

# Alutiiq Logistics & Maintenance Services, LLC

3909 Arctic Blvd Suite 500

Anchorage, AK 99503

---

## *MAS-Multiple Award Schedule*

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

## Schedule # 47QSHA19D004K

Period of Performance: 10 July 2019 to 09 July 2024

Business Size: 8(a) Small Business

(Current as of Mod PS-A812\_Dated March 02, 2020)

Contract Manager

LeTasha Stinnett

[lstinnett@alutiiq.com](mailto:lstinnett@alutiiq.com)

[www.alutiiq.com](http://www.alutiiq.com)

Office Phone: 757-277-9966 Fax Number: 757-277-9105

Cell Phone: 757-339-7001

---

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 for GSAAAdvantage!® is: <http://www.GSAAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)

**TABLE of CONTENTS**

**ABOUT US ..... 2**

**CONTRACTOR INFORMATION..... 3**

**USE OF (MAS) MULTIPLE AWARD SCHEDULE CONTRACTS..... 5**

**GSA ADVANTAGE! ..... 5**

**PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS ..... 5**

**CONTRACTOR TEAM ARRANGEMENTS ..... 6**

**INCIDENTAL SUPPORT COSTS ..... 6**

**APPROVAL OF SUBCONTRACTS..... 6**

**SCHEDULE ITEMS (SPECIAL ITEM NUMBERS SINS)..... 6**

**SCHEDULE PRICES..... 8**

**DBA MATRIX ..... 13**

**ANCILLARY – CATALOG AND PRICING ..... 13**

**SCA MATRIX..... 14**

**LABOR CATEGORY DESCRIPTIONS ..... 17**

## **ABOUT US**

Alutiiq Logistics & Maintenance, LLC was founded in 2015 as a Small Disadvantaged Business (SDB). Certified and enrolled in the Small Business Administration's 8(a) program in 2016, Alutiiq Logistics & Maintenance, LLC is a small business with a global reach and history of ensuring our clients' long-term success

Alutiiq Logistics & Maintenance, LLC offers a myriad of services with a focus on efficiency, customer satisfaction and quality. We have routinely exceeded customer expectations through a management approach that fosters teamwork (both within our company and with our customers), open communication and a philosophy of getting the job done quickly, efficiently, and cost-effectively.

Alutiiq Logistics & Maintenance, LLC has developed a reputation for delivering solid dependable performance in the fixed price and indefinite quantity contracting arenas. Our team has successfully provided the labor, materials, vehicles, equipment, tools and other resources to perform all tasks our customers have assigned. Alutiiq Logistics & Maintenance, LLC possesses the technical expertise, managerial experience, and human resources organization to excel as a Multiple Award Schedule (MAS) service provider.

Alutiiq Logistics & Maintenance, LLC's Logistics, maintains service and supply sites at nationwide strategic locations. Alutiiq provides a myriad of logistics services to our Government customers, ranging from supply operations to administrative functions. The division currently performs over 425 different contracts and task orders.

## **OUR SERVICES**

Alutiiq Logistics & Maintenance, LLC's is pleased to announce the expanded range of services through the Multiple Award Schedule (MAS) Services. Alutiiq Logistics & Maintenance, LLC offers world-class experience in providing leading edge services to a wide range of public and private sector organizations. The Multiple Award Schedule (MAS) is a flexible, easy to use task order contract that is available to all agencies of the Federal Government and Government Contractors authorized in writing by a Federal Agency pursuant to CFR 51.1.

## Contractor Information

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

### 1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN's)

325320	Pest and Animal Control Products & Services
561210FAC	Complete Facilities Maintenance and Management
561730	Grounds Maintenance
ANCILLARY	Ancillary Supplies and Services
ANCRA	Ancillary Repair and Alterations
OLM	Order- Level Materials (OLM)

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

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

2. MAXIMUM ORDER: \$1,000,000

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Worldwide

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE; None

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: Net 30 Day.

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

purchase threshold. Yes

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

10. FOREIGN ITEMS: None

11a. Time of delivery. (21 days.)

11b. Expedited Delivery. Contract Contractor

11c. Overnight and 2-day delivery. Contract Contractor

11d. Urgent Requirements. Contract Contractor

12. FOB POINT: Destination

13a. Ordering address(es). Same as Contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS: Same as Contractor

15. WARRANTY PROVISION: Standard Commercial Warranty

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL).

