	01035	Court Reporter**	\$51.05	\$52.42	\$53.88	\$55.39	\$56.95
24	01041	Customer Service Representative I**	\$35.46	\$36.41	\$37.43	\$38.48	\$39.55
25	01042	Customer Service Representative II**	\$39.68	\$40.75	\$41.89	\$43.06	\$44.27
26	01043	Customer Service Representative III**	\$43.12	\$44.27	\$45.51	\$46.79	\$48.10
27	01051	Data Entry Operator I**	\$36.14	\$37.10	\$38.14	\$39.21	\$40.31
28	01052	Data Entry Operator II**	\$39.28	\$40.33	\$41.46	\$42.62	\$43.81
29	01060	Dispatcher, Motor Vehicle**	\$45.26	\$46.48	\$47.78	\$49.12	\$50.49
30	01070	Document Preparation Clerk**	\$41.35	\$42.46	\$43.65	\$44.88	\$46.13
31	01090	Duplicating Machine Operator**	\$41.35	\$42.46	\$43.65	\$44.88	\$46.13
32	01111	General Clerk I**	\$35.32	\$36.27	\$37.28	\$38.33	\$39.40
33	01112	General Clerk II**	\$38.39	\$39.42	\$40.53	\$41.66	\$42.83
34	01113	General Clerk III**	\$44.04	\$45.22	\$46.49	\$47.79	\$49.13
35	01120	Housing Referral Assistant**	\$58.84	\$60.42	\$62.11	\$63.85	\$65.64
36	01141	Messenger Courier**	\$39.07	\$40.12	\$41.24	\$42.40	\$43.59
37	01191	Order Clerk I**	\$36.25	\$37.22	\$38.26	\$39.33	\$40.44
38	01192	Order Clerk II**	\$39.39	\$40.44	\$41.58	\$42.74	\$43.94
39	01261	Personnel Assistant (Employment) I**	\$43.43	\$44.60	\$45.85	\$47.13	\$48.45
40	01262	Personnel Assistant (Employment) II**	\$48.40	\$49.70	\$51.09	\$52.53	\$54.00
41	01263	Personnel Assistant (Employment) III**	\$53.76	\$55.20	\$56.75	\$58.34	\$59.97
42	01270	Production Control Clerk**	\$59.07	\$60.65	\$62.35	\$64.10	\$65.90
43	01290	Rental Clerk**	\$39.10	\$40.14	\$41.27	\$42.42	\$43.61



Index	Job Code / WD Code	Position Title / Skill Level	Year 1	Year 2	Year 3	Year 4	Year 5
			20190627 20200626	20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
44	01300	Scheduler, Maintenance**	\$42.53	\$43.67	\$44.89	\$46.15	\$47.44
45	01311	Secretary I**	\$42.53	\$43.67	\$44.89	\$46.15	\$47.44
46	01312	Secretary II**	\$47.30	\$48.56	\$49.93	\$51.32	\$52.76
47	01313	Secretary III**	\$58.84	\$60.42	\$62.11	\$63.85	\$65.64
48	01320	Service Order Dispatcher**	\$40.65	\$41.74	\$42.91	\$44.12	\$45.35
49	01410	Supply Technician**	\$76.63	\$78.68	\$80.88	\$83.15	\$85.48
50	01420	Survey Worker**	\$46.96	\$48.22	\$49.57	\$50.96	\$52.38
51	01460	Switchboard Operator/Receptionist**	\$36.86	\$37.85	\$38.91	\$40.00	\$41.12
52	01531	Travel Clerk I**	\$38.49	\$39.52	\$40.62	\$41.76	\$42.93
53	01532	Travel Clerk II**	\$41.24	\$42.35	\$43.53	\$44.75	\$46.01
54	01533	Travel Clerk III**	\$44.16	\$45.34	\$46.61	\$47.92	\$49.26
55	01611	Word Processor I**	\$40.23	\$41.30	\$42.46	\$43.65	\$44.87
56	01612	Word Processor II**	\$44.92	\$46.13	\$47.42	\$48.75	\$50.12
57	01613	Word Processor III**	\$50.08	\$51.42	\$52.86	\$54.34	\$55.86
58	05005	Automobile Body Repairer, Fiberglass**	\$66.32	\$68.10	\$70.01	\$71.97	\$73.99
59	05010	Automotive Electrician**	\$54.82	\$56.29	\$57.87	\$59.49	\$61.16
60	05040	Automotive Glass Installer**	\$51.75	\$53.13	\$54.62	\$56.15	\$57.73
61	05070	Automotive Worker**	\$51.75	\$53.13	\$54.62	\$56.15	\$57.73
62	05110	Mobile Equipment Servicer**	\$44.72	\$45.92	\$47.21	\$48.53	\$49.89
63	05130	Motor Equipment Metal Mechanic**	\$57.69	\$59.24	\$60.90	\$62.60	\$64.36
64	05160	Motor Equipment Metal Worker**	\$51.75	\$53.13	\$54.62	\$56.15	\$57.73
65	05190	Motor Vehicle Mechanic**	\$57.69	\$59.24	\$60.90	\$62.60	\$64.36
66	05220	Motor Vehicle Mechanic Helper**	\$43.48	\$44.64	\$45.89	\$47.18	\$48.50
67	05250	Motor Vehicle Upholstery Worker**	\$50.57	\$51.93	\$53.38	\$54.88	\$56.42
68	05280	Motor Vehicle Wrecker**	\$51.75	\$53.13	\$54.62	\$56.15	\$57.73



Index	Job Code / WD Code	Position Title / Skill Level	Year 1	Year 2	Year 3	Year 4	Year 5
			20190627 20200626	20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
69	05310	Painter, Automotive**	\$54.82	\$56.29	\$57.87	\$59.49	\$61.16
70	05340	Radiator Repair Specialist**	\$51.75	\$53.13	\$54.62	\$56.15	\$57.73
71	05370	Tire Repairer**	\$34.33	\$35.25	\$36.23	\$37.25	\$38.29
72	05400	Transmission Repair Specialist**	\$57.69	\$59.24	\$60.90	\$62.60	\$64.36
73	07010	Baker**	\$33.65	\$34.55	\$35.52	\$36.51	\$37.54
74	07041	Cook I**	\$37.58	\$38.59	\$39.67	\$40.78	\$41.92
75	07042	Cook II**	\$43.41	\$44.57	\$45.82	\$47.11	\$48.43
76	07070	Dishwasher**	\$28.34	\$29.10	\$29.91	\$30.75	\$31.61
77	07130	Food Service Worker**	\$27.96	\$28.70	\$29.51	\$30.34	\$31.19
78	07210	Meat Cutter**	\$47.82	\$49.10	\$50.47	\$51.89	\$53.34
79	07260	Waiter/Waitress**	\$27.23	\$27.96	\$28.75	\$29.55	\$30.38
80	09010	Electrostatic Spray Painter**	\$46.57	\$47.82	\$49.16	\$50.54	\$51.96
81	09040	Furniture Handler**	\$33.47	\$34.37	\$35.33	\$36.32	\$37.34
82	09080	Furniture Refinisher**	\$47.41	\$48.68	\$50.04	\$51.45	\$52.89
83	09090	Furniture Refinisher Helper**	\$36.77	\$37.75	\$38.81	\$39.90	\$41.02
84	09110	Furniture Repairer, Minor**	\$42.24	\$43.37	\$44.58	\$45.83	\$47.12
85	09130	Upholsterer**	\$46.57	\$47.82	\$49.16	\$50.54	\$51.96
86	11030	Cleaner, Vehicles**	\$25.61	\$26.29	\$27.03	\$27.79	\$28.56
87	11060	Elevator Operator**	\$31.01	\$31.84	\$32.73	\$33.65	\$34.59
88	11090	Gardener**	\$44.95	\$46.15	\$47.44	\$48.77	\$50.14
89	11122	Housekeeping Aide**	\$31.01	\$31.84	\$32.73	\$33.65	\$34.59
90	11150	Janitor**	\$31.01	\$31.84	\$32.73	\$33.65	\$34.59
91	11210	Laborer, Grounds Maintenance**	\$33.97	\$34.88	\$35.85	\$36.86	\$37.89
92	11240	Maid or Houseman**	\$29.33	\$30.12	\$30.96	\$31.83	\$32.72
93	11260	Pruner**	\$30.31	\$31.12	\$31.99	\$32.89	\$33.81



Index	Job Code / WD Code	Position Title / Skill Level	Year 1	Year 2	Year 3	Year 4	Year 5
			20190627 20200626	20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
94	11270	Tractor Operator**	\$41.26	\$42.37	\$43.56	\$44.78	\$46.03
95	11330	Trail Maintenance Worker**	\$33.97	\$34.88	\$35.85	\$36.86	\$37.89
96	11360	Window Cleaner**	\$34.76	\$35.69	\$36.69	\$37.72	\$38.77
97	13047	Librarian**	\$88.42	\$90.79	\$93.33	\$95.95	\$98.64
98	13050	Library Aide/Clerk**	\$40.20	\$41.28	\$42.44	\$43.63	\$44.85
99	13054	Library Information Technology Systems Administrator**	\$80.04	\$82.18	\$84.49	\$86.85	\$89.29
100	13090	Technical Order Library Clerk**	\$50.05	\$51.39	\$52.84	\$54.32	\$55.84
101	13110	Video Teleconference Technician**	\$59.82	\$61.42	\$63.14	\$64.91	\$66.73
102	14041	Computer Operator I**	\$44.45	\$45.64	\$46.92	\$48.24	\$49.59
103	14042	Computer Operator II**	\$49.56	\$50.88	\$52.31	\$53.78	\$55.28
104	14043	Computer Operator III**	\$55.03	\$56.50	\$58.08	\$59.71	\$61.38
105	14044	Computer Operator IV**	\$60.95	\$62.58	\$64.33	\$66.13	\$67.99
106	14045	Computer Operator V**	\$67.34	\$69.14	\$71.08	\$73.07	\$75.12
107	14071	Computer Programmer I (see 1) 26.36**	\$64.13	\$65.85	\$67.69	\$69.59	\$71.54
108	14072	Computer Programmer II (see 1)**	\$79.03	\$81.15	\$83.42	\$85.76	\$88.17
109	14073	Computer Programmer III (see 1)**	\$94.54	\$97.07	\$99.79	\$102.59	\$105.46
110	14074	Computer Programmer IV (see 1)**	\$108.15	\$111.05	\$114.16	\$117.36	\$120.65
111	14101	Computer Systems Analyst I (see 1)**	\$64.13	\$65.85	\$67.69	\$69.59	\$71.54
112	14102	Computer Systems Analyst II (see 1)**	\$73.28	\$75.25	\$77.36	\$79.52	\$81.75
113	14103	Computer Systems Analyst III (see 1)**	\$83.75	\$85.99	\$88.40	\$90.88	\$93.43
114	14150	Peripheral Equipment Operator**	\$44.45	\$45.64	\$46.92	\$48.24	\$49.59
115	14160	Personal Computer Support Technician**	\$60.95	\$62.58	\$64.33	\$66.13	\$67.99
116	14170	System Support Specialist**	\$89.12	\$91.51	\$94.07	\$96.71	\$99.42
117	15050	Computer Based Training Specialist / Instructor**	\$84.11	\$86.36	\$88.78	\$91.27	\$93.82
118	15060	Educational Technologist**	\$88.24	\$90.60	\$93.14	\$95.75	\$98.44



Index	Job Code / WD Code	Position Title / Skill Level	Year 1	Year 2	Year 3	Year 4	Year 5
			20190627 20200626	20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
119	15080	Graphic Artist**	\$74.80	\$76.80	\$78.95	\$81.16	\$83.44
120	15090	Technical Instructor**	\$67.84	\$69.65	\$71.61	\$73.61	\$75.68
121	15095	Technical Instructor/Course Developer**	\$82.57	\$84.78	\$87.16	\$89.60	\$92.11
122	16010	Assembler**	\$30.06	\$30.86	\$31.73	\$32.62	\$33.53
123	16030	Counter Attendant**	\$30.06	\$30.86	\$31.73	\$32.62	\$33.53
124	16040	Dry Cleaner**	\$38.15	\$39.17	\$40.27	\$41.39	\$42.55
125	16070	Finisher, Flatwork, Machine**	\$30.06	\$30.86	\$31.73	\$32.62	\$33.53
126	16090	Presser, Hand**	\$30.06	\$30.86	\$31.73	\$32.62	\$33.53
127	16110	Presser, Machine, Drycleaning**	\$30.06	\$30.86	\$31.73	\$32.62	\$33.53
128	16130	Presser, Machine, Shirts**	\$30.06	\$30.86	\$31.73	\$32.62	\$33.53
129	16160	Presser, Machine, Wearing Apparel, Laundry**	\$30.06	\$30.86	\$31.73	\$32.62	\$33.53
130	16190	Sewing Machine Operator**	\$40.74	\$41.84	\$43.01	\$44.21	\$45.45
131	16220	Tailor**	\$42.96	\$44.11	\$45.35	\$46.62	\$47.92
132	16250	Washer, Machine**	\$32.79	\$33.67	\$34.61	\$35.58	\$36.58
133	19010	Machine-Tool Operator (Tool Room)**	\$63.11	\$64.80	\$66.62	\$68.49	\$70.41
134	19040	Tool And Die Maker**	\$72.02	\$73.95	\$76.02	\$78.15	\$80.34
135	21020	Forklift Operator**	\$46.08	\$47.31	\$48.64	\$50.00	\$51.40
136	21030	Material Coordinator**	\$59.07	\$60.65	\$62.35	\$64.10	\$65.90
137	21040	Material Expediter**	\$59.07	\$60.65	\$62.35	\$64.10	\$65.90
138	21050	Material Handling Laborer**	\$32.95	\$33.83	\$34.78	\$35.75	\$36.76
139	21071	Order Filler**	\$35.80	\$36.76	\$37.79	\$38.84	\$39.93
140	21080	Production Line Worker (Food Processing)**	\$46.08	\$47.31	\$48.64	\$50.00	\$51.40
141	21110	Shipping Packer**	\$42.48	\$43.62	\$44.85	\$46.10	\$47.39
142	21130	Shipping/Receiving Clerk**	\$42.48	\$43.62	\$44.85	\$46.10	\$47.39
143	21140	Store Worker I**	\$31.80	\$32.65	\$33.56	\$34.50	\$35.47



Index	Job Code / WD Code	Position Title / Skill Level	Year 1	Year 2	Year 3	Year 4	Year 5
			20190627 20200626	20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
144	21150	Stock Clerk**	\$43.28	\$44.43	\$45.68	\$46.96	\$48.28
145	21210	Tools And Parts Attendant**	\$46.08	\$47.31	\$48.64	\$50.00	\$51.40
146	21410	Warehouse Specialist**	\$46.08	\$47.31	\$48.64	\$50.00	\$51.40
147	23110	Appliance Mechanic**	\$50.84	\$52.21	\$53.67	\$55.17	\$56.72
148	23120	Bicycle Repairer**	\$35.37	\$36.31	\$37.33	\$38.38	\$39.45
149	23125	Cable Splicer**	\$79.95	\$82.09	\$84.39	\$86.76	\$89.19
150	23130	Carpenter, Maintenance**	\$52.68	\$54.09	\$55.60	\$57.16	\$58.76
151	23140	Carpet Layer**	\$48.00	\$49.28	\$50.66	\$52.08	\$53.54
152	23160	Electrician, Maintenance**	\$64.92	\$66.66	\$68.53	\$70.45	\$72.42
153	23181	Electronics Technician Maintenance I**	\$71.07	\$72.97	\$75.02	\$77.12	\$79.28
154	23182	Electronics Technician Maintenance II**	\$75.36	\$77.38	\$79.55	\$81.78	\$84.07
155	23183	Electronics Technician Maintenance III**	\$79.27	\$81.39	\$83.67	\$86.02	\$88.43
156	23260	Fabric Worker**	\$54.37	\$55.83	\$57.39	\$59.00	\$60.65
157	23290	Fire Alarm System Mechanic**	\$56.38	\$57.89	\$59.51	\$61.18	\$62.90
158	23310	Fire Extinguisher Repairer**	\$50.21	\$51.56	\$53.00	\$54.49	\$56.01
159	23311	Fuel Distribution System Mechanic**	\$70.30	\$72.18	\$74.21	\$76.29	\$78.42
160	23312	Fuel Distribution System Operator**	\$59.45	\$61.05	\$62.76	\$64.52	\$66.32
161	23370	General Maintenance Worker**	\$50.19	\$51.53	\$52.98	\$54.46	\$55.99
162	23380	Ground Support Equipment Mechanic**	\$79.38	\$81.51	\$83.79	\$86.14	\$88.56
163	23381	Ground Support Equipment Servicer**	\$61.13	\$62.76	\$64.52	\$66.33	\$68.19
164	23382	Ground Support Equipment Worker**	\$64.88	\$66.61	\$68.48	\$70.40	\$72.37
165	23391	Gunsmith I**	\$50.21	\$51.56	\$53.00	\$54.49	\$56.01
166	23392	Gunsmith II**	\$58.10	\$59.65	\$61.33	\$63.04	\$64.81
167	23393	Gunsmith III**	\$64.76	\$66.50	\$68.36	\$70.28	\$72.25
168	23410	Heating, Ventilation And Air-Conditioning Mechanic**	\$67.00	\$68.80	\$70.72	\$72.71	\$74.74
169	23411	Heating, Ventilation And Air Conditioning Mechanic (Research Facility)**	\$70.48	\$72.37	\$74.40	\$76.48	\$78.62



Index	Job Code / WD Code	Position Title / Skill Level	Year 1	Year 2	Year 3	Year 4	Year 5
			20190627 20200626	20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
170	23430	Heavy Equipment Mechanic**	\$65.26	\$67.01	\$68.89	\$70.82	\$72.80
171	23440	Heavy Equipment Operator**	\$54.48	\$55.94	\$57.51	\$59.12	\$60.78
172	23460	Instrument Mechanic**	\$69.64	\$71.51	\$73.51	\$75.57	\$77.69
173	23465	Laboratory/Shelter Mechanic**	\$61.60	\$63.25	\$65.02	\$66.85	\$68.72
174	23470	Laborer**	\$35.55	\$36.50	\$37.52	\$38.57	\$39.66
175	23510	Locksmith**	\$60.20	\$61.81	\$63.54	\$65.33	\$67.16
176	23530	Machinery Maintenance Mechanic**	\$65.49	\$67.24	\$69.13	\$71.06	\$73.05
177	23550	Machinist, Maintenance**	\$60.67	\$62.30	\$64.05	\$65.84	\$67.68
178	23580	Maintenance Trades Helper**	\$42.98	\$44.13	\$45.37	\$46.64	\$47.95
179	23591	Metrology Technician I**	\$69.64	\$71.51	\$73.51	\$75.57	\$77.69
180	23592	Metrology Technician II**	\$73.26	\$75.22	\$77.33	\$79.50	\$81.72
181	23593	Metrology Technician III**	\$76.74	\$78.80	\$81.00	\$83.27	\$85.61
182	23640	Millwright**	\$65.40	\$67.15	\$69.03	\$70.96	\$72.95
183	23710	Office Appliance Repairer**	\$53.58	\$55.01	\$56.56	\$58.14	\$59.77
184	23760	Painter, Maintenance**	\$50.84	\$52.21	\$53.67	\$55.17	\$56.72
185	23790	Pipefitter, Maintenance**	\$66.03	\$67.80	\$69.70	\$71.65	\$73.66
186	23810	Plumber, Maintenance**	\$62.80	\$64.48	\$66.29	\$68.14	\$70.05
187	23820	Pneudraulic Systems Mechanic**	\$64.76	\$66.50	\$68.36	\$70.28	\$72.25
188	23850	Rigger**	\$65.49	\$67.24	\$69.13	\$71.06	\$73.05
189	23870	Scale Mechanic**	\$58.10	\$59.65	\$61.33	\$63.04	\$64.81
190	23890	Sheet-Metal Worker, Maintenance**	\$60.45	\$62.07	\$63.81	\$65.59	\$67.43
191	23910	Small Engine Mechanic**	\$48.00	\$49.28	\$50.66	\$52.08	\$53.54
192	23931	Telecommunications Mechanic I**	\$69.37	\$71.23	\$73.23	\$75.28	\$77.39
193	23932	Telecommunications Mechanic II**	\$72.99	\$74.94	\$77.04	\$79.20	\$81.42
194	23950	Telephone Lineman**	\$77.67	\$79.75	\$81.98	\$84.28	\$86.64
195	23960	Welder, Combination, Maintenance**	\$56.70	\$58.22	\$59.85	\$61.52	\$63.25
196	23965	Well Driller**	\$53.47	\$54.90	\$56.44	\$58.02	\$59.64



Index	Job Code / WD Code	Position Title / Skill Level	Year 1	Year 2	Year 3	Year 4	Year 5
			20190627 20200626	20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
197	23970	Woodcraft Worker**	\$64.76	\$66.50	\$68.36	\$70.28	\$72.25
198	23980	Woodworker**	\$50.21	\$51.56	\$53.00	\$54.49	\$56.01
199	25010	Boiler Tender**	\$77.51	\$79.58	\$81.81	\$84.11	\$86.46
200	25040	Sewage Plant Operator**	\$59.93	\$61.53	\$63.26	\$65.03	\$66.85
201	25070	Stationary Engineer**	\$77.51	\$79.58	\$81.81	\$84.11	\$86.46
202	25190	Ventilation Equipment Tender**	\$55.07	\$56.55	\$58.13	\$59.76	\$61.43
203	25210	Water Treatment Plant Operator**	\$59.93	\$61.53	\$63.26	\$65.03	\$66.85
-204	27004	Alarm Monitor**	\$55.54	\$57.03	\$58.63	\$60.27	\$61.96
205	27030	Detection Dog Handler**	\$48.18	\$49.47	\$50.86	\$52.28	\$53.75
206	27070	Firefighter**	\$65.19	\$66.94	\$68.82	\$70.74	\$72.73
207	27101	Guard I**	\$39.41	\$40.47	\$41.60	\$42.77	\$43.97
208	27102	Guard II**	\$48.18	\$49.47	\$50.86	\$52.28	\$53.75
209	28210	Gate Attendant/Gate Tender**	\$37.27	\$38.26	\$39.34	\$40.44	\$41.57
210	28310	Lifeguard**	\$27.89	\$28.63	\$29.44	\$30.26	\$31.11
211	28350	Park Attendant (Aide)**	\$41.51	\$42.63	\$43.82	\$45.05	\$46.31
212	28510	Recreation Aide/Health Facility Attendant**	\$30.73	\$31.56	\$32.44	\$33.35	\$34.29
213	28515	Recreation Specialist**	\$51.00	\$52.37	\$53.84	\$55.35	\$56.90
214	28630	Sports Official**	\$33.40	\$34.30	\$35.26	\$36.24	\$37.26
215	28690	Swimming Pool Operator**	\$42.85	\$43.99	\$45.23	\$46.49	\$47.80
216	29010	Blocker And Bracer**	\$71.25	\$73.16	\$75.21	\$77.32	\$79.48
217	29020	Hatch Tender**	\$71.25	\$73.16	\$75.21	\$77.32	\$79.48
218	29030	Line Handler**	\$71.25	\$73.16	\$75.21	\$77.32	\$79.48
219	29041	Stevedore I**	\$65.78	\$67.54	\$69.44	\$71.38	\$73.38
220	29042	Stevedore II**	\$74.59	\$76.59	\$78.74	\$80.94	\$83.21
221	30040	Civil Engineering Technician**	\$61.37	\$63.02	\$64.78	\$66.60	\$68.47
222	30051	Cryogenic Technician I**	\$63.57	\$65.27	\$67.10	\$68.98	\$70.91
223	30052	Cryogenic Technician II**	\$70.03	\$71.90	\$73.92	\$75.99	\$78.12



Index	Job Code / WD Code	Position Title / Skill Level	Year 1	Year 2	Year 3	Year 4	Year 5
			20190627 20200626	20200709 202106026	20210627 20220626	20220627 20230626	20230627 20240626
224	30061	Drafter/CAD Operator I**	\$47.32	\$48.59	\$49.95	\$51.35	\$52.79
225	30062	Drafter/CAD Operator II**	\$52.77	\$54.18	\$55.70	\$57.26	\$58.86
226	30063	Drafter/CAD Operator III**	\$58.62	\$60.19	\$61.87	\$63.61	\$65.39
227	30064	Drafter/CAD Operator IV**	\$71.75	\$73.67	\$75.73	\$77.85	\$80.04
228	30081	Engineering Technician I**	\$53.49	\$54.92	\$56.46	\$58.04	\$59.67
229	30082	Engineering Technician II**	\$59.82	\$61.42	\$63.14	\$64.91	\$66.73
230	30083	Engineering Technician III**	\$66.75	\$68.54	\$70.46	\$72.44	\$74.47
231	30084	Engineering Technician IV**	\$82.23	\$84.43	\$86.80	\$89.23	\$91.73
232	30085	Engineering Technician V**	\$100.24	\$102.92	\$105.81	\$108.77	\$111.82
233	30086	Engineering Technician VI**	\$120.91	\$124.15	\$127.63	\$131.21	\$134.89
234	30090	Environmental Technician**	\$64.81	\$66.55	\$68.41	\$70.33	\$72.30
235	30375	Petroleum Supply Specialist**	\$70.03	\$71.90	\$73.92	\$75.99	\$78.12
236	30395	Radiation Control Technician**	\$70.03	\$71.90	\$73.92	\$75.99	\$78.12
237	30461	Technical Writer I**	\$61.19	\$62.83	\$64.59	\$66.40	\$68.26
238	30462	Technical Writer II**	\$74.46	\$76.45	\$78.59	\$80.80	\$83.06
239	30463	Technical Writer III**	\$89.75	\$92.16	\$94.74	\$97.40	\$100.13
240	30491	Unexploded Ordnance (UXO) Technician I**	\$62.57	\$64.25	\$66.05	\$67.90	\$69.80
241	30492	Unexploded Ordnance (UXO) Technician II**	\$75.36	\$77.38	\$79.55	\$81.78	\$84.07
242	30493	Unexploded Ordnance (UXO) Technician III**	\$89.98	\$92.39	\$94.98	\$97.64	\$100.38
243	30495	Unexploded (UXO) Sweep Personnel**	\$62.57	\$64.25	\$66.05	\$67.90	\$69.80
244	31020	Bus Aide**	\$34.06	\$34.97	\$35.95	\$36.96	\$37.99
245	31030	Bus Driver**	\$48.81	\$50.12	\$51.52	\$52.97	\$54.45
246	31043	Driver Courier**	\$36.45	\$37.43	\$38.48	\$39.56	\$40.66
247	31260	Parking and Lot Attendant**	\$28.59	\$29.35	\$30.18	\$31.02	\$31.89
248	31290	Shuttle Bus Driver**	\$39.73	\$40.79	\$41.94	\$43.11	\$44.32
249	31310	Taxi Driver**	\$33.85	\$34.76	\$35.73	\$36.74	\$37.76
250	31361	Truckdriver, Light**	\$39.73	\$40.79	\$41.94	\$43.11	\$44.32



Index	Job Code / WD Code	Position Title / Skill Level	Year 1 20190627 20200626	Year 2 20200709 20210626	Year 3 20210627 20220626	Year 4 20220627 20230626	Year 5 20230627 20240626
251	31362	Truckdriver, Medium**	\$43.00	\$44.16	\$45.39	\$46.67	\$47.97
252	31363	Truckdriver, Heavy**	\$50.01	\$51.35	\$52.79	\$54.27	\$55.79
253	31364	Truckdriver, Tractor-Trailer**	\$50.01	\$51.35	\$52.79	\$54.27	\$55.79
254	99030	Cashier**	\$26.22	\$26.92	\$27.67	\$28.45	\$29.24
255	99050	Desk Clerk**	\$31.14	\$31.98	\$32.87	\$33.79	\$34.74
256	99410	Pest Controller**	\$43.95	\$45.13	\$46.40	\$47.70	\$49.03
257	99510	Photofinishing Worker**	\$32.20	\$33.07	\$33.99	\$34.95	\$35.92
258	99710	Recycling Laborer**	\$47.46	\$48.73	\$50.09	\$51.50	\$52.94
259	99711	Recycling Specialist**	\$57.83	\$59.38	\$61.04	\$62.75	\$64.51
260	99730	Refuse Collector**	\$42.28	\$43.41	\$44.63	\$45.88	\$47.17
261	99810	Sales Clerk**	\$29.02	\$29.79	\$30.63	\$31.49	\$32.37
262	99830	Survey Party Chief**	\$62.46	\$64.13	\$65.93	\$67.78	\$69.68
263	99831	Surveying Aide**	\$39.46	\$40.51	\$41.65	\$42.82	\$44.02
264	99832	Surveying Technician**	\$59.43	\$61.02	\$62.73	\$64.49	\$66.30
265	99840	Vending Machine Attendant**	\$36.68	\$37.66	\$38.72	\$39.80	\$40.92
266	99841	Vending Machine Repairer**	\$46.15	\$47.38	\$48.71	\$50.07	\$51.48
267	99842	Vending Machine Repairer Helper**	\$36.68	\$37.66	\$38.72	\$39.80	\$40.92
Index	Job Code / WD Code	Position Title / Skill Level	Year 1 20190627 20200626	Year 2 20200709 20210626	Year 3 20210627 20220626	Year 4 20220627 20230626	Year 5 20230627 20240626
268		PAINTER	\$58.32	\$59.89	\$61.56	\$63.29	\$65.06



Exhibit 1a -- ANCR Market Price List

Company:	DynCorp International LLC
Contract Number:	47QSHA19D004B
Services:	GSA – MAS

Index	Job Code / WD Code	Position Title / Skill Level	Year 2	Year 3	Year 4	Year 5
			20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
80	09010	Electrostatic Spray Painter**	\$47.82	\$49.16	\$50.54	\$51.96
81	09040	Furniture Handler**	\$34.37	\$35.33	\$36.32	\$37.34
82	09080	Furniture Refinisher**	\$48.68	\$50.04	\$51.45	\$52.89
83	09090	Furniture Refinisher Helper**	\$37.75	\$38.81	\$39.90	\$41.02
84	09110	Furniture Repairer, Minor**	\$43.37	\$44.58	\$45.83	\$47.12
85	09130	Upholsterer**	\$47.82	\$49.16	\$50.54	\$51.96
87	11060	Elevator Operator**	\$31.84	\$32.73	\$33.65	\$34.59
91	11210	Laborer, Grounds Maintenance**	\$34.88	\$35.85	\$36.86	\$37.89
133	19010	Machine-Tool Operator (Tool Room)**	\$64.80	\$66.62	\$68.49	\$70.41
134	19040	Tool And Die Maker**	\$73.95	\$76.02	\$78.15	\$80.34
147	23110	Appliance Mechanic**	\$52.21	\$53.67	\$55.17	\$56.72
149	23125	Cable Splicer**	\$82.09	\$84.39	\$86.76	\$89.19
150	23130	Carpenter, Maintenance**	\$54.09	\$55.60	\$57.16	\$58.76
151	23140	Carpet Layer**	\$49.28	\$50.66	\$52.08	\$53.54
152	23160	Electrician, Maintenance**	\$66.66	\$68.53	\$70.45	\$72.42
153	23181	Electronics Technician Maintenance I**	\$72.97	\$75.02	\$77.12	\$79.28
154	23182	Electronics Technician Maintenance II**	\$77.38	\$79.55	\$81.78	\$84.07
155	23183	Electronics Technician Maintenance III**	\$81.39	\$83.67	\$86.02	\$88.43



Index	Job Code / WD Code	Position Title / Skill Level	Year 2	Year 3	Year 4	Year 5
			20200709 20210626	20210627 20220626	20220627 20230626	20230627 20240626
156	23260	Fabric Worker**	\$55.83	\$57.39	\$59.00	\$60.65
157	23290	Fire Alarm System Mechanic**	\$57.89	\$59.51	\$61.18	\$62.90
158	23310	Fire Extinguisher Repairer**	\$51.56	\$53.00	\$54.49	\$56.01
159	23311	Fuel Distribution System Mechanic**	\$72.18	\$74.21	\$76.29	\$78.42
161	23370	General Maintenance Worker**	\$51.53	\$52.98	\$54.46	\$55.99
162	23380	Ground Support Equipment Mechanic**	\$81.51	\$83.79	\$86.14	\$88.56
168	23410	Heating, Ventilation And Air-Conditioning Mechanic**	\$68.80	\$70.72	\$72.71	\$74.74
169	23411	Heating, Ventilation And Air Conditioning Mechanic (Research Facility)**	\$72.37	\$74.40	\$76.48	\$78.62
173	23465	Laboratory/Shelter Mechanic**	\$63.25	\$65.02	\$66.85	\$68.72
174	23470	Laborer**	\$36.50	\$37.52	\$38.57	\$39.66
178	23580	Maintenance Trades Helper**	\$44.13	\$45.37	\$46.64	\$47.95
183	23710	Office Appliance Repairer**	\$55.01	\$56.56	\$58.14	\$59.77
184	23760	Painter, Maintenance**	\$52.21	\$53.67	\$55.17	\$56.72
185	23790	Pipefitter, Maintenance**	\$67.80	\$69.70	\$71.65	\$73.66
186	23810	Plumber, Maintenance**	\$64.48	\$66.29	\$68.14	\$70.05
190	23890	Sheet-Metal Worker, Maintenance**	\$62.07	\$63.81	\$65.59	\$67.43
195	23960	Welder, Combination, Maintenance**	\$58.22	\$59.85	\$61.52	\$63.25
197	23970	Woodcraft Worker**	\$66.50	\$68.36	\$70.28	\$72.25
198	23980	Woodworker**	\$51.56	\$53.00	\$54.49	\$56.01



Exhibit 2 -- SCA Code Title/Labor Cat/WD

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide) WD Number 2015-4281 Rev. 13. "

Index	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title
1000 Administrative Support And Clerical Occupations			
19	Accounting Clerk I**	01011	Accounting Clerk I
20	Accounting Clerk II**	01012	Accounting Clerk II
21	Accounting Clerk III**	01013	Accounting Clerk III
22	Administrative Assistant**	01020	Administrative Assistant
23	Court Reporter**	01035	Court Reporter
24	Customer Service Representative I**	01041	Customer Service Representative I
25	Customer Service Representative II**	01042	Customer Service Representative II
26	Customer Service Representative III**	01043	Customer Service Representative III
27	Data Entry Operator I**	01051	Data Entry Operator I
28	Data Entry Operator II**	01052	Data Entry Operator II
29	Dispatcher, Motor Vehicle**	01060	Dispatcher, Motor Vehicle
30	Document Preparation Clerk**	01070	Document Preparation Clerk
31	Duplicating Machine Operator**	01090	Duplicating Machine Operator
32	General Clerk I**	01111	General Clerk I
33	General Clerk II**	01112	General Clerk II
34	General Clerk III**	01113	General Clerk III
35	Housing Referral Assistant**	01120	Housing Referral Assistant
36	Messenger Courier**	01141	Messenger Courier
37	Order Clerk I**	01191	Order Clerk I
38	Order Clerk II**	01192	Order Clerk II
39	Personnel Assistant (Employment) I**	01261	Personnel Assistant (Employment) I
40	Personnel Assistant (Employment) II**	01262	Personnel Assistant (Employment) II
41	Personnel Assistant (Employment) III**	01263	Personnel Assistant (Employment) III



Index	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title
42	Production Control Clerk**	01270	Production Control Clerk
43	Rental Clerk**	01290	Rental Clerk
44	Scheduler, Maintenance**	01300	Scheduler, Maintenance
45	Secretary I**	01311	Secretary I
46	Secretary II**	01312	Secretary II
47	Secretary III**	01313	Secretary III
48	Service Order Dispatcher**	01320	Service Order Dispatcher
49	Supply Technician**	01410	Supply Technician
50	Survey Worker**	01420	Survey Worker
51	Switchboard Operator/Receptionist**	01460	Switchboard Operator/Receptionist
52	Travel Clerk I**	01531	Travel Clerk I
53	Travel Clerk II**	01532	Travel Clerk II
54	Travel Clerk III**	01533	Travel Clerk III
55	Word Processor I**	01611	Word Processor I
56	Word Processor II**	01612	Word Processor II
57	Word Processor III**	01613	Word Processor III
05000 Automotive Service Occupations			
58	Automobile Body Repairer, Fiberglass**	05005	Automobile Body Repairer, Fiberglass
59	Automotive Electrician**	05010	Automotive Electrician
60	Automotive Glass Installer**	05040	Automotive Glass Installer
61	Automotive Worker**	05070	Automotive Worker
62	Mobile Equipment Servicer**	05110	Mobile Equipment Servicer
63	Motor Equipment Metal Mechanic**	05130	Motor Equipment Metal Mechanic
64	Motor Equipment Metal Worker**	05160	Motor Equipment Metal Worker
65	Motor Vehicle Mechanic**	05190	Motor Vehicle Mechanic
66	Motor Vehicle Mechanic Helper**	05220	Motor Vehicle Mechanic Helper
67	Motor Vehicle Upholstery Worker**	05250	Motor Vehicle Upholstery Worker
68	Motor Vehicle Wrecker**	05280	Motor Vehicle Wrecker



Index	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title
69	Painter, Automotive**	05310	Painter, Automotive
70	Radiator Repair Specialist**	05340	Radiator Repair Specialist
71	Tire Repairer**	05370	Tire Repairer
72	Transmission Repair Specialist**	05400	Transmission Repair Specialist
07000 Food Preparation And Service Occupations			
73	Baker**	07010	Baker
74	Cook I**	07041	Cook I
75	Cook II**	07042	Cook II
76	Dishwasher**	07070	Dishwasher
77	Food Service Worker**	07130	Food Service Worker
78	Meat Cutter**	07210	Meat Cutter
79	Waiter/Waitress**	07260	Waiter/Waitress
09000 Furniture Maintenance And Repair Occupations			
80	Electrostatic Spray Painter**	09010	Electrostatic Spray Painter
81	Furniture Handler**	09040	Furniture Handler
82	Furniture Refinisher**	09080	Furniture Refinisher
83	Furniture Refinisher Helper**	09090	Furniture Refinisher Helper
84	Furniture Repairer, Minor**	09110	Furniture Repairer, Minor
85	Upholsterer**	09130	Upholsterer
11000 General Services and Support Occupations			
86	Cleaner, Vehicles**	11030	Cleaner, Vehicles
87	Elevator Operator**	11060	Elevator Operator
88	Gardener**	11090	Gardener
89	Housekeeping Aide**	11122	Housekeeping Aide
90	Janitor**	11150	Janitor
91	Laborer, Grounds Maintenance**	11210	Laborer, Grounds Maintenance
92	Maid or Houseman**	11240	Maid or Houseman
93	Pruner**	11260	Pruner

Index	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title
94	Tractor Operator**	11270	Tractor Operator
95	Trail Maintenance Worker**	11330	Trail Maintenance Worker
96	Window Cleaner**	11360	Window Cleaner
13000 Information And Arts Occupations			
97	Librarian**	13047	Librarian
98	Library Aide/Clerk**	13050	Library Aide/Clerk
99	Library Information Technology Systems Administrator**	13054	Library Information Technology Systems Administrator
100	Technical Order Library Clerk**	13090	Technical Order Library Clerk
101	Video Teleconference Technician**	13110	Video Teleconference Technician
14000 Information Technology Occupations			
102	Computer Operator I**	14041	Computer Operator I
103	Computer Operator II**	14042	Computer Operator II
104	Computer Operator III**	14043	Computer Operator III
105	Computer Operator IV**	14044	Computer Operator IV
106	Computer Operator V**	14045	Computer Operator V
107	Computer Programmer I (see 1) 26.36**	14071	Computer Programmer I (see 1) 26.36
108	Computer Programmer II (see 1)**	14072	Computer Programmer II (see 1)
109	Computer Programmer III (see 1)**	14073	Computer Programmer III (see 1)
110	Computer Programmer IV (see 1)**	14074	Computer Programmer IV (see 1)
111	Computer Systems Analyst I (see 1)**	14101	Computer Systems Analyst I (see 1)
112	Computer Systems Analyst II (see 1)**	14102	Computer Systems Analyst II (see 1)
113	Computer Systems Analyst III (see 1)**	14103	Computer Systems Analyst III (see 1)
114	Peripheral Equipment Operator**	14150	Peripheral Equipment Operator
115	Personal Computer Support Technician**	14160	Personal Computer Support Technician
116	System Support Specialist**	14170	System Support Specialist
15000 Instructional Occupations			

Index	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title
117	Computer Based Training Specialist / Instructor**	15050	Computer Based Training Specialist / Instructor
118	Educational Technologist**	15060	Educational Technologist
119	Graphic Artist**	15080	Graphic Artist
120	Technical Instructor**	15090	Technical Instructor
121	Technical Instructor/Course Developer**	15095	Technical Instructor/Course Developer
16000 Laundry, Dry-Cleaning, Pressing and Related Occupations			
122	Assembler**	16010	Assembler
123	Counter Attendant**	16030	Counter Attendant
124	Dry Cleaner**	16040	Dry Cleaner
125	Finisher, Flatwork, Machine**	16070	Finisher, Flatwork, Machine
126	Presser, Hand**	16090	Presser, Hand
127	Presser, Machine, Drycleaning**	16110	Presser, Machine, Drycleaning
128	Presser, Machine, Shirts**	16130	Presser, Machine, Shirts
129	Presser, Machine, Wearing Apparel, Laundry**	16160	Presser, Machine, Wearing Apparel, Laundry
130	Sewing Machine Operator**	16190	Sewing Machine Operator
131	Tailor**	16220	Tailor
132	Washer, Machine**	16250	Washer, Machine
19000 Machine Tool Operation and Repair Occupations			
133	Machine-Tool Operator (Tool Room)**	19010	Machine-Tool Operator (Tool Room)
134	Tool And Die Maker**	19040	Tool And Die Maker
21000 Materials Handling and Packing Occupations			
135	Forklift Operator**	21020	Forklift Operator
136	Material Coordinator**	21030	Material Coordinator
137	Material Expediter**	21040	Material Expediter
138	Material Handling Laborer**	21050	Material Handling Laborer
139	Order Filler**	21071	Order Filler