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 AVAILABLE): N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS: N/A

22. LIST OF PARTICIPATING DEALERS: N/A

23. PREVENTIVE MAINTENANCE: N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS).  
N/A

24B. 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/.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 080017058

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: CAGE CODE 7GSM6

### **Use of (MAS) Multiple Award Schedule Contracts**

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

### **GSA Advantage!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to ***ALUTIQ LOGISTICS & MAINTENANCE SERVICES, LLC*** schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to: Search by ***ALUTIQ LOGISTICS & MAINTENANCE SERVICES, LLC*** name or contract number to view or download its complete GSA approved price list with terms, conditions and up-to-date pricing. Perform various searches across all contracts including.

Agencies can browse GSA Advantage! to view our current price list, by navigating to [https://www.gsaadvantage.gov/advantage/main/start\\_page.do](https://www.gsaadvantage.gov/advantage/main/start_page.do)

### **Purchase of Incidental, Non-Schedule Items**

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order

provided that the items are clearly labeled as such on the order, all applicable regulations have been followed and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

### **Contractor Team Arrangements**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in the FAR will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

### **Incidental Support Costs**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

### **Approval of Subcontracts**

The ordering activity may require that *ALUTIQ LOGISTICS & MAINTENANCE SERVICES, LLC* receive from the ordering activity’s Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **Schedule Items (Special Item Numbers SINs)**

Provided are descriptions of each type of Special Item Number offered under this Multiple Award Schedule (MAS):

#### **561210FAC**

Complete Facilities Maintenance and Management - This category covers services related to the complete operations, maintenance and repair of federal facilities and may include the supply or use of environmentally sustainable products such as U.S. Environmental Protection Agency-designated Comprehensive Procurement Guidelines (recycled content) products, U.S. Department of Agriculture-designated BioPreferred (biobased) products, Energy Star certified or other energy efficient products, and WaterSense or other water efficient products. The following facilities maintenance services can be ordered as stand-alone or in multiple combinations.

#### **325320**

Pest and Animal Control Products & Services Includes pest and animal control products, such as mosquito deterrent, cattle guards, salts, sprays, etc. Services include but are not limited to the planning; development; management; operations; and maintenance for pest control and removal (includes insect and weed control) at or on Federal facilities and/or properties (to include shrubs and trees). These services involve applications of pesticides (including organic, natural pesticides and other environmentally

## **561730**

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

## **ANCILLARY**

Ancillary Supplies and Services Ancillary supplies and/or services are 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 a contractor'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.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

## **ANCRA**

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 ordering limitations and information, refer to the Special Ordering Procedures/Ordering Guide posted on [www.gsa.gov](http://www.gsa.gov).

## **OLM**

Order-Level Materials (OLM) OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price



OLMs are not:

- Open Market Items.
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract.

## Schedule Prices

	Base Period				
	Year 1	Year 2	Year 3	Year 4	Year 5
	7/10/2019	7/10/2020	7/10/2021	7/10/2022	7/10/2023
**SCA					
Labor Category	7/10/2019	7/10/2020	7/10/2021	7/10/2022	7/10/2023
	7/9/2020	7/9/2021	7/9/2022	7/9/2023	7/9/2024
<b>SCA</b>					
**Accounting Clerk I	\$31.10	\$31.97	\$32.87	\$33.79	\$34.73
**Accounting Clerk II	\$34.19	\$35.15	\$36.14	\$37.15	\$38.19
**Accounting Clerk III	\$37.57	\$38.62	\$39.70	\$40.81	\$41.95
**Administrative Assistant I	\$58.62	\$60.26	\$61.95	\$63.69	\$65.47
**Automotive Worker	\$41.50	\$42.66	\$43.85	\$45.08	\$46.34
**Carpenter	\$60.11	\$61.79	\$63.52	\$65.30	\$67.13
**Computer Operator I	\$34.29	\$35.25	\$36.24	\$37.26	\$38.30
**Computer Operator II	\$37.66	\$38.72	\$39.80	\$40.92	\$42.06
**Computer Operator III	\$41.31	\$42.46	\$43.65	\$44.87	\$46.13
**Computer Operator IV	\$45.24	\$46.50	\$47.80	\$49.14	\$50.52
**Computer Operator V	\$49.47	\$50.85	\$52.27	\$53.74	\$55.24
**Computer Programmer I	\$50.50	\$51.92	\$53.37	\$54.86	\$56.40
**Computer Programmer II	\$53.24	\$54.73	\$56.26	\$57.84	\$59.46
**Computer Programmer III	\$54.91	\$56.45	\$58.03	\$59.66	\$61.33
**Computer Programmer IV	\$56.57	\$58.15	\$59.78	\$61.46	\$63.18
**Dispatcher	\$36.84	\$37.87	\$38.93	\$40.02	\$41.14
**Drafter/CAD Operator I	\$38.87	\$39.96	\$41.08	\$42.23	\$43.41
**Drafter/CAD Operator II	\$42.78	\$43.98	\$45.21	\$46.48	\$47.78
**Drafter/CAD Operator III	\$47.03	\$48.35	\$49.70	\$51.09	\$52.52
**Drafter/CAD Operator IV	\$56.51	\$58.09	\$59.72	\$61.39	\$63.11
**Duplicating Machine Operator	\$28.76	\$29.56	\$30.39	\$31.24	\$32.12
**Electrician, Maintenance	\$61.04	\$62.74	\$64.50	\$66.31	\$68.16
**Electronics Technician Maintenance I	\$43.59	\$44.81	\$46.07	\$47.35	\$48.68
**Electronics Technician Maintenance II	\$45.89	\$47.18	\$48.50	\$49.86	\$51.25
**Electronics Technician Maintenance III	\$51.95	\$53.40	\$54.90	\$56.44	\$58.02
**Engineering Technician I	\$37.40	\$38.44	\$39.52	\$40.63	\$41.76
**Engineering Technician II	\$41.26	\$42.41	\$43.60	\$44.82	\$46.07