Index	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title
140	Production Line Worker (Food Processing)**	21080	Production Line Worker (Food Processing)
141	Shipping Packer**	21110	Shipping Packer
142	Shipping/Receiving Clerk**	21130	Shipping/Receiving Clerk
143	Store Worker I**	21140	Store Worker I
144	Stock Clerk**	21150	Stock Clerk
145	Tools And Parts Attendant**	21210	Tools And Parts Attendant
146	Warehouse Specialist**	21410	Warehouse Specialist
23000 Mechanics and Maintenance and Repair Occupations			
147	Appliance Mechanic**	23110	Appliance Mechanic
148	Bicycle Repairer**	23120	Bicycle Repairer
149	Cable Splicer**	23125	Cable Splicer
150	Carpenter, Maintenance**	23130	Carpenter, Maintenance
151	Carpet Layer**	23140	Carpet Layer
152	Electrician, Maintenance**	23160	Electrician, Maintenance
153	Electronics Technician Maintenance I**	23181	Electronics Technician Maintenance I
154	Electronics Technician Maintenance II**	23182	Electronics Technician Maintenance II
155	Electronics Technician Maintenance III**	23183	Electronics Technician Maintenance III
156	Fabric Worker**	23260	Fabric Worker
157	Fire Alarm System Mechanic**	23290	Fire Alarm System Mechanic
158	Fire Extinguisher Repairer**	23310	Fire Extinguisher Repairer
159	Fuel Distribution System Mechanic**	23311	Fuel Distribution System Mechanic
160	Fuel Distribution System Operator**	23312	Fuel Distribution System Operator
161	General Maintenance Worker**	23370	General Maintenance Worker
162	Ground Support Equipment Mechanic**	23380	Ground Support Equipment Mechanic
163	Ground Support Equipment Servicer**	23381	Ground Support Equipment Servicer
164	Ground Support Equipment Worker**	23382	Ground Support Equipment Worker
165	Gunsmith I**	23391	Gunsmith I
166	Gunsmith II**	23392	Gunsmith II



Index	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title
167	Gunsmith III**	23393	Gunsmith III
168	Heating, Ventilation And Air-Conditioning Mechanic**	23410	Heating, Ventilation And Air-Conditioning Mechanic
169	Heating, Ventilation And Air Conditioning Mechanic (Research Facility)**	23411	Heating, Ventilation And Air Conditioning Mechanic (Research Facility)
170	Heavy Equipment Mechanic**	23430	Heavy Equipment Mechanic
171	Heavy Equipment Operator**	23440	Heavy Equipment Operator
172	Instrument Mechanic**	23460	Instrument Mechanic
173	Laboratory/Shelter Mechanic**	23465	Laboratory/Shelter Mechanic
174	Laborer**	23470	Laborer
175	Locksmith**	23510	Locksmith
176	Machinery Maintenance Mechanic**	23530	Machinery Maintenance Mechanic
177	Machinist, Maintenance**	23550	Machinist, Maintenance
178	Maintenance Trades Helper**	23580	Maintenance Trades Helper
179	Metrology Technician I**	23591	Metrology Technician I
180	Metrology Technician II**	23592	Metrology Technician II
181	Metrology Technician III**	23593	Metrology Technician III
182	Millwright**	23640	Millwright
183	Office Appliance Repairer**	23710	Office Appliance Repairer
184	Painter, Maintenance**	23760	Painter, Maintenance
185	Pipefitter, Maintenance**	23790	Pipefitter, Maintenance
186	Plumber, Maintenance**	23810	Plumber, Maintenance
187	Pneudraulic Systems Mechanic**	23820	Pneudraulic Systems Mechanic
188	Rigger**	23850	Rigger
189	Scale Mechanic**	23870	Scale Mechanic
190	Sheet-Metal Worker, Maintenance**	23890	Sheet-Metal Worker, Maintenance
191	Small Engine Mechanic**	23910	Small Engine Mechanic
192	Telecommunications Mechanic I**	23931	Telecommunications Mechanic I
193	Telecommunications Mechanic II**	23932	Telecommunications Mechanic II



Index	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title
194	Telephone Lineman**	23950	Telephone Lineman
195	Welder, Combination, Maintenance**	23960	Welder, Combination, Maintenance
196	Well Driller**	23965	Well Driller
197	Woodcraft Worker**	23970	Woodcraft Worker
198	Woodworker**	23980	Woodworker
25000 Plant and System Operations Occupations			
199	Boiler Tender**	25010	Boiler Tender
200	Sewage Plant Operator**	25040	Sewage Plant Operator
201	Stationary Engineer**	25070	Stationary Engineer
202	Ventilation Equipment Tender**	25190	Ventilation Equipment Tender
203	Water Treatment Plant Operator**	25210	Water Treatment Plant Operator
27000 Protective Service Occupations			
204	Alarm Monitor**	27004	Alarm Monitor
205	Detection Dog Handler**	27030	Detection Dog Handler
206	Firefighter**	27070	Firefighter
207	Guard I**	27101	Guard I
208	Guard II**	27102	Guard II
28000 Recreation Occupations			
209	Gate Attendant/Gate Tender**	28210	Gate Attendant/Gate Tender
210	Lifeguard**	28310	Lifeguard
211	Park Attendant (Aide)**	28350	Park Attendant (Aide)
212	Recreation Aide/Health Facility Attendant**	28510	Recreation Aide/Health Facility Attendant
213	Recreation Specialist**	28515	Recreation Specialist
214	Sports Official**	28630	Sports Official
215	Swimming Pool Operator**	28690	Swimming Pool Operator
216	Blocker And Bracer**	29010	Blocker And Bracer
217	Hatch Tender**	29020	Hatch Tender



Index	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title
218	Line Handler**	29030	Line Handler
219	Stevedore I**	29041	Stevedore I
220	Stevedore II**	29042	Stevedore II
30000 Technical Occupations			
221	Civil Engineering Technician**	30040	Civil Engineering Technician
222	Cryogenic Technician I**	30051	Cryogenic Technician I
223	Cryogenic Technician II**	30052	Cryogenic Technician II
224	Drafter/CAD Operator I**	30061	Drafter/CAD Operator I
225	Drafter/CAD Operator II**	30062	Drafter/CAD Operator II
226	Drafter/CAD Operator III**	30063	Drafter/CAD Operator III
227	Drafter/CAD Operator IV**	30064	Drafter/CAD Operator IV
228	Engineering Technician I**	30081	Engineering Technician I
229	Engineering Technician II**	30082	Engineering Technician II
230	Engineering Technician III**	30083	Engineering Technician III
231	Engineering Technician IV**	30084	Engineering Technician IV
232	Engineering Technician V**	30085	Engineering Technician V
233	Engineering Technician VI**	30086	Engineering Technician VI
234	Environmental Technician**	30090	Environmental Technician
235	Petroleum Supply Specialist**	30375	Petroleum Supply Specialist
236	Radiation Control Technician**	30395	Radiation Control Technician
237	Technical Writer I**	30461	Technical Writer I
238	Technical Writer II**	30462	Technical Writer II
239	Technical Writer III**	30463	Technical Writer III
240	Unexploded Ordnance (UXO) Technician I**	30491	Unexploded Ordnance (UXO) Technician I
241	Unexploded Ordnance (UXO) Technician II**	30492	Unexploded Ordnance (UXO) Technician II
242	Unexploded Ordnance (UXO) Technician III**	30493	Unexploded Ordnance (UXO) Technician III
243	Unexploded (UXO) Sweep Personnel**	30495	Unexploded (UXO) Sweep Personnel
31000 Transportation/Mobile Equipment Operation Occupations			



Index	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title
244	Bus Aide**	31020	Bus Aide
245	Bus Driver**	31030	Bus Driver
246	Driver Courier**	31043	Driver Courier
247	Parking and Lot Attendant**	31260	Parking and Lot Attendant
248	Shuttle Bus Driver**	31290	Shuttle Bus Driver
249	Taxi Driver**	31310	Taxi Driver
250	Truckdriver, Light**	31361	Truckdriver, Light
251	Truckdriver, Medium**	31362	Truckdriver, Medium
252	Truckdriver, Heavy**	31363	Truckdriver, Heavy
253	Truckdriver, Tractor-Trailer**	31364	Truckdriver, Tractor-Trailer
99000 Miscellaneous Occupations			
254	Cashier**	99030	Cashier
255	Desk Clerk**	99050	Desk Clerk
256	Pest Controller**	99410	Pest Controller
257	Photofinishing Worker**	99510	Photofinishing Worker
258	Recycling Laborer**	99710	Recycling Laborer
259	Recycling Specialist**	99711	Recycling Specialist
260	Refuse Collector**	99730	Refuse Collector
261	Sales Clerk**	99810	Sales Clerk
262	Survey Party Chief**	99830	Survey Party Chief
263	Surveying Aide**	99831	Surveying Aide
264	Surveying Technician**	99832	Surveying Technician
265	Vending Machine Attendant**	99840	Vending Machine Attendant
266	Vending Machine Repairer**	99841	Vending Machine Repairer
267	Vending Machine Repairer Helper**	99842	Vending Machine Repairer Helper

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide) WD Number 2015-4281 Rev. 13. "

Exhibit 3 -- Labor Categories and Job Descriptions

3.a DI Exempt Labor Categories

Note: Two (2) years' experience, in a related field, may generally substituted for each year of education. Additional education above position requirements may also be used to substitute year-for-year for required years of experience.

Index	Position Title	Description	Education	Years of Experience
1	Program Director Sr.	<p>The Program Director Sr. leads assigned business area and is accountable for customer satisfaction, employee/team development, continuous process improvement and achieving annual revenue and profit targets. Typical duties include:</p> <ul style="list-style-type: none"> * Provide strategic guidance on the scope, goals, and deliverables associated with program execution * Identify opportunities for improvement and growth within the program, with a specific focus on defining the business case for such opportunities and achieving necessary support from all stakeholders * Effectively manage relationships and projects with internal and external stakeholders to ensure overall success of the program * Effectively communicate all relevant information to various stakeholders * Think critically and strategically about current processes, systems and relationships and identify possible issues before they become issues * Manage oversight of budgets and ensure spending within targets, identifying sources of variance and potential remedies or opportunities 	Bachelor's degree in an associated discipline.	Typically requires 12 or more years of experience in related field.
2	Operations Director	<p>The Operations Director provides technical operational support and continuous improvement that delivers superior business performance. Typical duties include:</p> <ul style="list-style-type: none"> * Implements tools and processes to enable business area to deliver best-in-class quality, service delivery and efficiencies * Monitors key performance indicators to ensure performance objectives are met * Ensures assigned area adheres to company policy and administers practices in a fair and equitable manner * Develops and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with company policy. 	Bachelor's degree in an associated discipline.	Typically requires 10 or more years of experience in related field.
3	Finance Manager	<p>The Finance Manager manages the general accounting functions and financial analysis for budgets and schedules for the company. Typical duties include:</p> <ul style="list-style-type: none"> * Manages the activities of general accounting functions. * Oversees the financial analysis of budgets and schedules for assigned business area. * Interprets and formulates financial methods and procedures for business area established goals. 	Bachelor's degree in an associated discipline.	Typically requires 6 or more years of experience in related field.

Index	Position Title	Description	Education	Years of Experience
		<ul style="list-style-type: none"> * Ensures compliance with company policies, procedures and other practices set forth by upper management directives. * Develops, implements and administers financial records in accordance with generally accepted accounting principles, corporate policies and government regulations. 		
4	Contracts Manager Senior	<p>The Contracts Manager Senior is responsible for the formulation of contracts policies, procedures, methods, operating practices and performance standards for assigned Business Unit. Typical duties include:</p> <ul style="list-style-type: none"> * Manages the proper coordination of various types of agreements, subcontracts and other contract/legal documents with accounting, legal, program management and other organizations as necessary. * Develops cost proposals to address request for proposal (RFP) requirements and approved cost strategies in accordance with cost estimating system requirements, company policies, and government regulations. * Facilitates effective implementation of contract responsibilities with program objectives and requirements. * Reviews all contract modifications and proposals for completeness, compliance and accuracy. 	Bachelor's degree in an associated discipline.	Typically requires 8 or more years of experience in related field.
5	HR Manager	<p>The HR Manager develops, plans, and administers policies relating to all phases of human resources activity for assigned business area. Typical duties include:</p> <ul style="list-style-type: none"> * Oversees HR staff during the planning and administering of all activities. * Serves as management representative when called upon. * Develops and administers policies and programs covering several areas of Human Resources such as recruitment, wage and salary administration, training, employee relations, benefits and equal employment opportunity (EEO)/affirmative action programs. * Prepares recommendations to upper management concerning human resources issues and concerns. * Ensures assigned group programs, practices and policies comply with applicable laws, regulations and DynCorp company policies. 	Bachelor's degree in an associated discipline.	Typically requires 6 or more years of experience in related field.
6	QA/QC EH&S Director	<p>Provides overall management of Quality Assurance Quality Control, Environmental, Health & Safety for assigned business area. Develops and implements the DI Quality Assurance/Control Plan (QCP), and Environmental, Health & Safety Plans (EHS), and pursues continuous improvement processes to meet the performance standards established in the Quality Assurance Surveillance Plan (QASP). Typical duties include:</p> <ul style="list-style-type: none"> * Responsible for the planning, development, implementation, and management of a comprehensive, affordable, and effective quality assurance program using ISO 9001 principles of the DI Quality Management System. 	Bachelor's degree in an associated discipline.	Typically requires 10 or more years of experience in related field.

Index	Position Title	Description	Education	Years of Experience
		<ul style="list-style-type: none"> * Supports the senior management in developing, implementing, and managing the quality assurance, environmental, health and safety (QAEHS) program. Seeks, shares and assists in institutionalizing best practices. * Works directly with process owners and program teams to drive continual process improvement projects to improve program delivery. * Acts as a change agent to lead and train employees in the use and understanding of quality tools to include: Lean Six Sigma, quality awareness, CMMI. * Works with internal customers, suppliers, external customers and program business leadership as needed to meet goals and communicate performance. 		
7	Project Manager Sr	<p>The Project Manager Senior plans, manages, controls and executes events under the projects life cycle to ensure fulfillment of contract requirements and program objectives. Typical duties include:</p> <ul style="list-style-type: none"> * Plans and organizes the management of a project or series of smaller projects or a definable piece of a larger program for successful completion and performance consistent with contractual requirements, government regulations and program objectives. * Oversee and monitor project financial status and performance to maintain contract budget guidelines and schedules. * Develops and executes strategic plans and objectives. * Analyzes performance under contracts to ensure proper utilization of manpower, materials, funds, facilities, and equipment. 	Bachelor's degree in an associated discipline.	Typically requires 8 or more years of experience in related field.
8	Project Manager	<p>The Project Manager will oversee program or task order projects through the project life cycle to ensure fulfillment of contract requirements and program objectives. Typical duties include:</p> <ul style="list-style-type: none"> * Plans and organizes the management of a project, task order, series of smaller projects or a definable piece of a larger program to ensure a successful completion, and that performance goals, consistent with contract agreements, applicable regulations and program objectives, are met or exceeded. * Oversees and monitors project financial status and performance to maintain contract budget guidelines and schedules. * Ensures sufficient and proper utilization of personnel, materials, funds, facilities, and equipment. * Acts as primary contact for project matters between customers/clients and company leadership, provide briefings on project status, successes, and issues. * Provide clear direction to project/task order employees regarding compliance with applicable company, military, and host nation standards of conduct. 	Bachelor's degree in an associated discipline.	Typically requires 6 or more years of experience in related field.
9	Deputy Project Manager	<p>Assists Project Manager in planning, management, control and execution of events under the projects life cycle in support of the Business Unit upper management. Typical duties include:</p>	Bachelor's degree in an	Typically requires 5 or more years

Index	Position Title	Description	Education	Years of Experience
		<ul style="list-style-type: none"> * Supports the management of a project or series of smaller projects or a definable piece of a larger program for successful completion and performance consistent with contractual requirements * Supports Project Manager to ensure satisfactory completion of project objectives * Assists the project manager with planning, management, control and supervising activities to support the full life cycle of assigned project * Assists in the development of comprehensive project plans to include both long and short range goals and milestones 	associated discipline.	of experience in related field.
10	Operations Manager	<p>The Operations Manager is responsible for managing activities and personnel to provide operational support for contract performance, business development, and mobilization/transition planning and execution. Typical duties include:</p> <ul style="list-style-type: none"> * Manage tasks and team to provide operational support, coordinate resources, maintain schedules within cost requirements, and ensure performance standards are met or exceeded for operational readiness * Advise senior management on program-wide operations and policy oversight for effective decision-making regarding operations performance, issues, and optimal approaches to accomplish company and customer objectives * Develop plans with all functional areas, provide all required reports, and oversee work control, planning, and overall mission support * Implement strategic plans for operations to support contract requirements based on industry best practices 	Bachelor's degree in an associated discipline.	Typically requires 6 or more years of experience in related field.
11	Site Manager	<p>The Site Manager manages all operational functions and activities at the designated site. Directs the accomplishment of site-specific program goals and monitors and reports their achievement. Manages the operating budget, manpower, resources and facilities in performance of contract responsibilities. Typical duties include:</p> <ul style="list-style-type: none"> * Manages a wide and broad variety of services and accompanying labor force for assigned location. * Plans, coordinates and supervises all contract activities and serves as the principal representative for DynCorp in all matters pertaining to the contract. Continually measures and analyzes progress. * Responsible for personnel, finance, training, supply systems and support services necessary for specific site contract. * Coordinates and maintains positive and effective relationships. * Provides for sufficient and viable contract performance through effective leadership of the site, to include compliance with quality and safety/environmental standards. Meets or exceeds all performance requirements. 	High school diploma or equivalent.	Typically requires 6 or more years of experience in related field.
12	Engineering Manager	The Engineering Manager is responsible for managing and directing the engineering activities of the assigned function or department. Typical duties	Bachelor's degree in	Typically requires 6 or

Index	Position Title	Description	Education	Years of Experience
		include: * Directs department activities to design new products, modify existing designs, improve production techniques, and develop test procedures * Develops and conducts work programs in accordance with company's policies, priorities and budget constraints * Develops and communicates business unit's engineering policies and standards, ensuring the technological advancements support the business plans of the company.	an associated discipline.	more years of experience in related field.
13	Facilities Manager	The Facilities Manager has primary responsibility for the day-to-day operations and management of the infrastructure including operations and maintenance of buildings, equipment, and utilities. Ensures all site operations are in compliance with the goals of the customer and according to company policies and procedures. Typical duties include: * Establishes work requirements, coordinates, prioritizes and successfully completes short and long term projects. * Manages objectives, strategy and performance through development of annual plans, budgets and short and long range plans as well as monitoring performance relative to established plans and budgets. * Ensures that all purchasing and inventory control for the facility is cost effective. * Ensures building integrity and maintenance of electrical, water, air systems and maintenance of facility grounds.	Bachelor's degree in an associated discipline.	Typically requires 6 or more years of experience in related field.
14	Facility Configuration Manager	The Facility Configuration Manager is responsible for configuration control of assigned facilities. Reviews engineering change proposals for completeness, proper approvals and system updates, to ensure correct configuration modifications to facilities. Reviews contracts and drafts configuration plans to encompass all specification requirements. Typical duties include: * Plans utilization of space and facilities for assigned facilities consistent with requirements of organizational efficiency and available facilities and funds. * Inspects buildings, office areas and special purpose areas to evaluate suitability for occupancy, considering such factors as air circulation, lighting, location, size and compatibility with the organization's missions. * Develops facility space analyses to determine space requirements based on requirements. Ensures requirements are in conformance to appropriate customer regulations. * Assists facility tenants with the preparation of facility engineering work orders, engineering change proposals, and other related documentation affecting the facility's configuration.	Bachelor's degree in an associated discipline.	Typically requires 6 or more years of experience in related field.
15	Information Systems	The Information Systems Security Manager (ISSM) is responsible for meeting DynCorp International LLCs certification and accreditation requirements,	Bachelor's degree in	Typically requires 6 or

Index	Position Title	Description	Education	Years of Experience
	Security Manager	<p>performing as the ISSM for accredited information systems. This position executes required functions as defined by the National Industrial Security Program Operating Manual (NISPOM) and company policy and directives. Typical duties include:</p> <ul style="list-style-type: none"> * Coordinates, implements and ensures that proper Industrial Security procedures are followed in accordance with the NISPOM, Intelligence Community Directives and DynCorp Standard Practices, DoS, DoD and other applicable government sponsor regulations. * Creates and maintains Master System Security Plans (MSSP), Information System Profile, Network System Security Plan (SSP) and addendums. * Provides security engineering and integration services. * Supports a wide range of security issues including architectures, tempest, electronic data traffic, and security access. 	an associated discipline.	more years of experience in related field.
16	Logistics Manager Senior	<p>The Logistics Manager Senior is responsible for all of the logistics support personnel and activities supporting the assigned business area. Typical duties include:</p> <ul style="list-style-type: none"> * Contributes to the creation and implementation of best practice logistics vision, strategy, policies, processes and procedures to continuously improve operational performance * Plans, manages and evaluates logistics operations liaising with internal stakeholders, suppliers, logistics providers, transportation companies and customers * Monitors quality, quantity, on time delivery performance and transportation costs * Utilizes available industry tools to determine and implement least total cost, most effective supply chain network design * Develop qualitative and financial business cases in order to compare alternatives and to support recommendations 	Bachelor's degree in an associated discipline.	Typically requires 8 or more years of experience in related field.
17	Logistics Manager	<p>The Logistics Manager plans and coordinates the ordering and distribution of products, parts and accessories. Typical duties include:</p> <ul style="list-style-type: none"> * Ensure adequate and timely distribution to attain maximum sales potential consistent with good inventory control. * Develop and implement customer service functions, physical distribution warehousing, production and traffic strategies. * Establish and execute policies, programs and procedures to support market delivery requirements. * Manage the ongoing distribution functions and appropriate interfaces. 	Bachelor's degree in an associated discipline.	Typically requires 6 or more years of experience in related field.
18	Network Manager Senior	<p>The Network Manager Senior is responsible for the daily performance and availability of the organization's network. Analyzes and troubleshoots network performance issues to ensure the optimization of the network. Oversees the daily operations of network staff. Typical duties include:</p>	Bachelor's degree in an associated	Typically requires 8 or more years of

Index	Position Title	Description	Education	Years of Experience
		<ul style="list-style-type: none"> * Responsible for the installation, configuration, integration and maintenance of automation systems. * Analyze system functions and failures to isolate and define problem areas. * Monitor the reachability of all connections within the network adhering to circuit restoral priorities and initiate troubleshooting to restore full network capability. * Monitor system performance and track usage and develop and deliver a trend analysis of system load, usage and response. 	discipline.	experience in related field.

DI MAS –Exempt Labor Category Descriptions.



Exhibit 3.b DI Non-Exempt Labor Categories

Note: Two (2) years' experience, in a related field, may generally substituted for each year of education. Additional education above position requirements may also be used to substitute year-for-year for required years of experience.

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
01000 Administrative Support and Clerical Occupations				
01011	Accounting Clerk I	<p>The Accounting Clerk I 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.</p> <p>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. Most jobs at Level I will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system. The Accounting Clerk I 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.</p>	HSD or equivalent.	0-2 years of experience
01012	Accounting Clerk II	<p>The Accounting Clerk II 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</p>	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>of reports, lists, calculations, and postings.</p> <p>The Accounting Clerk II is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level II requires 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. Most Level II jobs will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system. The Accounting Clerk II 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.</p>		
01013	Accounting Clerk III	<p>The Accounting Clerk III 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.</p> <p>The Accounting Clerk III is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level III requires 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</p>	HSD or equivalent.	4+ years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		the types of transactions handled. In addition, most jobs at Level III will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system. 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.		
01020	Administrative Assistant	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.	HSD or equivalent.	0-2 years of experience
01035	Court Reporter	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.	HSD or equivalent.	0-2 years of experience
01041	Customer Service Representative I	The Customer Service Representative (CSR) I 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	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		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. 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.		
01042	Customer Service Representative II	The Customer Service Representative (CSR) II 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. 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.	HSD or equivalent.	2-4 years of experience
01043	Customer Service Representative III	The Customer Service Representative (CSR) III 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. 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	HSD or equivalent.	4+ years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		and CSR II.		
01051	Data Entry Operator I	<p>The Data Entry Operator I is 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.</p> <p>The Data Entry Operator I 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. 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. 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. 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.</p>	HSD or equivalent.	0-2 years of experience
01052	Data Entry Operator II	<p>The Data Entry Operator II 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.</p> <p>The Data Entry Operator II requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting,</p>	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>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.</p> <p>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. 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.</p>		
01060	Dispatcher, Motor Vehicle (Motor Vehicle Utilization Assistant)	<p>The Dispatcher, Motor Vehicle (Motor Vehicle Utilization Assistant) is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies.</p>	HSD or equivalent.	0-2 years of experience
01070	Document Preparation Clerk	<p>The Document Preparation Clerk (Document Preparer) prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
	(Document Preparer)	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.		
01090	Duplicating Machine Operator (Photocopy Machine Operator; Reproduction Worker)	The Duplicating Machine Operator operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. 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.	HSD or equivalent.	0-2 years of experience
01111	General Clerk I	The General Clerk I 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). 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.	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
01112	General Clerk II	The General Clerk II 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). 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.	HSD or equivalent.	2-4 years of experience
01113	General Clerk III	The General Clerk III 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). 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.	HSD or equivalent.	4+ years of experience
01120	Housing Referral Assistant	The Housing Referral Assistant provides housing information to an organization's employees moving to a new location. The Housing Referral Assistant will contact individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone. May correspond to obtain listings of rental or sale properties, future housing prospects, and to develop a working relationship with the housing referral service. Job tasks include: compiling housing lists of rental property and properties for purchase. Periodically, the Housing Referral Assistant communicates with contacts to update listings, ensures that property owners	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>comply with the nondiscrimination policy, and counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs.</p> <p>Job tasks include: providing information regarding community services, searches files, makes telephone calls and referrals, providing information regarding locations, owners, agents, price ranges, loans and other related information. The Housing Referral Assistant maintains daily records of office activities (including number of applicants, number of applicants placed, and agents solicited or listed), schedules appointments for housing inspectors, prepares reports as required, and replies to complaints, investigations and letters of inquiry.</p>		
01141	Messenger Courier	<p>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.</p> <p>Note: Employees who regularly perform driving duties should be classified as a Driver Courier, which is listed under Transportation.</p>	HSD or equivalent.	0-2 years of experience
01191	Order Clerk I	<p>The Order Clerk I 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 I 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 I maintains order files and verifies shipping invoices against original orders. This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to ensure that the proper item is supplied or to verify the price</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>of order.</p> <p>The Order Clerk I 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.</p>		
01192	Order Clerk II	<p>The Order Clerk II 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 II 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 II maintains order files and verifies shipping invoices against original orders.</p> <p>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. The Order Clerk II 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.</p>	HSD or equivalent.	2-4 years of experience
01261	Personnel Assistant (Employment) I	<p>The Personnel Assistant (Employment) I 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 (Employment) I may conduct surveys and update manual and automated personnel records. This position performs a variety of tasks including, but not</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		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 (Employment) 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.		
01262	Personnel Assistant (Employment) II	The Personnel Assistant (Employment) II 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 (Employment) II may conduct surveys and update manual and automated personnel records. The Personnel Assistant (Employment) II 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. The Personnel Assistant (Employment) II 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 (Employment) 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.	HSD or equivalent.	2-4 years of experience
01263	Personnel Assistant (Employment) III	The Personnel Assistant (Employment) III 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	HSD or equivalent.	4+ years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>(Employment) III may conduct surveys and update manual and automated personnel records. 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. The Personnel Assistant (Employment) III 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. Therefore, the Assistant must be tactful, discrete, and articulate. The Personnel Assistant (Employment) III may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant (Employment) III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. The Personnel Assistant (Employment) III may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.</p>		
01270	Production Control Clerk	<p>The Production Control Clerk 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 Production Control 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,</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		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 Production Control 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 Production Control 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.		
01290	Rental Clerk	The Rental Clerk performs clerical duties concerned with rental and management of public housing projects answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. The Rental Clerk receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. This Rental Clerk receives security deposits and prepares tenant receipts, prepares bank deposits, maintains tenant files, and follows up on income re-certifications.	HSD or equivalent.	0-2 years of experience
01300	Scheduler, Maintenance	The Maintenance Scheduler schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.	HSD or equivalent.	0-2 years of experience
01311	Secretary I	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	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>responsibility.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> 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. <p>The Secretary I provides principal secretarial support in an office, usually to one</p>		

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>individual, and, in some cases, to the subordinate staff of that individual. The Secretary I 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. The Secretary I 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 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. The Secretary I works in an organizational structure that is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.</p>		
01312	Secretary II	<p>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. 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-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,</p>	HSD or equivalent.	2-4 years of experience

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		<p>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.</p> <p>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.</p> <p>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. Level of Secretary's Responsibility (LR)</p> <p>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-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:</p> <ul style="list-style-type: none"> 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 		

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>proceedings;</p> <p>c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;</p> <p>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;</p> <p>e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing. The Secretary II 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. 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.</p> <p>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:</p> <p>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;</p>		

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>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;</p> <p>c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;</p> <p>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;</p> <p>e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.</p>		
01313	Secretary III	<p>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. Level of Secretary's Supervisor (LS)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 an 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</p>	HSD or equivalent.	4+ years of experience

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		<p>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-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:</p> <ul style="list-style-type: none"> 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. <p>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,</p>		

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>and each contact typically must be handled differently, using judgment and discretion.</p> <p>The Secretary III 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 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. 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 an 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. 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</p>		

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>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.</p>		
01320	Service Order Dispatcher	<p>The Service Order Dispatcher receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to insure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.</p>	HSD or equivalent.	0-2 years of experience
01410	Supply Technician	<p>The Supply Technician performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:</p> <ul style="list-style-type: none"> (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical 	HSD or equivalent.	0-2 years of experience

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		ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.		
01420	Survey Worker (Interviewer)	The Survey Worker (Interviewer) interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone following specified sampling procedures or approaches them at random on street. The Survey Worker asks questions relative to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in federal, state or local census surveys.	HSD or equivalent.	0-2 years of experience
01460	Switchboard Operator/Receptionist (Receptionist)	The Switchboard Operator/Receptionist (Receptionist) 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."	HSD or equivalent.	0-2 years of experience
01531	Travel Clerk I	The Travel Clerk I 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, baggage, limits and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or	HSD or equivalent.	0-2 years of experience

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		<p>departing personnel. 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.</p>		
01532	Travel Clerk II	<p>The Travel Clerk II 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. The Travel Clerk II 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, baggage, limits and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk II assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel. At this level, 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</p>	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>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.</p> <p>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.</p>		
01533	Travel Clerk III	<p>The Travel Clerk III 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. The Travel Clerk III 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, baggage, limits and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel. 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.</p>	HSD or equivalent.	4+ years of experience

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		This position 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 person in this position 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.		
01611	Word Processor I	<p>The Word Processor I 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. 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. Excluded are:</p> <ul style="list-style-type: none"> 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. 	HSD or equivalent.	0-2 years of experience
01612	Word Processor II	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	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail. 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:</p> <p>a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting 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. 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.</p>		
01613	Word Processor III	<p>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.</p> <p>Requires both a comprehensive knowledge of word processing software</p>	HSD or equivalent.	4+ years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>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. Excluded are:</p> <ul style="list-style-type: none"> 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. 		
05000 Automotive Service Occupations				
05005	Automobile Body Repairer, Fiberglass	<p>This position repairs damaged fiberglass automobile bodies using pneumatic tools and knowledge of fiberglass repair techniques, cuts away damaged fiberglass, using air grinder, smooths edges of painted surface using sandpaper or air-powered sander, masks surrounding undamaged surface, using masking tape, cuts plastic separating film using shears, and tapes film to outside repair area. The Automobile Body Repairer mixes polyester resin and hardener according to specifications and applies mixture to repair area, soaks matting in resin mixture and layers matting over repair area to specified thickness, peels separating film from repair area and washes surface with water, occasionally secures new panel to repair area using C-clamp. The Repairer applies and spreads body filler manually to reestablish surface. The Repairer also manually files away excess filler to match original contour, smooths filler, using air sander, and cleans repair area with air gun.</p>	HSD or equivalent.	0-2 years of experience
05010	Automotive Electrician	<p>The Automotive Electrician tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature such as automatic alternator synchronizing equipment, amplifying control units, voltage regulating</p>	HSD or equivalent.	0-2 years of experience

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		equipment, generators, switching and control panels, and junction boxes, in motor vehicles such as automobiles, buses and trucks.		
05040	Automotive Glass Installer (Auto Glass Worker)	The Automotive Glass Installer (Auto Glass Worker) replaces broken or pitted windshields and window glass in motor vehicles, removes broken glass by unscrewing frame, using hand tools. The Automotive Glass Installer cuts flat safety glass according to specified pattern, using glasscutter; smooths cut edge of glass by holding against abrasive belt; applies moisture proofing compound along cut edges and installs glass in vehicle; weatherproofs window or windshield and prevents it from rattling by installing rubber channeling strips around sides of glass; installs precut replacement glass to replace curved windows; and may replace or adjust parts in window-raising mechanism.	HSD or equivalent.	0-2 years of experience
05070	Automotive Worker	The Automotive Worker performs a variety of minor repairs and services to maintain motor vehicles. The Automated Worker places and maintains decals on vehicles, checks and replaces batteries, rotates, repairs, and replaces tires, washes, polishes, and cleans interiors and exteriors of vehicles, drains, flushes, and replaces engine, transmission, and differential grease and oils, checks, cleans, calibrates, and replaces spark plugs, cleans and replaces oil and air filters. The Automotive Worker adjusts brakes, replaces windshield wipers, and similar minor parts, assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items, maintains tools and equipment, and cleans work areas.	HSD or equivalent.	0-2 years of experience
05110	Mobile Equipment Servicer	Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.	HSD or equivalent.	0-2 years of experience

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05130	Motor Equipment Metal Mechanic (Motor Vehicle Body Repairer)	The Motor Equipment Metal Mechanic (Motor Vehicle Body Repairer) repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools, removes upholstery, accessories, electrical and hydraulic window, seat-operating equipment, and trim to gain access to vehicle body and fender, positions block against surface of dented area and beats opposite surface to remove dents using hammer, and fills depressions with solder or other plastic material. This worker removes damaged fenders, panels, and grills, using wrenches and cutting torch, and bolts or welds replacement, straightens bent frames, using hydraulic jack and pulling device, files, grinds, and sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander, aims headlights, aligns wheels, bleeds hydraulic brake system, and may paint surface after performing body repairs.	HSD or equivalent.	0-2 years of experience
05160	Motor Equipment Metal Worker	The Motor Equipment Metal Worker assists the Motor Equipment Metal Mechanic by performing routine metal repairs to vehicle bodies and main frames, and other routine duties.	HSD or equivalent.	0-2 years of experience
05190	Motor Vehicle Mechanic	The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.	HSD or equivalent.	0-2 years of experience
05220	Motor Vehicle Mechanic Helper	The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.	HSD or equivalent.	0-2 years of experience
05250	Motor Vehicle Upholstery Worker	The Motor Vehicle Upholstery Worker repairs and replaces upholstery, including fabrics, springs, webbing, filling, and padding, in automobiles, trucks, buses, and other motor vehicles.	HSD or equivalent.	0-2 years of experience

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05280	Motor Vehicle Wrecker (Tow Truck Operator; Wrecker Operator)	The Motor Vehicle Wrecker (Tow Truck Operator; Wrecker Operator) operates gasoline, diesel, or electric-powered vehicle equipped with special equipment used to tow vehicles or equipment.	HSD or equivalent.	0-2 years of experience
05310	Painter, Automotive	The Painter, Automotive Worker coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from vehicle, using liquid paint remover and scraper, smooths surface with sandpaper and steel wool. The Painter, Automotive Worker roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface, masks and covers portions of surfaces not to be painted, paints vehicle or specified portion of vehicle and may paint insignia, letters or numerals on vehicle surface using stencils.	HSD or equivalent.	0-2 years of experience
05340	Radiator Repair Specialist	The Radiator Repair Specialist (Automobile Radiator Mechanic) repairs, modifies, and tests automotive radiators, air coolers, and oil temperature regulators made of various kinds of metals, locates and repairs leaks, removes defective parts, and installs new parts.	HSD or equivalent.	0-2 years of experience
05370	Tire Repairer	The Tire Repairer repairs damaged tires of automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using hydraulic jack, and unbolts wheel, using lug wrench, removes wheel from vehicle by hand or, when repairing giant tires of heavy equipment, by use of power hoist, locates puncture in tubeless tire by visual inspection or by immersing inflated tire in water bath and observing air bubbles emerging from puncture, and seals puncture in tubeless tire by inserting adhesive material and expanding rubber plug into puncture, using hand tools. Job task for the Tire Repairer also includes separating tubed tire from wheel, using rubber mallet and metal bar or mechanical tire changer, removing inner tube from tire and inspects tire casing for defects, such as holes and teas, gluing boot (tire patch) over rupture in tire casing using rubber cement, inflating inner tube and immerses it in water to locate leak, buffing defective area of inner	HSD or equivalent.	0-2 years of experience

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		tube, using scraper, and patches tubes with adhesive rubber patch or seals rubber patch to tube, using hot vulcanizing plate. The Tire Repairer reassembles tire onto wheel, and places wheel on balancing machine to determine counterweights required to balance wheel, hammers required counterweights onto rim of wheel.		
05400	Transmission Repair Specialist (Transmission Mechanic)	The Transmission Repair Specialist (Transmission Mechanic) repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using jacks or hoists, and removes transmission, using mechanic's hand tools, disassembles transmission and replaces broken or worn parts, such as bands, gears, seals, and valves, adjusts pumps, bands, and gears as required, using wrenches, installs repaired transmission and fills it with specified fluid, adjusts operating linkage and tests operation on road. The Specialist may adjust a carburetor, verify idle speed of motor, using equipment, such as tachometer, and make required adjustments.	HSD or equivalent.	0-2 years of experience
07000 Food Preparation and Service Occupations				
07010	Baker	The Baker applies full knowledge of baking trade and is responsible for producing standard baked goods such as bread, rolls, cakes, cookies, biscuits, muffins, and various types of puddings, and ice cream or sherbets.	HSD or equivalent.	0-2 years of experience
07041	Cook I	The Cook I prepares food, using various cooking methods, i.e., boiling, roasting, baking, broiling, to make suitable for eating. The Cook I independently performs moderately difficult tasks in preparing small quantities of quickly prepared food such as steaks, chops, cutlets, hamburgers, eggs, salads and other similar items. Excludes workers who exercise general supervision over kitchen activities.	HSD or equivalent.	0-2 years of experience
07042	Cook II	The Cook II prepares food, using various cooking methods, i.e., boiling, roasting, baking, broiling, to make suitable for eating. The Cook II prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, seasons and cooks all cuts of various meats, fish and poultry, boils, steams or fries vegetables, makes gravies, soups, sauces, roasts, meat pies, fricassees, casseroles, and stews. Excludes food service supervisors and head cooks who exercise general supervision over kitchen activities.	HSD or equivalent.	2-4 years of experience
07070	Dishwasher	The Dishwasher manually or mechanically washes and rinses dishes, glasses and	HSD or	0-2 years of