<b>**Engineering Technician III</b>	\$45.45	\$46.72	\$48.03	\$49.37	\$50.75
<b>**Engineering Technician IV</b>	\$54.88	\$56.42	\$58.00	\$59.62	\$61.29
<b>**Engineering Technician V</b>	\$65.81	\$67.66	\$69.55	\$71.50	\$73.50
<b>**Engineering Technician VI</b>	\$78.39	\$80.59	\$82.84	\$85.16	\$87.55
<b>**Environmental Specialist I</b>	\$50.49	\$51.91	\$53.36	\$54.85	\$56.39
<b>**Environmental Specialist II</b>	\$54.38	\$55.91	\$57.47	\$59.08	\$60.73
<b>**Environmental Specialist III</b>	\$56.26	\$57.83	\$59.45	\$61.12	\$62.83
<b>**Food Service Worker</b>	\$22.91	\$23.55	\$24.21	\$24.89	\$25.59
<b>**Forklift Operator</b>	\$34.60	\$35.57	\$36.57	\$37.59	\$38.64
<b>**General Clerk I</b>	\$27.76	\$28.54	\$29.34	\$30.16	\$31.00
<b>**General Clerk II</b>	\$30.67	\$31.53	\$32.41	\$33.32	\$34.25
<b>**General Clerk III</b>	\$33.70	\$34.65	\$35.62	\$36.62	\$37.64
<b>**General Maintenance Worker I</b>	\$33.48	\$34.41	\$35.38	\$36.37	\$37.39
<b>**General Maintenance Worker II</b>	\$38.61	\$39.69	\$40.81	\$41.95	\$43.12
<b>**General Maintenance Worker III</b>	\$42.43	\$43.62	\$44.84	\$46.10	\$47.39
<b>**Graphic Artist</b>	\$36.03	\$37.04	\$38.07	\$39.14	\$40.24
<b>**Heavy Equipment Mechanic</b>	\$53.65	\$55.16	\$56.70	\$58.29	\$59.92
<b>**Heavy Equipment Operator</b>	\$54.87	\$56.41	\$57.99	\$59.61	\$61.28
<b>**Housekeeping aide</b>	\$27.36	\$28.13	\$28.91	\$29.72	\$30.56
<b>**Housing Referral Assistant</b>	\$38.68	\$39.77	\$40.88	\$42.02	\$43.20
<b>**HVAC Controls Technician I</b>	\$55.63	\$57.19	\$58.79	\$60.44	\$62.13
<b>**Illustrator I</b>	\$40.00	\$41.12	\$42.27	\$43.45	\$44.67
<b>**Illustrator II</b>	\$48.14	\$49.49	\$50.87	\$52.30	\$53.76
<b>**Illustrator III</b>	\$57.57	\$59.19	\$60.84	\$62.55	\$64.30
<b>**Janitor</b>	\$44.37	\$45.61	\$46.89	\$48.20	\$49.55
<b>**Laborer, General</b>	\$40.24	\$41.37	\$42.52	\$43.71	\$44.94
<b>**Laborer, Ground Maintenance</b>	\$29.91	\$30.75	\$31.61	\$32.50	\$33.41
<b>**Librarian</b>	\$53.02	\$54.50	\$56.03	\$57.60	\$59.21
<b>**Librarian Technician</b>	\$34.86	\$35.84	\$36.84	\$37.87	\$38.93
<b>**Locksmith I</b>	\$46.89	\$48.21	\$49.56	\$50.94	\$52.37
<b>**Locksmith II</b>	\$47.58	\$48.91	\$50.28	\$51.69	\$53.14
<b>**Maintenance Mechanic</b>	\$44.94	\$46.19	\$47.49	\$48.82	\$50.18
<b>**Material Coordinator</b>	\$45.37	\$46.64	\$47.94	\$49.29	\$50.67
<b>**Material Expeditor</b>	\$45.07	\$46.33	\$47.63	\$48.96	\$50.33
<b>**Material Handling Laborer</b>	\$28.26	\$29.05	\$29.86	\$30.70	\$31.56
<b>**Media Specialist I</b>	\$36.72	\$37.75	\$38.80	\$39.89	\$41.01
<b>**Media Specialist II</b>	\$40.37	\$41.50	\$42.66	\$43.85	\$45.08
<b>**Media Specialist III</b>	\$44.35	\$45.59	\$46.87	\$48.18	\$49.53
<b>**Medical Records Clerk</b>	\$30.49	\$31.35	\$32.22	\$33.13	\$34.05
<b>**Medical Records Technician</b>	\$32.74	\$33.65	\$34.60	\$35.56	\$36.56
<b>**Messenger/Mail Carrier</b>	\$29.80	\$30.64	\$31.50	\$32.38	\$33.29
<b>**Order Clerk I</b>	\$40.00	\$41.12	\$42.27	\$43.45	\$44.67
<b>**Order Clerk II</b>	\$42.34	\$43.53	\$44.75	\$46.00	\$47.29
<b>**Painter</b>	\$44.48	\$45.73	\$47.01	\$48.32	\$49.68
<b>**Personnel Assistant I</b>	\$35.43	\$36.42	\$37.44	\$38.49	\$39.57
<b>**Personnel Assistant II</b>	\$39.27	\$40.37	\$41.50	\$42.66	\$43.86
<b>**Personnel Assistant III</b>	\$47.21	\$48.53	\$49.89	\$51.29	\$52.72
<b>**Pest Controller</b>	\$43.60	\$44.82	\$46.08	\$47.37	\$48.70