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		silverware; maintains proper temperature for sterilization and adds soap as needed, and performs other duties as assigned.	equivalent.	experience
07130	Food Service Worker (Cafeteria Worker)	<p>The Food Service Worker (Cafeteria Worker) serves as a cafeteria and/or delicatessen/bakery worker helping in the preparation, presentation and serving of specialty meats, delicacies, preserved foods, cheeses, salads, breads and sweets to patrons. The incumbent assists in weighing, pricing and wrapping selected foods on plates, trays and in bags, prepares food displays in counter cases and other display units, greets customers as they arrive at service counter, takes special orders, and answers basic customer questions about specialty foods.</p> <p>Using prepared ingredients and following routine, repetitive steps, this Worker makes hot and/or cold sandwiches, fruit and vegetable trays, salads and rotisserie chicken, may slice and/or mix simple ingredients, as needed, cleans counters and trays, washes dishes and maintains cleanliness of preparation, work and display areas, inspects and cleans equipment. This Worker may assist in any or all of the following: measuring and mixing ingredients as directed, assists in preparing, cooking and decorating breads, rolls, pastries, cakes and other bakery items, receives, unloads trucks, and stores stock, takes special orders or unusual food requests from customers, takes payment and makes change for customers.</p>	HSD or equivalent.	0-2 years of experience
07210	Meat Cutter	Utilizing standardized meat cutting methods, the Meat Cutter breaks down meat carcasses and wholesale cuts; bones and cuts meat into roasts, steaks, chops, etc., cleans and cuts fish into fillets and steaks, draws dresses and cuts poultry. Must know methods for handling and storing meats (including fish and fowl).	HSD or equivalent.	0-2 years of experience
07260	Waiter/Waitress	The Waiter/Waitress serves food and beverages to patrons at counters and tables in coffee shops, lunchrooms, and other dining establishments. This worker presents menus to customers, answers questions, and makes suggestions regarding food and service. Duties include: memorizing or writing order on check, relaying order to kitchen and serving course from kitchen and service bars. The Waiter/Waitress observes guests to fulfill any additional requests and to perceive when meal has been completed, totals bill and accepts payment or	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		refers patron to Cashier. The Waiter/Waitress may ladle soup, toss salads, portion pies and desserts, brew coffee, perform other services as determined by establishment's size and practices, and may clear and reset counters or tables at conclusion of each course or meal.		
09000 Furniture Maintenance and Repair Occupations				
09010	Electrostatic Spray Painter	The Electrostatic Spray Painter sprays negatively charged paint particles on positively charged work pieces, using cone, disk, or nozzle-type electrostatic painting equipment, moves switches and dials to start flow of current and to activate paint spraying equipment, turns valves and observes gauges to set pressure and to control flow of paint, adjusts thermostat to maintain specified temperature in paint tanks, inspects painted units for runs, sags, and unpainted areas, readjusts pressure valves to control direction and pattern of spray and to correct flaws in coating, and cleans paint from ceiling and walls of booth, conveyor hooks or grid, and from disks, cones, spray heads, and hoses using solvent and brush. This Worker may hand-spray parts to cover unpainted areas or apply rust preventative, mix paint according to specifications, using viscometer to regulate consistency according to changes in atmospheric conditions, may supervise or train furniture handlers for limited operation of the electrostatic spray painting equipment. In general, the work of an electrostatic spray painter requires rounded training and experience usually acquired through considerable on-the-job training and experience.	HSD or equivalent.	0-2 years of experience
09040	Furniture Handler	The Furniture Handler assists one or more electrostatic spray painters in repainting furniture by performing specific or general duties of lesser skill, moves materials or furniture to work areas, using hand truck or dolly, cleans surfaces of articles to be painted. The Furniture Handler is confined to supplying, lifting, holding materials and tools, and cleaning working areas.	HSD or equivalent.	0-2 years of experience
09080	Furniture Refinisher	The Furniture Refinisher refinishes damaged, worn, or used furniture or new high-grade furniture to specified color for finish, utilizing knowledge of wood properties, finishes, and furniture styling, removes old finish from surfaces by abrading with steel wool or sandpaper or by brushing solvent on surfaces to soften finish and scraping with knife and steel wool, removes excess solvent by	HSD or equivalent.	0-2 years of experience

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		rubbing surface with cloth immersed in paint thinner or salt soda, applies plastic putty, wood putty, or lacquer-stick to surfaces, using spatula or knife, to fill nicks, depressions, holes and cracks. The Furniture Refinisher smooths surface for finishing, using sandpaper or power sander, selects and mixes finish ingredients to obtain specified color shade or to match existing finish, brushes or sprays successive coats of stain, varnish, shellac, lacquer, or paint on work piece. This refinisher grains wood or paints wood trim, using graining roller, comb, sponge, or brush, polishes and waxes finished surfaces. In general, this worker requires extensive knowledge of surface peculiarities and types of finishes required for different applications usually acquired through considerable on-the-job training and experience.		
09090	Furniture Refinisher Helper	The Furniture Refinisher Helper assists in refinishing furniture by performing one or a combination of the following tasks: supplying furniture refinishers with materials and tools, holding materials and tools as requested, cleaning work areas, machines and equipment, immersing small articles in vat filled with solvent preparatory to rubbing, and blowing excess solvent from surface with air hose or wipes surface with dry cloth. Job tasks continue to include scraping articles, using knife, scraper, or wood chisel to remove burs, splinters, and excess glue, and marking defects such as knotholes, cracks, and splits to facilitate repair of articles. This Refinisher Helper cuts plastic laminated covering materials and plywood to specified size and shape using hand tools and power tools; cements pre-cut laminated materials to plywood to form furniture parts such as cabinet tops, countertops, desktops and tabletops, using clamps or vise; wipes acetone on edges of parts with rags and solvent to remove excess adhesive; examines edges of laminated parts to detect ridges, and removes excess materials with file or electric hand trimmers, and attaches metal molding trim to edges, using glue and hand tools.	HSD or equivalent.	0-2 years of experience
09110	Furniture Repairer, Minor	The Furniture Repairer, Minor repairs surface defects of finished wood and metal furniture, using the following methods: (1) Repair defects in finish of wooden furniture; fill holes and cracks with shellac or wax, using heated blade to melt and spread wax and shellac; remove varnish and smooth's cracks and	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>scratches with sandpaper; apply stain to match furniture surface and varnish to protect surface, using brush or spray gun; smooth and shape repaired surface with sandpaper, pumice stone, steel wool, or chisel. This method will require this repairer to nail, screw, or glue broken or split parts together, rub glossy spots with pumice stone and oil, and polish dull spots with wax to match surrounding finish. The Furniture Repairer dabs moistened cloth to and presses heated blade against dents and scratches to draw indentations to surface, may chisel out defective sections and replace them with patch matching color and grain, (2) Repair damaged metal furniture; weld cracks using acetylene torch; file, scrape, or sand parts to remove dirt, paint, or rust, melt solder into holes and cracks; grind solder until smooth and flush with surrounding metal, using portable grinder; bend or hammer dented or twisted parts to original shape; tighten or replace loose screws, nuts and bolts; replace missing or broken parts, e.g., hinges, door and drawer handles, latches, and furniture arms and legs.</p>		
09130	Upholsterer	<p>The Upholsterer repairs and rebuilds upholstered furniture, using hand tools and knowledge of fabrics and upholstery methods, removes covering, webbing and padding from seat, arms, back and sides of work piece, using tack puller, chisel, and mallet, removes defective springs by cutting cords or wires that hold them in place, replaces webbing and springs or reties springs, measures and cuts new covering material, installs material on inside of arms, back, seat, and over outside back and arms of wooden frame. The Upholster tacks or sews ornamental trim, such as braid and buttons, to cover and frame, may operate sewing machine to seam cushions and join various sections of covering materials, may repair wooden frame of work piece, repair seats from various types of vehicles, repair a variety of items requiring special shaping, cushioning and covering including aircraft insulation and soundproofing panels, repair special devices and assemblies and other items such as carpets, inflatable shelters and tents made of canvas and other fabrics. In general, the work of an Upholsterer requires rounded training and experience usually acquired through considerable on-the-job training and experience.</p>	HSD or equivalent.	0-2 years of experience

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11000 General Services and Support Occupations				
11030	Cleaner, Vehicles	The Vehicles Cleaner cleans interiors and exteriors of transportation vehicles, such as automobiles, buses, railroad cars, and streetcars, cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whiskbroom, cleans windows with water, cleansing compounds, and cloth or chamois, replenishes sanitary supplies in vehicle compartments, removes dust, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment or by spraying or washing vehicles, using spraying equipment, brush or sponge. The Vehicle Cleaner may polish exterior of vehicle, and may fumigate interior of vehicle, using fumigating gases or sprays.	HSD or equivalent.	0-2 years of experience
11060	Elevator Operator	The Elevator Operator operates elevator to transport passengers or freight between floors of a building such as a department store, hotel, office building, apartment house, or manufacturing plant, pushes buttons or moves levers on signal or instructions from passengers or others to control movement of elevator, opens and closes safety gate and elevator door at each floor where stop is made, may supply information to passengers concerning location of offices, merchandise, and individuals, distribute mail to various floors, answer telephone, and prevent unauthorized persons from entering building; may load or unload freight or assist other employees to do so, transport freight from elevator to designated area, using hand truck, and may sweep or vacuum elevator.	HSD or equivalent.	0-2 years of experience
11090	Gardener	The Gardener plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. The Gardner plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, brooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.		
11122	Housekeeping Aide	The Housekeeping Aide performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. An employee uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. The Housekeeping Aide will dry and wet mop floors, scrub and buff floors with rotor and other machines, vacuum carpets to clean and control bacteria, transport trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, perform special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, move furniture and set up meeting rooms. This Aide collects soiled linen, assists in cleaning emergency spills that are observed or as requested, maintains assigned equipment for cleanliness and requests repairs when needed, reports need for repairs to hospital equipment, furniture, building and fixtures, assists in moving patients in case of fire, disaster or emergency evacuation, and assists security personnel in restraining disturbed patients in psychiatric wards.	HSD or equivalent.	0-2 years of experience
11150	Janitor	The Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. Excluded are: a. Workers who specialize in window washing. b. Housekeeping staff who make beds and change linens as a primary responsibility. c. Workers required to disassemble and assemble equipment in order to clean	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>machinery. d. Workers who receive additional compensation to maintain sterile facilities or equipment.</p>		
11210	Laborer, Grounds Maintenance	<p>The Grounds Maintenance Laborer maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. The Grounds Maintenance Laborer assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.</p>	HSD or equivalent.	0-2 years of experience
11240	Maid or Houseman	<p>The Maid or Houseman cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks: dusting and cleaning Venetian blinds, furniture, and other surfaces, sorts, counts, folds, marks, or carries linens. The Maid or Houseman turns mattresses and makes beds, moves and arranges furniture and hangs drapes, cleans and polishes metalwork and porcelain bathroom fixtures, spot-cleans walls and windows, empties wastebaskets and removes trash, removes soiled linens for laundering, replenishes room supplies, and reports needed repairs to equipment, furniture, building and fixtures.</p>	HSD or equivalent.	0-2 years of experience
11260	Pruner	<p>The Pruner identifies and inspects trees for damage and/or diseases. Uses loppers to remove limbs from designated trees, applies spacing guidelines for</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		selection of best trees, and cuts or severs all live or dead limbs of selected trees to a specified height.		
11270	Tractor Operator	The Tractor Operator drives gasoline or diesel-powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.	HSD or equivalent.	0-2 years of experience
11330	Trail Maintenance Worker	The Trail Maintenance Worker removes fallen and leaning dead trees; encroaching limbs and brush, minor repair of tread, tread drainage and tread drainage structures and trail location marking. The Trail Maintenance Worker removes downed limbs, loose rock and debris from trail ways.	HSD or equivalent.	0-2 years of experience
11360	Window Cleaner	The Window Cleaner cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee, crawls through windows from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses basin chair, swings stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.	HSD or equivalent.	0-2 years of experience
13000 Information and Arts Occupations				
13047	Librarian	The Librarian maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information. 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.	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
13050	Library Aide/Clerk	The Library Aide/Clerk works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including; issuing library cards, explaining library rules and borrowing procedures, recording information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. The Library Aide/Clerk 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.	HSD or equivalent.	0-2 years of experience
13054	Library Information Technology Systems Administrator	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. The Library Information Technology Systems Administrator trains staff on software applicable to their position, assists patrons with information technology, and provides instruction on computers and applications.	HSD or equivalent.	0-2 years of experience
13090	Technical Order Library Clerk	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.	HSD or equivalent.	0-2 years of experience
13110	Video Teleconference	The Video Teleconference Technician operates video teleconferencing equipment including powering The up teleconferencing equipment, checking	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
	Technician	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.		
14000 Information Technology Occupations				
14041	Computer Operator I	The Computer Operator I 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	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>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. 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.</p>		
14042	Computer Operator II	<p>The Computer Operator II 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. The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to</p>	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		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		
14043	Computer Operator III	The Computer Operator III 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. 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.	HSD or equivalent.	4+ years of experience
14044	Computer Operator IV	The Computer Operator IV monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with	HSD or equivalent.	4+ years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>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. 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.</p>		
14045	Computer Operator V	<p>The Computer Operator V 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</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>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. 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.</p>		
14071	Computer Programmer I	<p>The Computer Programmer I 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</p>	HSD or equivalent.	0-2 years of experience

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		<p>changes in work processes, and maintains records to document program development and revisions. At Level I 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. 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</p>		
14072	Computer Programmer II	<p>The Computer Programmer II 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</p>	HSD or equivalent.	2-4 years of experience

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		<p>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 Level II, 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. At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. The Computer Programmer II 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</p>		

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		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.		
14073	Computer Programmer III	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 Level 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. As a fully qualified Computer Programmer III, this programmer 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 Computer Programmer III 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	HSD or equivalent.	4+ years of experience

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		<p>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 III 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, the Computer Programmer III 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.</p>		

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		<p>This Computer Programmer III 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.</p>		
14074	Computer Programmer IV	<p>The Computer Programmer IV 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 IV 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 Level IV, some programming analysis must be performed as part of the programming assignment. 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.</p>	HSD or equivalent.	4+ years of experience

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		<p>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. The Computer Programmer IV 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 maintains 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</p>		

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		<p>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.</p>		
14101	Computer Systems Analyst I	<p>The Computer Systems Analyst I 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. The Computer Systems Analyst I 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 I may also write the computer programs. 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 Computer Systems Analyst I 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</p>	HSD or equivalent.	0-2 years of experience

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		<p>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.</p>		
14102	Computer Systems Analyst II	<p>The Computer Systems Analyst II 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 II may also write the computer programs. 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,</p>	HSD or equivalent.	2-4 years of experience

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		<p>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 appraises 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.</p>		
14103	Computer Systems Analyst III	<p>The Computer Systems Analyst III 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</p>	HSD or equivalent.	4+ years of experience

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		<p>recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst may also write the computer programs. 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.</p>		
14150	Peripheral Equipment Operator	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	HSD or equivalent.	0-2 years of experience

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		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.		
14160	Personal Computer Support Technician	The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. 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.	HSD or equivalent.	0-2 years of experience
14170	System Support Specialist	The System Support Specialist 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),	HSD or equivalent.	0-2 years of experience

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		and web pages.		
15000 Instructional Occupations				
15050	Computer Based Training Specialist / Instructor	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.	HSD or equivalent.	0-2 years of experience
15060	Educational Technologist	The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). 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 curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.	HSD or equivalent.	0-2 years of experience
15090	Technical Instructor	The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in	HSD or equivalent.	0-2 years of experience

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		order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.		
15095	Technical Instructor/Course Developer	The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.	HSD or equivalent.	0-2 years of experience
15110	Test Proctor	The Test Proctor administers safeguards and physically controls a wide variety of tests. This worker may arrange for testing rooms and facilities, and become thoroughly familiar with the Examiner's Manual for the test(s) prior to testing. The Test Proctor issues all materials required for test administration, positively identifies all test takers, observes examinees during the test, conducts a page check of each examination prior to and following administration, may compile student assessment reports, and administer make-up tests in accordance with agency or contractual requirements. Testing materials are controlled items and are handled, stocked, safeguarded, inventoried, and administered in strict	HSD or equivalent.	0-2 years of experience

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		compliance with applicable regulations.		
15120	Tutor	The Tutor instructs students individually or in small groups. She/he may conduct a small amount of formal classroom instruction provided adequate experience is possessed in the subject being tutored. The Tutor does not normally prepare instructional programs or create lesson topic guides, but instead uses existing lesson plans and delivers any formal instruction from existing audio-visual and/or written material prepared by others. This worker may administer examinations or informal tests. This may require familiarity and experience in the field of instruction, but the incumbent can perform the required duties with no college education and approximately 30 to 90 days of training.	HSD or equivalent.	0-2 years of experience
16000 Laundry, Dry-Cleaning, Pressing and Related Occupations				
16010	Assembler	This Worker sorts or assembles the various dry-cleaned or laundered garments and other items of each customer's order, matching the articles according to description and identifying number as shown by tracking records.	HSD or equivalent.	0-2 years of experience
16030	Counter Attendant (Service Establishment Attendant)	The Counter Attendant (Service Establishment Attendant) performs the following job tasks: receiving clothing articles, examining articles to determine nature of repair and advising customer of repairs, quoting prices and preparing work tickets, sending articles to appropriate departments, returning finished articles to customers and collecting amount due. This Attendant may keep records of cash receipts and articles received and delivered and may sell articles such as cleaner, polish, shoelaces, and accessories.	HSD or equivalent.	0-2 years of experience
16040	Dry Cleaner	Dry Cleaning work involves most of the following: knowledge of cleaning processes, fabrics, and colors, placement of sorted articles in drum of cleaning machine, operation of valves to admit cleaning fluids into drum of machine, starting of the drum, allowance of the drum it to rotate until articles are cleaned and removal of articles from machine, and the rining and filtering of cleaning fluid. In addition, the Dry Cleaner may operate an extractor or tumbling machine or place articles in a cabinet dryer.	HSD or equivalent.	0-2 years of experience
16070	Finisher, Flatwork, Machine	The Flatwork, Machine Finisher performs flatwork-finishing operations by machine. Work involves one or more of the following: shaking out the creases in semi-dry washing to prepare it for the flatwork ironing machine, feeding clean,	HSD or equivalent.	0-2 years of experience

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		damp flatwork pieces into the flatwork ironing machine by placing the articles on the feeder rollers, catching or receiving articles as they emerge from the machine and partially folding them.		
16090	Presser, Hand	Job duties include the following: pressing articles such as drapes, knit goods, and delicate textiles such as lace, synthetics, and silks to remove wrinkles, flatten seams, and give shape to article all with the use of hand iron. The Hand Presser places article in position on ironing board or worktable, smooths and shapes fabric prior to pressing, sprays water over fabric to soften fibers when not using steam iron, and adjusts temperature of iron according to type of fabric, using covering cloths to prevent scorching or to avoid sheen on delicate fabrics. The Presser pushes and pulls iron over surfaces of article, employing knowledge relevant to pressing different types of fabrics, fits odd-shaped pieces that cannot be pressed flat over puff iron, and sometimes pins, folds, and hangs article after pressing.	HSD or equivalent.	0-2 years of experience
16110	Presser, Machine, Dry cleaning	This Machine Dry cleaning Presser smooths the surfaces of garments, slipcovers, drapes, and other shaped-fabric articles with a pressing machine in order to shape the articles, remove wrinkles, and flatten seams. This person may also operate two presses, loading one while the other is closed.	HSD or equivalent.	0-2 years of experience
16130	Presser, Machine, Shirts	Machine Shirts Presser includes: operating or tending the operation of one or more of the several types of machines that press shirts, performing such shirt pressing operations as body pressing, bosom pressing, collar and cuff pressing, and/or sleeve pressing.	HSD or equivalent.	0-2 years of experience
16160	Presser, Machine, Wearing Apparel, Laundry	The Machine, Wearing Apparel, Laundry Presser operates a machine to press family wearing apparel (T-shirts, socks, shorts) or uniforms and coats from linen supply and commercial accounts, and may fold and stack finished work or hang garments on rack. Shirt pressers are not to be included in this occupation.	HSD or equivalent.	0-2 years of experience
16190	Sewing Machine Operator	Requirements for the Sewing Machine Operator job are to: operate power sewing machines to sew; alter or repair wearing apparel, linens, blankets and other fabric articles; alter article according to alteration ticket, fitter's pins, chalk marks, or verbal instructions; locate defects; and repair articles, including ripping of seams and matching sizes and colors of replacement parts. This operator may	HSD or equivalent.	0-2 years of experience

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		operate automatic sewing machines, utilizing knowledge of threading machines, winding bobbins, adjusting tension, and oiling parts. Work is reviewed for accuracy, neatness, and to determine if instructions have been followed. The following kinds of work are not covered under this classification: fitting and marking necessary alterations; measuring and cutting materials to make new articles; designing and making articles for special purposes; sewing leather; and using heat-sealing machine to patch articles.		
16220	Tailor	The Tailor fits, marks, alter and repair clothing, takes measurements from or fits garment to customer to determine type and extent of cutting required, and marks garment accordingly. Job requirements are to: insert or eliminate padding in shoulders, taper seams without distorting the drape and proportions of the garment, re-sew garment using needle and thread or sewing machine, repair or replace defective garment parts such as snaps, zippers, buttons, buckles, pockets, pocket flaps and coat linings, shorten or lengthen sleeves or legs; expands or narrows waist and chest, raises or lowers collar, and sets sleeves to armholes. The Tailor maintains adequate stock of supplies, equipment and working area, and may supervise activities of sewing machine operator or other related workers.	HSD or equivalent.	0-2 years of experience
16250	Washer, Machine (Washman)	The Machine Washer operates one or more washing machines to wash household linens, garments, curtains, drapes, and other articles. Work involves the following: manipulating valves, switches, and levers to start and stop the machine, control the amount and temperature of water for the lathering and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions, loading and unloading the washing machine, if not done by loaders or un-loaders (pullers), and may make minor repairs to washing machine.	HSD or equivalent.	0-2 years of experience
19000 Machine Tool Operation and Repair Occupations				
19010	Machine-Tool Operator (Tool Room)	The Machine Tool Operator specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: planning	HSD or equivalent.	0-2 years of experience