**Photographer I	\$32.62	\$33.53	\$34.47	\$35.43	\$36.43
**Photographer II	\$36.07	\$37.08	\$38.12	\$39.18	\$40.28
**Photographer III	\$42.92	\$44.12	\$45.36	\$46.63	\$47.93
**Photographer IV	\$51.18	\$52.61	\$54.09	\$55.60	\$57.16
**Pipefitter	\$47.78	\$49.12	\$50.49	\$51.91	\$53.36
**Plumber	\$58.63	\$60.27	\$61.96	\$63.70	\$65.48
**Production Control Clerk	\$45.07	\$46.33	\$47.63	\$48.96	\$50.33
**Recycle Specialist	\$28.28	\$29.07	\$29.88	\$30.72	\$31.58
**Secretary I	\$33.80	\$34.75	\$35.72	\$36.72	\$37.75
**Secretary II	\$35.09	\$36.07	\$37.08	\$38.12	\$39.19
**Secretary III	\$38.68	\$39.77	\$40.88	\$42.02	\$43.20
**Sheet Metal Worker	\$45.05	\$46.31	\$47.60	\$48.94	\$50.31
**Shipping/Receiving Clerk	\$35.39	\$36.38	\$37.40	\$38.45	\$39.52
**Shuttle Bus Driver	\$86.06	\$88.47	\$90.95	\$93.50	\$96.11
**Stock Clerk	\$37.30	\$38.35	\$39.42	\$40.53	\$41.66
**Supply Technician (01410)	\$44.98	\$46.24	\$47.53	\$48.86	\$50.23
**Technical Writer III	\$78.54	\$80.74	\$83.00	\$85.33	\$87.71
**Technical Writer IV	\$88.25	\$90.72	\$93.26	\$95.87	\$98.55
**Technical Writer/Researcher II	\$83.56	\$85.90	\$88.30	\$90.78	\$93.32
**Travel Clerk I	\$27.71	\$28.49	\$29.28	\$30.10	\$30.95
**Travel Clerk II	\$29.73	\$30.57	\$31.42	\$32.30	\$33.21
**Travel Clerk III	\$32.07	\$32.97	\$33.89	\$34.84	\$35.81
**Truck Driver Medium	\$36.66	\$37.69	\$38.74	\$39.83	\$40.94
**Truck Driver, Heavy	\$41.68	\$42.85	\$44.05	\$45.29	\$46.55
**Warehouse Specialist	\$38.20	\$39.27	\$40.37	\$41.50	\$42.67
**Welder	\$47.98	\$49.32	\$50.70	\$52.12	\$53.58
**Word Processor I	\$31.85	\$32.74	\$33.66	\$34.60	\$35.57
**Word Processor II	\$35.03	\$36.01	\$37.02	\$38.06	\$39.12
**Word Processor III	\$38.48	\$39.56	\$40.67	\$41.81	\$42.98
<b>Exempt</b>					
Administrative Assistant II	\$64.07	\$65.86	\$67.71	\$69.60	\$71.55
Administrative Assistant III	\$68.21	\$70.12	\$72.08	\$74.10	\$76.18
Administrative Assistant IV	\$72.33	\$74.36	\$76.44	\$78.58	\$80.78
Assistant Food Services Manager	\$46.58	\$47.88	\$49.22	\$50.60	\$52.02
Assistant Instructor	\$42.63	\$43.83	\$45.05	\$46.31	\$47.61
Budget Spc Purchasing I	\$60.36	\$62.05	\$63.78	\$65.57	\$67.41
Business Manager	\$65.29	\$67.12	\$69.00	\$70.93	\$72.91
Communications Specialist	\$38.72	\$39.81	\$40.92	\$42.07	\$43.24
Computer System Analyst Sr	\$79.73	\$81.96	\$84.26	\$86.62	\$89.04
Contract Manager	\$79.38	\$81.61	\$83.89	\$86.24	\$88.65
Controls Technician	\$52.16	\$53.62	\$55.12	\$56.66	\$58.25