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		and performing difficult machining operations which require complicated setups or a high degree of accuracy, setting up machine tool or tools (e.g., installing cutting tools and adjusting guides, stops, working tables, and other controls to handle the size of stock to be machined. The Machine Tool Operator determines proper feeds, speeds, tooling, and operation sequence or selects those prescribed in drawings, blueprints, or layouts). Work also involves using a variety of precision measuring instruments, making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. This worker may be required to select proper coolants and cutting and lubricating oils to recognize when tools need dressing, and to dress tools. In general, the work of a Machine-Tool Operator (Tool room) at the skill level called for in this classification, requires extensive knowledge of machine shop and tool room practice usually acquired though considerable on-the-job training and experience		
19040	Tool and Die Maker	The Tool and Die Maker constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves: planning and laying out work according to models, blueprints, drawings, or other written or oral specifications, understanding the working properties of common metals and alloys, selecting appropriate materials, tools, and processes required to complete task, making necessary shop computations, and setting up and operating various machine tools and related equipment. Work for someone in this position also involves using various Tool and Die Maker's hand tools and precision measuring instrument, working to very close tolerances, heat-treating metal parts and finished tools and dies to achieve required qualities, and fitting and assembling parts to prescribed tolerances and allowances. In general, the Tool and Die Maker's work requires rounded training in machine shop and tool room practice usually acquired through formal apprenticeship or equivalent training and experience	HSD or equivalent.	0-2 years of experience
21000 Materials Handling and Packing Occupations				
21020	Forklift Operator	The Forklift Operator operates a manually controlled gasoline, electric or liquid	HSD or	0-2 years of

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment	equivalent.	experience
21030	Material Coordinator	The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records	HSD or equivalent.	0-2 years of experience
21040	Material Expediter	The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling	HSD or equivalent.	0-2 years of experience

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		Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal		
21050	Material Handling Laborer	The Material Handling Laborer will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. Excluded from this definition are workers whose primary function involves: a. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process); b. Stocking merchandise for sale; c. Counting or routing merchandise; d. Operating a crane or heavy-duty motorized vehicle such as forklift or truck; e. Loading and unloading ships (alongshore workers); f. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.	HSD or equivalent.	0-2 years of experience
21071	Order Filler	The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.	HSD or equivalent.	0-2 years of experience
21080	Production Line Worker (Food Processing)	This Production Line Worker refers to an employee employed in a food processing plant whose duties involve several of the following: loading and unloading commodities from rail cars, trucks, or other conveyances, placing merchandise in proper storage location and transporting the merchandise by hand truck, push-pull, or forklift; blends merchandise ingredients into pre-determined quality by heating, mixing, re-heating, etc. The Production Line Worker monitors blending operation to ensure that finished products meets customer's requirements, monitors flow of product into appropriate container; labels container with identifying information supplied by customer, and places	HSD or equivalent.	0-2 years of experience

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		containers into appropriate shipping container. Must have knowledge of various types and sizes of shipping containers and special requirements of customers.		
21110	Shipping Packer	The Shipping Packer prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates.	HSD or equivalent.	0-2 years of experience
21130	Shipping/Receiving Clerk	The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.	HSD or equivalent.	0-2 years of experience
21140	Store Worker I	The Store Worker I performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment,	HSD or equivalent.	0-2 years of experience

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		<p>move merchandise by use of non-motorized equipment that is intended for display and resale purposes include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. This worker will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise. Note: this class excludes any work performed in a warehouse, see warehousing classifications</p>		
21150	Stock Clerk (Shelf Stocker; Store Worker II)	<p>The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.</p>	HSD or equivalent.	2-4 years of experience
21210	Tools and Parts Attendant (Tool Crib	<p>The Tools and Parts Attendant receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the</p>	HSD or equivalent.	0-2 years of experience

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	Attendant)	following keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool		
21410	Warehouse Specialist (Warehouse Worker)	As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties. Note: Excludes workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator)	HSD or equivalent.	0-2 years of experience
23000 Mechanics and Maintenance and Repair Occupations				
23010	Aerospace Structural Welder	The Aerospace Structural Welder performs fusion welding on aircraft and ground support equipment to a qualified Welding Procedures Specification (WPS), performs structural fusion welding on aerospace parts and components per the requirements of specifications as prescribed by Engineering Drawings and Work Orders. The Aerospace Structural Welder is required to read and understand engineering drawings and welding symbols, fabricates manufacture-welded parts from engineering drawing without direct supervision, performs fusion welding and torch brazing for ground support equipment, ensuring the procedure is completed per the requirements of the national welding and brazing codes and specifications. This welder welds a wide variety of materials	HSD or equivalent.	0-2 years of experience

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		such as aluminum, magnesium, alloyed and low alloy steel, stainless steel and nickel alloy steels. The incumbent is required to have knowledge of the materials to select the correct filler materials and shielding gas when generating the Weld Procedure Specification (WPS), and produce flight critical welds and assist in the development process of generating Weld Procedure Specifications as mandated by welding codes and specifications. The Aerospace Structural Welder determines the sequence of welding in order to prevent or reduce the amount of warp to the weld, designs and fabricates weld holding fixtures as necessary to perform individual welding projects, performs pre-heat and post weld stress relief operations, maintains weld records. The incumbent may perform duties as a Qualified Weld Inspector by inspecting own welds and those of less qualified welders, and may perform duties such as training and re-certification in the various welding processes		
23110	Appliance Mechanic	The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. This person connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter, observes readings on meters and graphic recorders, examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts, and disassembles appliances and examines mechanical and electrical parts. The worker traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter, calibrates timers, thermostats and adjusts contact points, and cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. This person replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring, repairs and adjusts appliance motors, reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.	HSD or equivalent.	0-2 years of experience
23120	Bicycle Repairer	The Bicycle Repairer does the following job duties: repairs and services bicycles, using power tools and hand tools, tightens and loosens spokes to align wheels,	HSD or equivalent.	0-2 years of experience

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		disassembles axle to repair coaster brakes and to adjust and replace defective parts, using hand tools, and adjusts cables or replaces worn or damaged parts to repair hand brakes. This incumbent also performs these tasks: installs and adjusts speed and gear mechanisms, shapes replacement parts, using bench grinder, installs, repairs, and replaces equipment or accessories, such as handle bars, stands, lights, and seats, rubs tubes with scraper and places patch over hole to repair tube. The Bicycle Repairer may paint bicycle frame, using spray gun or brush, weld broken or cracked frame together, using oxyacetylene torch and welding rods, and assemble new bicycles and accessories.		
23125	Cable Splicer	A Cable Splicer installs, maintains, repairs, and modifies cable systems. This worker uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems, prepares and installs distribution equipment, terminates tip cables on main distribution frames, and installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. This incumbent ensures techniques, materials, and accomplishments are according to technical standards and specifications and engineered directives; locates, repairs, and/or replaces splice cases, performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies, using resistance measurements and pressure gradients, and determines course of signal deterioration in voice and data circuits over cable by using test equipment. This person also interprets compressor meter readings and adjusts controls, and troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.	HSD or equivalent.	0-2 years of experience
23130	Carpenter, Maintenance	The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and	HSD or equivalent.	0-2 years of experience

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		experience usually acquired through a formal apprenticeship or equivalent training and experience.		
23140	Carpet Layer	The Carpet Layer prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor, measures and cuts carpeting to size, using carpet knife; lays padding and places carpeting on top of padding, cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections, installs metal edging and metal door strips; may lay carpet tiles, applying adhesive to floor, and transport carpeting to installation site.	HSD or equivalent.	0-2 years of experience
23160	Electrician, Maintenance	The Maintenance Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.	HSD or equivalent.	0-2 years of experience
23181	Electronics Technician, Maintenance I	The Electronics Technician, Maintenance I maintains repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>maintenance. The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.</p>		
23182	Electronics Technician Maintenance II	<p>The Electronics Technician, Maintenance II maintains repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.</p>	HSD or equivalent.	2-4 years of experience
23183	Electronics Technician Maintenance III	<p>The Electronics Technician, Maintenance III maintains repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling</p>	HSD or equivalent.	4+ years of experience

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		<p>equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance. The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering; changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.</p>		
23260	Fabric Worker	<p>The Fabric Worker makes, alters, and repairs a variety of fabric articles such as clothing, awnings, tents, gun covers, sleeping bags, parachutes, inflatable shelters, flags, bed linens, and belts. Fabrics include wool, cotton, canvas, nylon, polyester, olefin, metallic fabrics, leatherette, velour, burlap, felt, vinyl, and fabrics made of rubber yarns or plastic filaments. The Fabric Worker takes measurements and makes patterns and layouts, marks, cuts, fits, and sews or cements parts together, using hand-or power tools and equipment and knowledge of fabrics and construction methods, and may do upholstery work on such items as cushions and vehicle seats.</p>	HSD or equivalent.	0-2 years of experience
23290	Fire Alarm System Mechanic	<p>The Fire Alarm System Mechanic inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards, inspects fire alarm equipment visually and replaces defective components, tests initiating and</p>	HSD or equivalent.	0-2 years of experience

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		signal circuits, detectors, and system transmitter, makes needed repairs, and checks pressure gauges on suppression system storage containers and recharges or replaces containers.		
23310	Fire Extinguisher Repairer	The Fire Extinguisher Repairer performs the following duties: repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings, Using hand tools and hydrostatic test equipment, this repairer dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects, and replaces worn or damaged parts. Using hand tools, this repairer cleans extinguishers and recharges them with materials, (such as soda water and sulfuric acid, carbon tetrachloride, nitrogen or patented solutions); tests extinguishers for conformity with legal specifications using hydrostatic test equipment, and may install cabinets and brackets to hold extinguishers.	HSD or equivalent.	0-2 years of experience
23311	Fuel Distribution System Mechanic	The Fuel Distribution System Mechanic maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments, inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges, (such as distribution lines, float gauges, piping valves, pumps, and roof sumps); inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment, lubricates and repacks valves; lubricates pumps, replaces gaskets, seals and corrects pumping equipment misalignment, and cleans strainers and filters. This mechanic services water separators, checks meters for correct delivery and calibration, overhauls system components such as pressure regulating valves and excess valves, disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them, removes and installs equipment such as filters and piping to modify system or repair and replace system component. Duties include: cleaning fuel tanks and distribution lines, removing corrosion and repainting surfaces, overhauling vacuum and pressure vents, floating roof seals, hangers, and roof sumps, and maintaining record of inspections and repairs.	HSD or equivalent.	0-2 years of experience
23312	Fuel Distribution	The Fuel Distribution System Operator receives, stores, transfers, and issues fuel	HSD or	0-2 years of

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
	System Operator	through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge, prepares and checks receiving or ship's documents, connects lines, grounding wires, and loading and offloading arms or hoses to pipelines; and visually inspects samples of fuel, and checks gravity and flashpoint. This operator gauges tanks for water, temperature, and fuel levels, checks pumping systems for correct operating pressure or unusual noises, performs preventive maintenance and repairs on terminal systems, assists in maintenance of government-owned railroad loading and switch area, performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.	equivalent.	experience
23370	General Maintenance Worker	The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery. Excluded are: a. Craft workers included in a formal apprenticeship or progression program based on training and experience; b. Skilled craft workers required to demonstrate proficiency in one or more trades; c. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).	HSD or equivalent.	0-2 years of experience
23380	Ground Support Equipment Mechanic	The Ground Support Equipment Mechanic diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools. This mechanic maintains external fuel and grounding systems, performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, diagnoses mechanical and electronic circuitry malfunctions using visual and auditory senses, test equipment, and technical publications. This work also does the following: disassembles and assembles malfunctioning GSE accessories and components, removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations. This mechanic prepares GSE for storage and mobility deployment; and operates, cleans, inspects, and services GSE towing vehicles. In addition to maintaining vehicle records, this mechanic maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, practices good housekeeping, tool control, Foreign Object Damage prevention, and safety at all times.</p>		
23381	Ground Support Equipment Servicer	<p>The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.		
23382	Ground Support Equipment Worker	The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems. This worker performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, disassembles and assembles malfunctioning GSE accessories and components. In addition, the Ground Support Equipment Worker removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles; maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.	HSD or equivalent.	0-2 years of experience
23391	Gunsmith I	The Gunsmith can design, fabricate, modify, repair and service foreign and domestic firearms, weapons and accessories. Employee possesses required	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>knowledge in the use of hand tools, machine tools, and other equipment necessary to perform assigned duties, has the knowledge and skill to design and construct prototype small arms from drawings or customer input. This employee is capable of designing computer prototypes from customer input, has necessary knowledge of munitions and ballistics to accomplish assigned tasks. All required knowledge is typically obtained through technical schools and/or on the job experience. This incumbent plans and conducts training as required. The Gunsmith I is responsible to: perform detailed assembly and disassembly of foreign and domestic small arms weapons including t small arms inspection, maintenance, and minor repairs. This employee possesses knowledge of the tools (i.e. hammers, punches, files, stones, etc.) and gauges needed to perform assigned duties, has limited knowledge in the operation of gun-smiting machinery such as lathes, milling machines, surface grinders, etc., as well as limited knowledge of tooling used with those machines. The Gunsmith I has knowledge of basic shop safety procedures needed to work in a small arms environment, performs support functions for the shop, to include bead blasting and preparing metal parts for refinishing. Other support functions include, but are not limited to, ammo inventory and residue turn-in, publication and catalogue updates, tool and capital equipment maintenance, calibration control, weapons cleaning and organizational level weapons maintenance. This person may assist primary instructor in conducting Armorer's courses on specific small arms systems.</p>		
23392	Gunsmith II	<p>The Gunsmith can design, fabricate, modify, repair and service foreign and domestic firearms, weapons and accessories. Employee possesses required knowledge in the use of hand tools, machine tools, and other equipment necessary to perform assigned duties, has the knowledge and skill to design and construct prototype small arms from drawings or customer input. This employee is capable of designing computer prototypes from customer input, has necessary knowledge of munitions and ballistics to accomplish assigned tasks. All required knowledge is typically obtained through technical schools and/or on the job experience. This incumbent plans and conducts training as required. In addition</p>	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>to performing all functions of Level I Gunsmith, the level II usually requires attendance at factory Armorer's courses of small arms in the arms room inventory, performs major repairs on foreign and domestic standard and non-standard small arms weapons, can build either custom pistols or rifles with little or no supervision, possesses excellent knowledge of gun-smiting tools and procedures, and possesses moderate knowledge of firearms operating principles and ballistics. This worker has a thorough understanding of firearm operation principles, has a moderate knowledge of internal/external ballistic theories, can fabricate special jigs, fixtures and other special tooling with some supervision, can read and understand blueprint drawings, and can work from those drawings under direct supervision. The Gunsmith II can perform as primary instructor on most standard and non-standard small arms weapon systems. This position may require computer literacy.</p>		
23393	Gunsmith III	<p>The Gunsmith can design, fabricate, modify, repair and service foreign and domestic firearms, weapons and accessories. Employee possesses required knowledge in the use of hand tools, machine tools, and other equipment necessary to perform assigned duties, has the knowledge and skill to design and construct prototype small arms from drawings or customer input. This employee is capable of designing computer prototypes from customer input, has necessary knowledge of munitions and ballistics to accomplish assigned tasks. All required knowledge is typically obtained through technical schools and/or on the job experience. This incumbent plans and conducts training as required. Qualification for this position usually requires attendance at a formal one to two year accredited in-house gun-smiting course, or equivalent work experience. This worker has a thorough understanding of, and can instruct in external/internal and terminal ballistics, can build custom pistols and rifles, as well as other types of weapons systems with no supervision, and has a thorough understanding of machine tools and equipment. In addition, this incumbent can do the following: work from blueprints without supervision, design, fabricate and develop prototype small arms systems from a drawing or form customer input, work to Special Repair Facility Level maintenance, and can design computer prototypes</p>	HSD or equivalent.	4+ years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>from customer input. The Gunsmith III consults with government officials in all facets concerning the Weapons Department, such as, but not limited to, indoor/outdoor range design, ammunition fundamentals ballistics, weapons mounts, suppressors, optic systems, prototype development and reverse engineering projects, and performs direct supervision and training of subordinate gunsmiths.</p>		
23410	Heating, Ventilation and Air-Conditioning Mechanic	<p>The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit.</p> <p>This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		in warehouses and small factory buildings.		
23411	Heating, Ventilation and Air-Conditioning Mechanic (Research Facility)	<p>The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs, modifies and repairs refrigeration -hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This person performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems.</p> <p>The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs new or repaired component and performs complex modifications of systems and components in accordance with applicable electrical publications and directives, and will maintain and repair specialized laboratory equipment such as fume hoods, de-ionized water systems, bio-clean systems, vacuum systems, cascade refrigeration systems, and laboratory sinks. This mechanic may perform complex repair of systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines valves, meters, gages, thermostats, pumps, mechanical linkage, and electrical sensing, switching and controlling devices including pneumatic controls, variable speed drives, digital controlled devices, electronic, hydraulic heating and cooling and economizer systems</p>	HSD or equivalent.	0-2 years of experience
23430	Heavy Equipment Mechanic	The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.		
23440	Heavy Equipment Operator	The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.	HSD or equivalent.	0-2 years of experience
23460	Instrument Mechanic	The Instrument Mechanic installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. This worker disassembles malfunctioning instruments, examines and tests mechanism and circuitry for defects; troubleshoots equipment in or out of control system and replaces or repairs defective parts, reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, and makes minor calibration adjustments to insure functioning within specified standards. This mechanic may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.	HSD or equivalent.	0-2 years of experience
23465	Laboratory/Shelter Mechanic	The Laboratory/Shelter Mechanic performs and, on occasion, will work alone performing removal, repair and installation to a variety of items pertaining to rebuilding and the repair of air transport galley laboratories, communications shelters, trailers and vans; this worker removes, repairs or replaces broken screws, bolts riv-nuts, pop rivets, brackets, skids, floors, and luge, etc. This	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>person fills holes, dents and grooves on the various shelters with filler materials such as Scotch Weld, silastic, and plastic filler, fits positions and attaches patches, removes old and worn gaskets and replaces insuring that gasket is fitted properly to assure water tightness. On occasion, this mechanic removes, makes minor repairs, installs minor appliances, installs the various marking and identifications plates, works with higher-grade employees in providing estimates as to man-hours required to accomplish repairs. On familiar projects, this mechanic works with technical manuals and repair specifications and procedures, properly laying out and installing equipment racks, brackets, tool boards, holding devices, benches, mounts tables, etc.</p> <p>This mechanic removes repairs and/or replaces filters, blowers and heaters, visually locates defective operating hardware making repairs as required to items such as doors, handles, locks, hinges, fastening devices, etc., and checks all exterior seams for tightness and fit, making repairs as necessary. The Laboratory/Shelter Mechanic works with higher graded employees in performing structural repair, assists higher graded employee in the water test area performing high and low pressure tests and fording tests, performs pull test on shelter lifting eyes according to specifications, and inspects the shelter during these tests watching for any deficiencies. When deficiencies are noted, he/she makes on the spot repair or returns shelter to the line for necessary repair.</p>		
23470	Laborer	<p>The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		on icy roads and walkways, and picks up leaves and trash.		
23510	Locksmith	The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.	HSD or equivalent.	0-2 years of experience
23530	Machinery Maintenance Mechanic	The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.	HSD or equivalent.	0-2 years of experience
23550	Machinist, Maintenance	The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: interpreting written instructions and specifications, planning and laying out of work, using a variety of machinist's hand tools and precision measuring instruments, setting up and operating standard machine tools. This incumbent is responsible for the shaping of metal parts to close tolerances, making standard shop computations relating to dimensions of work, tooling,	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		feeds, and speeds of machining; knowledge of the working properties of the common metals, selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice, usually acquired through a formal apprenticeship or equivalent training and experience.		
23580	Maintenance Trades Helper	The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.	HSD or equivalent.	0-2 years of experience
23590 Metrology Technician				
23591	Metrology Technician I	The Metrology Technician I will do most or all of the following: calibrate and certify electronic and physical/dimensional measuring and test equipment to technical data specifications, maintaining traceability to the NIST, US Department of Commerce or by reference to natural constants. This person will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, accuracy and precision requirements, troubleshoot, align, and repair malfunctioning measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics. This worker inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, and will document results of measurements and calibrations on calibration certificates.	HSD or equivalent.	0-2 years of experience
23592	Metrology Technician II	The Metrology Technician II independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. The incumbent will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements. The Metrology Technician II identifies magnitude of error sources contributing to uncertainty of results to determine reliability of measurement process in quantitative terms, diagnoses and repairs malfunction in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. This worker provides training to apprentice technicians on metrology principle, resolving technical problems, and complicated electronic theory. This worker will inspect measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyze and interpret results of measurements and calibrations using mathematical formulas, and document results of measurements and calibrations on calibration certificates and calibration correction charts.		
23593	Metrology Technician III	The Metrology Technician III independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. This Worker assesses and utilizes calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements, analyzes magnitude of error sources contributing to uncertainty of results and/or test accuracy ratios to determine reliability of measurement process in quantitative terms. The Incumbent recommends substitution of standards or measuring equipment if required, diagnoses and repairs malfunctions in complex measuring and test equipment using theories of operation, blocks diagrams, schematics, logic trees, and software diagnostics to the component level. The Metrology Technician III provides training to apprentice and journeyman technicians on metrology principle, resolving technical problems, and complicated electronic theory, implements quality control plan, identifies nonconformities, analyzes	HSD or equivalent.	4+ years of experience

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		and interprets trends; recommends corrective actions, investigates and identifies root causes of problems. The Metrology Technician III interprets engineering drawings, schematic diagrams, or formulas to determine quality and reliability standards, inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyzes and interprets results of measurements and calibrations using mathematical formulas and authenticate calibration certificates for measurements and calibrations and calibration correction charts.		
23640	Millwright	The Millwright installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: planning and laying out work; interpreting blueprints or other specifications, using a variety of hand tools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity, aligning and balancing equipment, selecting standard tools, equipment and parts to be used, and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the Millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.	HSD or equivalent.	0-2 years of experience
23710	Office Appliance Repairer	The Office Appliance Repairer repairs and services office machines, such as adding, accounting, calculating machines and typewriters, using hand tools, power tools, micrometers and welding equipment. This worker operates machine to test moving parts and to listen to sounds of machines to locate causes of trouble, disassembles machine and examines parts, such as gears, guides, rollers, and pinions for wear and defects, using micrometers, repairs, adjusts, or replaces parts, and cleans and oils moving parts. This person may give instructions in operation and care of machines to machine operators, or assemble new machines.	HSD or equivalent.	0-2 years of experience
23760	Painter, Maintenance	The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by	HSD or equivalent.	0-2 years of experience

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		removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.		
23790	Pipefitter, Maintenance	The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.	HSD or equivalent.	0-2 years of experience
23810	Plumber, Maintenance	The Plumber, Maintenance assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		hand. The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.		
23820	Pneudraulic Systems Mechanic	The Pneudraulic Systems Mechanic maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases), tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics, and modifies, repairs or disassembles and overhauls systems or components.	HSD or equivalent.	0-2 years of experience
23850	Rigger	A Rigger assembles rigging to lift and move equipment or material in manufacturing plant or shipyard, selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved, attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps, attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook, gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. The Rigger also sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches, splices rope and wire cables to make or repair slings and tackle, and may direct workers engaged in hoisting machinery and equipment into ships.	HSD or equivalent.	0-2 years of experience
23870	Scale Mechanic	The Scale Mechanic installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights, moves scale into position, using hoists and rollers, inserts shims between scale base and foundation to level	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		scale, secures scale to foundation, using hand tools. This worker tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications, turns setscrews to adjust spring scales disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings. This worker straightens, cleans, and repaints structural parts of scale, and may install, adjust and repair electronically controlled scales.		
23890	Sheet-Metal Worker, Maintenance	The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.	HSD or equivalent.	0-2 years of experience
23910	Small Engine Mechanic	The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as rings and bearings, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.	HSD or equivalent.	0-2 years of experience
23931	Telecommunications Mechanic I	The Telecommunications Mechanic installs, removes, tests, troubleshoots, programs, maintains, and repairs voice and non-voice communications systems including intercom and public address systems, alarm systems, digital switching equipment, miscellaneous telephone, radio, fire alarms, intrusion alarms and compute data circuits, and related apparatus required in central switching office. The Telecommunications Mechanic I installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		including intercom and public address systems, alarm systems, teletype equipment, and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.		
23932	Telecommunications Mechanic II	The Telecommunications Mechanic installs, removes, tests, troubleshoots, programs, maintains, and repairs voice and non-voice communications systems including intercom and public address systems, alarm systems, digital switching equipment, miscellaneous telephone, radio, fire alarms, intrusion alarms and compute data circuits, and related apparatus required in central switching office. The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Employees in this position maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.	HSD or equivalent.	2-4 years of experience
23950	Telephone Lineman	This occupation includes jobs that involve installing, and repairing aerial and underground communications lines and auxiliary equipment such as conduits, insulators, and poles. The work does not require completing line connections.	HSD or equivalent.	0-2 years of experience
23960	Welder, Combination, Maintenance	This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.</p> <p>Note: Employees welding aircraft and ground support equipment should be classified as an Aerospace Structural Welder.</p>		
23965	Well Driller	<p>This incumbent sets up and operates portable drilling rig (machine and related equipment) to drill wells, extends stabilizing jackscrews to support and level drilling rig, moves levers to control power-driven winch that raises and extends telescoping mast. This person bolts trusses and guy wires to raise mast and anchors them to machine frame and stakes, and assembles drilling tools, using hand tools or power tools. The Well Driller moves levers and pedals to raise tools into vertical drilling position and lowers well casing (pipe that shores up walls of well) into well bore, using winch, moves levers and pedals and turns hand wells to control reciprocating action of machine and to drive or extract well casing. This employee pumps water into well to facilitate drilling by cooling drill bit and removing drillings, listens to sounds of drilling machine and feels cable or brake to determine drilling conditions and to identify variations such as entering new strata or striking rock, moves levers to adjust stroke and impact of cable tool drilling machine or changes drill bits of rotary drilling machine to fit changing conditions, and replaces drill bit with tool to collect samples of earth or rock being penetrated. This worker examines samples to determine nature of strata encountered or submits samples to laboratory for analysis, records drilling progress and geological data, and splices worn or broken cable. This incumbent may sharpen bits by heating them in forging furnace and hammering edges on anvil, build up worn drill bits by arc welding, tempering bits in furnace, and by quenching them in water, retrieve lost equipment from bore holes, using specialized retrieval tools and equipment, may fabricate well casings, or restore wells to active production.</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
23970	Woodcraft Worker	The Woodcraft Worker makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. This worker marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications, matches materials for color, grain, or texture, sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. This worker trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files; bores holes for insertion of screws or dowels by hand or using boring machine, glues, fits, and clamps parts and subassemblies together to form complete unit using clamps or clamping machine, and drives nails or other fasteners into joints at designated places to reinforce joints. This worker sands and scrapes surfaces and joints of articles to prepare articles for finishing, may dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint, and may install hardware, such as hinges, catches, and drawer pulls.	HSD or equivalent.	0-2 years of experience
23980	Woodworker	The Woodworker constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.	HSD or equivalent.	0-2 years of experience
25000 Plant and System Operations Occupations				
25010	Boiler Tender	The Boiler Tender tends one or more boilers to produce steam or high-temperature water for use in an establishment, fires boiler, observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation, adjusts controls to insure safe and efficient boiler operation	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		and to meet demands for steam or high-temperature water. This incumbent may also do one or more of the following: maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.		
25040	Sewage Plant Operator (Wastewater Treatment Plant Operator)	This incumbent operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage, monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage, observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements. This worker starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes, maintains log of operations and records meter and gas readings, gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance, and may collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. This person may operate and maintain power-generating equipment to provide steam and electricity for plant.	HSD or equivalent.	0-2 years of experience
25070	Stationary Engineer	The Stationary Engineer operates and maintains one or more systems that provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided, recording in logs various aspects of the system's operation, keeping the engines, machinery and equipment of the system in good working order. This engineer may direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		classification excludes head or chief engineers in establishments employing more than one engineer. Workers are required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale, and Boiler Tenders.		
25190	Ventilation Equipment Tender	This incumbent tends ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes; adjusts valves to regulate temperature of lubrication oil and flow of water through system, moves controls to regulate speed of fans, adjust vents and ducts, records gauge readings, and repairs completed, and time lost because of inoperative equipment. This worker writes repair work order tickets and out-of-order tags preparatory to equipment repair, inspects equipment to detect excessive noise and heat, replaces gauges and tightens and chalks leaky fittings, using wrenches, hammers, and chalking tool, cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam.	HSD or equivalent.	0-2 years of experience
25210	Water Treatment Plant Operator	This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. This person starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. This operator cleans tanks and filter beds, using backwashing (reverse flow of water), repairs and lubricates machines and equipment, using hand-and power tools, tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		chemicals, water turbidity, and water pressure. This operator may operate portable water-purification plant to supply drinking water, and purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.		
27000 Protective Service Occupations				
27004	Alarm Monitor	The Alarm Monitor operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency, operates telephone console to receive incoming calls for assistance, questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines, and scans status charts and computer screen to determine units available. This worker monitors alarm system signals that indicate location of fire or other emergency, operates two-way radio to dispatch police, fire, medical, and other personnel and equipment, and to relay instructions or information to remove units. This worker types commands on computer keyboard to update files and maintain logs, tests communications and alarm equipment, and backup systems to ensure serviceability. The Alarm Monitor may provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques, and activate alarm system to notify fire stations.	HSD or equivalent.	0-2 years of experience
27030	Detection Dog Handler	The Detection Dog Handler utilizes a trained explosives or narcotic detection dog to conduct searches and inspections of structures, objects, ships and watercraft, aircraft and open areas, works with canine partner to maintain control and develop skills. This handler may require canine and kennels support including the grooming and feeding canine partner, and use of two-way radio communication devices, cellular phones, communications devices and other devices as necessary to communicate. This worker maintains a log, written reports and canine and handler records, and may perform duties in a uniform or in civilian clothes.	HSD or equivalent.	0-2 years of experience
27070	Firefighter	The Firefighter controls and extinguishes fires. They may drive vehicle to scene of fire following predetermined route, or selecting alternate route when necessary. This worker positions vehicle considering such factors as wind direction, sources of water, hazards from falling structures, and location of	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		armaments or aircraft, operates pumps, foam generators, boom and ground sweeps nozzles, and other similar equipment, uses a variety of special protective gear in situations where poisonous gases, radioactive materials, and hazardous biological products are involved. The Firefighter determines proper pressures for the distances to be pumped and the number of lines being used. When operating a crash truck, this incumbent maneuvers the vehicle to keep the fire in optimum range while ensuring that backflash will not occur, maintains a constant awareness of water levels in self-contained tanks and warns handline and rescue man when tanks are close to running dry. This worker performs daily preventive maintenance inspection of vehicle and equipment, minor maintenance such as oil changes, replacing packing in pumps, and draining and flushing tanks, and otherwise ensuring that all equipment is in usable condition.		
27101	Guard I	This guard protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. This worker may be deputized to make arrests, and may help visitors and customers by answering questions and giving directions. This person may be required to demonstrate proficiency in the use of firearms and other special weapons and continuing physical fitness. This guard carries out detailed instructions and procedures primarily oriented to ensure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations. This guard intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.	HSD or equivalent.	0-2 years of experience
27102	Guard II	This guard protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. This worker may be deputized to make arrests, and may help visitors and customers by answering questions and giving directions. This person may be required to demonstrate proficiency in the use of firearms and other special weapons and continuing physical fitness. The Guard II enforces regulations and procedures designed to prevent breaches	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas. Commonly, the Guard II is required to demonstrate proficiency with firearms and other special weapons, and to meet rigorous physical fitness standards.		
28000 Recreation Occupations				
28210	Gate Attendant/Gate Tender	Gate Attendant duties include, but are not limited to, opening and closing the park entrance gate, posting shelter reservations, issuing entrance passes and brochures, handling emergency communications for ranger and/or medical services, disseminating information to and answering questions from the public regarding park rules, available facilities, etc. All attendant interaction with the public shall be performed diplomatically, courteously, and promptly.	HSD or equivalent.	0-2 years of experience
28310	Lifeguard	The Lifeguard monitors activities at swimming pool to prevent accidents and to provide assistance to swimmers, maintains order in pool and pool areas, rescues swimmers in danger of drowning and administers first aid, inspects facilities for cleanliness, cleans pool and pool areas including bathhouse, determines chlorine content and pH value of water using water testing kit, and records readings. This person may check in and out items such as towels and personal items, may conduct or officiate at swimming meets, and may give swimming instruction.	HSD or equivalent.	0-2 years of experience
28350	Park Attendant (Aide)	This incumbent assists in operation of state or national parks, monument, historic site, or recreational areas, performing a combination of clerical and other duties. This attendant greets visitors at facility entrance, hands out informational pamphlets, maps, explains regulations, and other information concerning camping and visiting the facility. The Park Attendant assigns campground or recreational sites, collects fees, fills out camping and visitor permits, and maintains register of campers and visitors, maintains campgrounds and other areas, cautions visitors against infractions of rules, and reports all disturbances and problems to superior officer or as a last resort to local law enforcement officers. This attendant replenishes firewood, and assists in	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>maintaining camping and recreational areas in clean and orderly condition, and conducts tours of premises and answers visitors' questions when stationed at historic park, site or monument.</p> <p>The Park Attendant operates projection and sound equipment and assists in presentation of interpretive programs, provides simple first aid treatment to visitors injured on premises, and assists persons with more serious injuries to obtain appropriate medical care, and participates in carrying out fire-fighting or conservation activities. This worker assists other workers in activities concerned with restoration of buildings and other facilities, or excavation and presentation of artifacts when stationed at historic or archeological site, keeps a record of all complaints and criticisms of park facilities, and reports maintenance items to superior.</p>		
28510	Recreation Aide/Health Facility Attendant	<p>Accepts reservations, collects fees, hands out towels, checks out equipment, maintains records of material used, number of patrons and other required information for operation of the facility. May prepare individual exercise records including measuring and patrons exercise objectives. Demonstrates proper use of equipment. May monitor exercise areas, sauna, steams rooms, whirlpool and dressing areas to ensure compliance with facility rules.</p>	HSD or equivalent.	0-2 years of experience
28515	Recreation Specialist	<p>The Recreation Specialist plans, organizes, and directs comprehensive public and voluntary recreation programs at recreation building, indoor center, playground, playfield, or day camp. This person studies and analyzes recreational needs and resources, oversees and assigns duties to staff, interprets recreation programs and their philosophy to individuals and groups through personal participation and staff assignments, and schedules maintenance and use of facilities.</p>	HSD or equivalent.	0-2 years of experience
28630	Sports Official	<p>The Sports Official officiates at competitive games or other sporting events such as baseball, basketball, football, soccer, softball, swimming, and volleyball, performing one or more of the following tasks: starting competition, race or other event and controls progress of event according to established rules. This official observes actions of participants to detect infractions of the rules, and cautions or penalizes offenders, gives rulings on disputable matters, inspects game equipment and playing surfaces to ensure safety of players and officials.</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		This worker keeps records such as scores, duration of races and finishing positions, depending on type of event, and postpones or forfeits games due to misconduct or inclement weather.		
28690	Swimming Pool Operator	The Swimming Pool Operator operates and maintains swimming pool and auxiliary equipment, fills pool and tests water for proper chlorine content, regulates feeders and puts in prescribed amounts of soda ash and chlorine according to specific instructions to purify water, checks heating and pumping equipment, and adjusts or makes minor repairs using mechanic's hand tools. This operator changes chlorine tanks, as required, removes leaves and other debris from water, using net, cleans bottom and sides of pool, using such aids as underwater vacuum cleaner, hose, brush, detergent, acid solution, and sander. Inspects and replaces loose or damaged tile, cleans and repairs filter system. Reports emergencies or unusual malfunctions to superior, and prepares report of materials used and work performed.	HSD or equivalent.	0-2 years of experience
29000 Stevedoring/Longshoremen Occupational Services				
29010	Blocker and Bracer	The Blocker and Bracer secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation, determines appropriate lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. This worker nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items, constructs weatherproof shelters over some types of deck loads, guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. This worker constructs temporary trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.	HSD or equivalent.	0-2 years of experience
29020	Hatch Tender	The Hatch Tender signals Winch Operator (water trans.) to transfer cargo from dock to ship's hold or from ship's hold to dock, observes workers attaching or detaching slings to or from loads to determine moment for signaling, waves arms to indicate ready signal for transfer of cargo, and may alternate jobs with Winch	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		Operator.		
29030	Line Handler	The Line Handler secures and removes ship's docking lines to and from dock, catches lines heaved from ship attempting to dock, drags lines to bitts on dock and slips eye of mooring lines over bitts, removes lines from bitts when ships depart, and may drive vehicle to pull in docking lines.	HSD or equivalent.	0-2 years of experience
29041	Stevedore I	The Stevedore loads and unloads ship's cargo, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, may operate material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area. The Stevedore I loads and unloads ships' cargos, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, stacks cargo in transit shed or in hold of ship as directed by Header, and attaches and moves slings used to lift cargo. This worker guides load being lifted to prevent swinging and shores cargo in ship's hold to prevent shifting during voyage. May be called longshoreman or may be designated according to area in which work is performed as stevedore, dock; stevedore, front; stevedore, hold.	HSD or equivalent.	0-2 years of experience
29042	Stevedore II	The Stevedore loads and unloads ship's cargo, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, may operate material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area. The Stevedore II operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area, operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached in accordance with signals from other workers. This worker moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over each hatch when previous hatch is filled. The Stevedore II drives lift truck along dock or aboard ship to transfer bulk items, such as lumber, pallet-mount machinery, and crated products within range of winch, drives tractor to transfer loaded trailers from warehouse dockside, and may	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		position and fasten hose lines to ships' cargo tanks when loading or unloading liquid cargo, such as animal fats, vegetable oils, molasses, or chemicals. This worker may perform variety of manual duties, such as lashing or shoring cargo aboard ship, attaching slings, hooks, or other lifting devices to winch for loading or unloading, and signaling other workers to move, raise, or lower cargo, and may direct activities of cargo gang consisting of Stevedore I. This worker may also be called longshoremen.		
30000 Technical Occupations				
30040	Civil Engineering Technician	This incumbent provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. The Cartographic Technician performs any, or a combination of duties such as: collecting, evaluating and selecting source materials, compiling information from source materials and developing a plan for using the information in accordance with product specifications. Duties could involve obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogram metric techniques and equipment, using drafting tools and automated equipment to make maps and charts, assembling aerial photographs into mosaics, and reviewing and editing map and chart manuscripts.	HSD or equivalent.	0-2 years of experience
30051	Cryogenic Technician I	The Cryogenic Technician ensures the proper operation of gas liquefying apparatus and the proper handling of cryogenic liquids. Position is responsible for receiving/transferring bulk shipments of liquefied gases and operating/maintaining equipment used in the production, storage, and transference of such gases. Incumbent builds/maintains gas transfer systems and cascades gases up to a pressure of 3,000 pounds per square inch gauge. Additional duties include recording disbursements on instruments and loss rates of storage and transfer operations.	HSD or equivalent.	0-2 years of experience
30052	Cryogenic Technician II	The Cryogenic Technician ensures the proper operation of gas liquefying apparatus and the proper handling of cryogenic liquids. Position is responsible	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		for assembling, maintaining, operating, and repairing gas liquefying equipment requiring a high level of skill and ensures equipment produces at optimal efficiency. Incumbent prepares and analyzes performance records, controls supplies of high pressure gases/cryogenic liquids, and maintains/orders part inventory as needed, Additional responsibilities include supervising employees of lower rank and designing, constructing, and installing specialized cryogenic equipment.		
30061	Drafter/Cad Operator I	Position is responsible for receiving/transferring bulk shipments of liquefied gases and operating/maintaining equipment used in the production, storage, and transference of such gases. Incumbent builds/maintains gas transfer systems and cascades gases up to a pressure of 3,000 pounds per square inch gauge. Additional duties include recording disbursements on instruments and loss rates of storage and transfer operations. This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include: <ul style="list-style-type: none"> a. Revisions to the original drawings of a plumbing system by increasing pipe diameters. b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale. c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes. d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies. e. Preparing a computer model of a room, building, structure from data, prints, photos. 	HSD or equivalent.	0-2 years of experience
30062	Drafter/Cad	Position is responsible for receiving/transferring bulk shipments of liquefied	HSD or	2-4 years of

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
	Operator II	<p>gases and operating/maintaining equipment used in the production, storage, and transference of such gases. Incumbent builds/maintains gas transfer systems and cascades gases up to a pressure of 3,000 pounds per square inch gauge. Additional duties include recording disbursements on instruments and loss rates of storage and transfer operations. This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.</p> <p>Typical assignments include:</p> <ul style="list-style-type: none"> a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout. b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings. c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations. 	equivalent.	experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
30063	Drafter/Cad Operator III	<p>Position is responsible for receiving/transferring bulk shipments of liquefied gases and operating/maintaining equipment used in the production, storage, and transference of such gases. Incumbent builds/maintains gas transfer systems and cascades gases up to a pressure of 3,000 pounds per square inch gauge. Additional duties include recording disbursements on instruments and loss rates of storage and transfer operations. This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:</p> <ul style="list-style-type: none"> a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment. b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards. c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, 	HSD or equivalent.	4+ years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.</p> <p>d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.</p>		
30064	Drafter/Cad Operator IV	<p>Position is responsible for receiving/transferring bulk shipments of liquefied gases and operating/maintaining equipment used in the production, storage, and transference of such gases. Incumbent builds/maintains gas transfer systems and cascades gases up to a pressure of 3,000 pounds per square inch gauge. Additional duties include recording disbursements on instruments and loss rates of storage and transfer operations. This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.</p>	HSD or equivalent.	4+ years of experience
30081	Engineering Technician I	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are</p>	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.</p> <p>This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting. b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data. c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs. Excluded are: <ul style="list-style-type: none"> a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); b. Model Makers and other craft workers; c. Quality Control Technicians and Testers; d. Chemical and other non-engineering laboratory technicians; e. Civil Engineering Technicians and Drafters 		
30082	Engineering Technician II	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.</p> <p>The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar</p>	HSD or equivalent.	2-4 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		<p>assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors; c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form. <p>Excluded are:</p> <ul style="list-style-type: none"> a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); b. Model Makers and other craft workers; c. Quality Control Technicians and Testers; d. Chemical and other non-engineering laboratory technicians; e. Civil Engineering Technicians and Drafters 		
30083	Engineering Technician III	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.</p> <p>The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment</p>	HSD or equivalent.	4+ years of experience

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		<p>requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This technician performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data; d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Excluded are: <ul style="list-style-type: none"> a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); b. Model Makers and other craft workers; c. Quality Control Technicians and Testers; d. Chemical and other non-engineering laboratory technicians; e. Civil Engineering Technicians and Drafters 		
30084	Engineering Technician IV	To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or	HSD or equivalent.	4+ years of experience

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		<p>manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.</p> <p>The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This technician performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data; d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Excluded are: <ul style="list-style-type: none"> a. Production and maintenance workers, including workers engaged in 		

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		<p>calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians);</p> <p>b. Model Makers and other craft workers;</p> <p>c. Quality Control Technicians and Testers;</p> <p>d. Chemical and other non-engineering laboratory technicians;</p> <p>e. Civil Engineering Technicians and Drafters</p>		
30085	Engineering Technician V	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:</p> <p>a. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.</p> <p>b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible</p>	HSD or equivalent.	0-2 years of experience

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		<p>design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. c. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations. Excluded are:</p> <ul style="list-style-type: none"> a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); b. Model Makers and other craft workers; c. Quality Control Technicians and Testers; d. Chemical and other non-engineering laboratory technicians; e. Civil Engineering Technicians and Drafters 		
30086	Engineering Technician VI	<p>To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.</p> <p>This technician independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or</p>	HSD or equivalent.	0-2 years of experience

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		<p>controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:</p> <ul style="list-style-type: none"> a. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment). b. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. c. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. d. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment. Excluded are: <ul style="list-style-type: none"> a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); b. Model Makers and other craft workers; c. Quality Control Technicians and Testers; d. Chemical and other non-engineering laboratory technicians; e. Civil Engineering Technicians and Drafters 		
30090	Environmental Technician	The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering	HSD or equivalent.	0-2 years of experience

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		<p>principles and applied technologies. This worker conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment.</p> <p>This worker collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants; collects water samples from streams and lakes, or raw, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker prepares sample for testing, records data, and prepares summaries and charts for review, sets monitoring equipment to provide flow of information, installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation.</p> <p>This worker may operate fixed or mobile monitoring or data collection station, may conduct bacteriological or other tests related to research in environmental or pollution control activity, may collect and analyze engine exhaust emissions to determine type and amount of pollutants, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.</p>		
30375	Petroleum Supply Specialist	<p>The Petroleum Supply Specialist is proficient in receiving, storing, dispensing, issuing, shipping, and accounting for bulk or packaged petroleum, oils, and lubricant products. Completion of Military Occupational Specialty 92F course conducted under the auspices of the US Army Quartermaster Center and School or other Service/civilian equivalent training is required. Incumbent must be HAZ 11 certified and Accord Dangerous Routier (ADR) qualified.</p>	HSD or equivalent.	0-2 years of experience
30395	Radiation Control Technician	<p>This position provides radiological support coverage for maintenance, operational, and routine work that involves radioactive materials. Technician monitors work area for radiation and contamination as required by procedures</p>	HSD or equivalent.	0-2 years of experience

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		<p>and regulations. Specialty instruments are used to monitor and control environmental radiation as well as radiological monitoring, protection, and mitigation of personnel. Incumbent conducts surveys for free release of materials, contamination, and radioactivity to categorize waste for shipment. The Radiation Control Technician provides work coverage, writes work permits, enforces principles and control requirements, and responds to radiological emergencies as required. Incumbent validates safe conduct of radiological work in confines of facility and surveys materials and vehicles as needed. This position serves as a mentor/advisor to facility personnel conducting radiological work. Position is responsible for performing ongoing Radiation Control surveillance/assessments and providing evaluations to foremen and supervisors related to the adequacy of the Worker Radiological Training and the work organization implementation of program maintenance of proficiency.</p>		
30461	Technical Writer I	<p>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. 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, operating procedure, and production sequence and detail.</p> <p>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,</p>	HSD or equivalent.	0-2 years of experience

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		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.		
30462	Technical Writer II	<p>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. 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.</p> <p>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.</p>	HSD or equivalent.	2-4 years of experience
30463	Technical Writer	Under general supervision, the Technical Writer writes and edits technical	HSD or	4+ years of

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	III	<p>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. 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.</p> <p>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 worker 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.</p>	equivalent.	experience
30491	Unexploded Ordnance (UXO) Technician I	The Unexploded Ordnance (UXO) Technician will provide technical support and set standards for UXO personnel conducting ordnance response projects, perform reconnaissance, classification, disposing, transporting, storage of UXO	HSD or equivalent.	0-2 years of experience

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		<p>complying with Federal, state and local laws, will perform risk-hazard analysis and maintenance and operator checks on all team equipment, and will plan and supervise range clearance operations. The Unexploded Ordnance (UXO) Technician I will perform the following tasks: assist in performing reconnaissance and classification of UXO identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenade fuses, rockets and rocket fuses, land mines and associated components, pyrotechnic items, military explosives and demolition materials. Work also requires that the incumbent perform location of subsurface UXO using military and/or civilian magnetometers, assists in performing excavation procedures on buried UXO, perform operator maintenance of military and/or civilian magnetometers. This technician will locate surface UXO using visual means, and assist in the following: transporting and storing UXO and demolition materials, preparing non-electric firing system for an UXO disposal operation, and preparing electric firing system for an UXO disposal operation disposing of ammunition/ explosives by burning. This worker is responsible for disposing of ammunition/explosives by detonation, assisting in the operation of a personnel decontamination station, wear appropriate personal protective equipment in contaminated areas, and assist in the inspection of salvage UXO-related material and erection of UXO-related protective works.</p>		
30492	Unexploded Ordnance (UXO) Technician II	<p>The Unexploded Ordnance (UXO) Technician will provide technical support and set standards for UXO personnel conducting ordnance response projects, perform reconnaissance, classification, disposing, transporting, storage of UXO complying with Federal, state and local laws, will perform risk-hazard analysis and maintenance and operator checks on all team equipment, and will plan and supervise range clearance operations. The Unexploded Ordnance (UXO) Technician II will perform: reconnaissance and classification of UXO, identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenades fuses, rockets and rocket fuses, land mines and associated components, pyrotechnics, military explosives and demolition materials. This technician will locate subsurface UXO using</p>	HSD or equivalent.	2-4 years of experience

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		<p>military and/or civilian magnetometers, perform excavation procedures on buried UXO by manual and mechanical means, and perform operator maintenance of military and/or civilian magnetometers. This technician will also locate surface UXO using visual means, operate motor vehicle transporting UXO, prepare an on-site safe holding area for UXO, perform storage of UXO and demolition materials and prepare an UXO disposal site; prepare non-electric firing system for an UXO disposal operation, electric firing system for an UXO disposal operation, and a detonating cord firing system.</p> <p>The technician will dispose of UXO/explosives by burning and/or detonation, operate a personnel decontamination station, and wear appropriate personal protective equipment in contaminated areas. This worker will inspect salvage UXO-related material, erect UXO-related protective works, determine a magnetic azimuth using a lensatic compass, perform field expedient identification procedures to ID explosive-contaminated soil, perform emergency leak seal and packaging of chemical warfare material, and use radiographic (x-ray) equipment.</p>		
30493	Unexploded Ordnance (UXO) Technician III	<p>The Unexploded Ordnance (UXO) Technician will provide technical support and set standards for UXO personnel conducting ordnance response projects, perform reconnaissance, classification, disposing, transporting, storage of UXO complying with Federal, state and local laws, will perform risk-hazard analysis and maintenance and operator checks on all team equipment, and will plan and supervise range clearance operations. In this capacity, the technician will perform the following: reconnaissance and classification of UXO; identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenade fuses, rockets and rocket fuses, land mines and associated components, pyrotechnic items, military explosives and demolition materials. The incumbent will supervise the location of subsurface UXO using military and/or civilian magnetometers, the excavation and recovery of subsurface UXO, construction of UXO-related protective works and the location of surface UXO by visual means. Work involves transporting and storing UXO assuring compliance with Federal, state, and local laws; disposal of UXO by</p>	HSD or equivalent.	4+ years of experience

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		<p>burning/detonation, preparation of an UXO disposal site, and preparation of an on-site safe holding area for UXO.</p> <p>This incumbent will determine UXO-related storage compatibility, prepare an explosive storage plan, supervise donning and doffing of personal protective equipment; operation of a personnel decontamination station; maintenance and operator checks on all team equipment, prepare UXO related administrative reports according to standard operating procedures, and conduct daily team safety briefing. This worker supervises the segregation of UXO-related scrap from non-UXO related scrap, safe handling procedures, team preventive medicine and field sanitation procedures, perform risk hazard analyses, interpret x-ray of UXO, supervise field expedient identification procedures to ID explosive contaminated soil, the determining of a magnetic azimuth using a lensatic compass, and emergency leak sealing and packaging of chemical warfare material.</p>		
30495	Unexploded (UXO) Sweep Personnel	<p>The Unexploded (UXO) Sweep Personnel assist UXO personnel in the clearance of UXO, operating only under the direct working supervision of qualified UXO specialist and/or UXO supervisory personnel. They conduct visual and/or instrumented UXO search activities in the field and operate ordnance detection instruments and similar equipment, remove UXO fuse remnants, fragments and related debris only after such items have been positively identified, inspected and verified as safe to handle by a qualified UXO specialist. Sweep personnel are not involved in the execution of explosive operations. This position requires site and job specific contractor training, but does not require UXO qualifications.</p>	HSD or equivalent.	0-2 years of experience
31000 Transportation/Mobile Equipment Operation Occupations				
31020	Bus Aide	<p>The Bus Aide assist drivers and passengers to maintain safe and orderly travel, may monitor students to maintain order on school buses, assist passengers in boarding the bus, and assist in the transportation of medical patients and disabled persons.</p>	HSD or equivalent.	0-2 years of experience
31030	Bus Driver	<p>The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating</p>	HSD or equivalent.	0-2 years of experience

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		systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.		
31043	Driver Courier	The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.	HSD or equivalent.	0-2 years of experience
31260	Parking and Lot Attendant	Work involves the following: operating daily activity in a parking lot, and checking vehicles in and out of lot. This worker may be required to move and/or park vehicles. The Parking Lot Attendant controls authorized entry and use of lot, refers parking related problems arising within the facility to appropriate authorities for administrative action, ticketing or other law enforcement activity deemed warranted.	HSD or equivalent.	0-2 years of experience
31290	Shuttle Bus Driver (Van Driver)	The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.	HSD or equivalent.	0-2 years of experience
31310	Taxi Driver	The Taxi Driver drives motor vehicle, with or without a taximeter, to transport	HSD or	0-2 years of

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		passengers for a fee, picks up passengers while cruising streets or in response to radio or telephone relayed request for service, collects fee recorded on taximeter or based on mileage or time factor, records transaction on log, and reports by radio or telephone to central location on completion of trip.	equivalent.	experience
31361	Truckdriver, Light	The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, less than 1 1/2 tons, usually 4 wheels.	HSD or equivalent.	0-2 years of experience
31362	Truckdriver, Medium	The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.	HSD or equivalent.	0-2 years of experience
31363	Truckdriver,	The Truck driver drives a truck to transport materials, merchandise, equipment,	HSD or	0-2 years of

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	Heavy	or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, over 4 tons, usually 10 wheels.	equivalent.	experience
31364	Truckdriver, Tractor-Trailer	The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: A trailer has a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle. 124	HSD or equivalent.	0-2 years of experience
99000 Miscellaneous Occupations				
99030	Cashier	The Cashier receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register,	HSD or equivalent.	0-2 years of experience

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		makes change, cashes checks and issues receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. The Cashier may make credit card transactions and may be required to know value and features of items for which money is received. This worker may give cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps. This person is usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.		
99050	Desk Clerk	The Desk Clerk performs any combination of the following duties for guests of hotel, motel, or other lodging facility: registers and assigns rooms to guests, issues and receives room keys, date-stamps, sorts, and racks incoming mail and messages; receives and transmits messages using equipment such as telephone switchboard, console, telegraph, and teletype, answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions, keeps records of room availability and guests' accounts, computes bills, collects payments, and makes changes for guests. The Desk Clerk makes and confirms room reservations, may post charges such as room, food, liquor, or telephone to casebooks by hand or machine, make restaurant, transportation, or entertainment reservations, and arrange for tours, may deposit guests' valuables in safe or safe-deposit box, and may sell tobacco, candy, and newspapers.	HSD or equivalent.	0-2 years of experience
99410	Pest Controller (Exterminator)	The Pest Controller sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas, fumigates rooms and buildings using toxic gases, sprays chemical solutions or dusts powders in rooms and work areas, places poisonous paste or bait and mechanical traps where pests are present; may clean areas that harbor pests, using rakes, brooms, shovels, and mops preparatory to fumigating; and may be required to hold State license.	HSD or equivalent.	0-2 years of experience
99510	Photofinishing Worker (Photo Lab	The Photofinishing Worker tends one or more machines that automatically develop, fix, wash, and dry photographic prints, threads leaders (paper strips) around rollers, through processing tanks and dryer, around polished drum, and	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
	Technician, Dark Room Technician)	onto take-up reel, turns valves to fill tanks with premixed solutions, such as developer, dyes, stop-baths, fixers, bleaches, and washes. This worker moves thermostatic control to keep steam-heated drum at specified temperature, slices sensitized paper to leaders using tape, starts machine; throws switches to synchronize drive speeds of processing variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.		
99610	Quality Control Inspector	This inspector implements quality control and safety plans to ensure compliance with contract specifications and applicable regulations, inspects all phases of a variety of goods, services or operation for conformity to established quality, health and safety, and other operational standards by performing on-going work for compliance with contractual provisions; ensures all services listed on the performance requirement summary are performed in a satisfactory manner, specifies areas to be inspected (scheduled and unscheduled) and how often inspections will be accomplished, communicates deficiencies to proper persons, maintains Quality Control files, and document results of all inspections.	HSD or equivalent.	4+ years of experience
99710	Recycling Laborer	The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.	HSD or equivalent.	0-2 years of experience
99711	Recycling Specialist	The Recycling Specialist conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration, operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars; prepares receipts and reports concerning materials collected and chipped, may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor, may assist in performing preventive maintenance, minor repairs and lubrication of machinery, and may disassemble scrap material using hand tools.	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
99730	Refuse Collector	The Refuse Collector picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.	HSD or equivalent.	0-2 years of experience
99810	Sales Clerk	The Sales Clerk sells a variety of inexpensive merchandise usually in a retail trade establishment, for which knowledge of the items sold is not a primary requirement. This incumbent performs the following tasks: stocks shelves, counters, or tables with merchandise, sets up advertising displays or arranges merchandise on counters or tables to promote sales, stamps, marks, or tags price on merchandise; obtains merchandise requested by customer or receives merchandise selected by customer; totals price and tax on merchandise selected by customer using paper and pencil, cash register, or adding machine to determine bill. This worker receives payment and makes change, occasionally calculates sales discount in determining sales slip, wraps or bags merchandise for customers, cleans shelves, counter, or tables, as necessary; may keep record of sales, prepare inventory of stock, or order merchandise; and may be designated according to product sold or type of store.	HSD or equivalent.	0-2 years of experience
99830	Survey Party Chief (Chief of Party)	The Survey Party Chief (Chief of Party) leads day-to-day work activities of survey party under direction of land surveyor performing surveying duties not requiring licensure; supervises crew engaged in gathering data about the earth's surface using a variety of surveying instruments and in clearing land and setting stakes to identify certain points; checks final field notes for clarity and accuracy and completes transmittal forms.	HSD or equivalent.	0-2 years of experience
99831	Surveying Aide	The Surveying Aide performs any of following duties to assist in surveying land: holds level or stadia rod at designated points to assist in determining elevations and laying out stakes for map making, construction, mining, land, and other surveys, calls out reading or writes station number and reading in notebook marks points of measurement with elevation, station number, or other identifying mark, and measures distance between survey points, using steel or cloth tape or surveyor's chain. This worker marks measuring point with keel (marking crayon), paint sticks, scratches, tacks, or stakes, places stakes at designated points and drives them into ground at specified elevation using hammer or hatchet, and cuts and clears brush and trees from line of survey,	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		using brush hook, knife, ax, or other cutting tools.		
99832	Surveying Technician (Instrument Person; Surveyor Assistant, Instruments)	The Surveying Technician obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments, compiles notes, sketches, and records of data obtained and work performed, and directs work of subordinate members of survey team.	HSD or equivalent.	0-2 years of experience
99840	Vending Machine Attendant	The Vending Machine Attendant receives items from food and retail facilities or from immediate supervisor, and delivers items to vending machines, removes aged food or other merchandise from machines, as required by established procedures, replenishes machines, and makes appropriate notations on required records, gives locked moneyboxes to supervisor or designated cashier. This worker inspects machines frequently to ensure that they are adequately stocked, in good working order, and are in a sanitary condition, monitors brands and prices to ensure compliance with contract terms when vending services are provided on a contract basis. This worker accompanies concessionaires to make spot checks of collections, tests operation of machines by inserting coins to determine if items are being dispensed properly and correct change is being returned, cleans interiors and exteriors of machines using appropriate cleaning solutions, and cleans areas adjacent to machines including snack tables. This worker notifies repairmen or immediate supervisor and places "out-of-order" sign on malfunctioning machines, may assist in the preparation of vending items such as sandwiches, gelatin, and salads, replenishes vending areas with napkins, condiments, paper cup lids, etc., opens crates, cartons or boxes, keep stockroom area in clean and orderly condition, and adheres to sanitation, safety, and security procedures.	HSD or equivalent.	0-2 years of experience
99841	Vending Machine Repairer (Coin Machine Service Repairer)	The Vending Machine Repairer installs, services, adjusts, and repairs vending, amusement, and other coin-operated machines, assembles machines following specifications, using hand tools and power tools, fills machines with ingredients or products and tests ice making, refrigeration, carbonation, evaporation, dispensing, electrical, and coin-handling systems. This worker examines	HSD or equivalent.	0-2 years of experience

5-Digit SCA Code	DI Labor Category Title	Labor Category Description	Required Education	Required Years of Experience
		defective machines visually or by using test equipment such as voltage meters, circuit testers and pressure and dial gauges to determine causes of malfunctions, adjusts and repairs machines, replacing worn or defective electrical or mechanical parts using hand tools such as hammers, pliers, screwdrivers, soldering irons, and wrenches. Duties may include the following: drive to designated locations to transport, install, or service machines, keep vending records and participate in taking inventories, collect coins from machines and make settlements with concessionaires, and replenish machines.		
99842	Vending Machine Repairer Helper	The Vending Machine Repairer Helper assists in the maintenance and repair of vending machines, handles or holds tools and materials, cleans work and repair shop areas, may disassemble machines and clean equipment, and may drive truck to haul materials and equipment to and from work areas.	HSD or equivalent.	0-2 years of experience

DI MAS – Non-Exempt Labor Category Descriptions.