Course Materials Manager	\$113.46	\$116.64	\$119.91	\$123.26	\$126.72
Data Center Manager Sr	\$72.25	\$74.27	\$76.35	\$78.49	\$80.69
Database Administrator	\$49.92	\$51.32	\$52.76	\$54.24	\$55.75
Database Developer	\$36.38	\$37.40	\$38.44	\$39.52	\$40.63
Database Mgmt Specialist	\$56.36	\$57.94	\$59.56	\$61.23	\$62.94
Engineer, Jr.	\$71.52	\$73.52	\$75.58	\$77.70	\$79.87
Engineer, Principal	\$138.05	\$141.92	\$145.89	\$149.98	\$154.17
Engineer, Sr.	\$91.75	\$94.32	\$96.96	\$99.67	\$102.46
Facilities Investment Manager	\$49.17	\$50.55	\$51.96	\$53.42	\$54.91
Facilities Maintenance Supervisor	\$83.75	\$86.09	\$88.50	\$90.98	\$93.53
Financial Analyst	\$77.54	\$79.72	\$81.95	\$84.24	\$86.60
Fire Sprinkler Technician	\$51.03	\$52.46	\$53.93	\$55.44	\$56.99
Fire Systems Specialist	\$75.38	\$77.49	\$79.66	\$81.89	\$84.18
Food Services Manager	\$54.66	\$56.19	\$57.77	\$59.38	\$61.05
Graphics and Art Director	\$60.87	\$62.57	\$64.32	\$66.12	\$67.98
HVAC Specialist II	\$59.88	\$61.56	\$63.28	\$65.05	\$66.87
HVAC Specialist III	\$62.43	\$64.18	\$65.98	\$67.82	\$69.72
Instructor III	\$86.02	\$88.43	\$90.91	\$93.45	\$96.07
Instructor IV	\$98.73	\$101.50	\$104.34	\$107.26	\$110.26
Integrated Logistics Support	\$79.32	\$81.54	\$83.82	\$86.17	\$88.58
Java Developer	\$33.18	\$34.11	\$35.06	\$36.04	\$37.05
Logistics Specialist/Analyst I	\$59.51	\$61.18	\$62.89	\$64.65	\$66.46
Logistics Specialist/Analyst II	\$62.08	\$63.82	\$65.61	\$67.45	\$69.33
Logistics Specialist/Analyst III	\$66.13	\$67.98	\$69.89	\$71.85	\$73.86
Management Analyst I	\$39.17	\$40.27	\$41.40	\$42.55	\$43.75
Management Analyst II	\$44.69	\$45.94	\$47.22	\$48.55	\$49.91
Management Analyst III	\$64.04	\$65.83	\$67.67	\$69.57	\$71.52
Network Engineer Sr.	\$90.50	\$93.04	\$95.64	\$98.32	\$101.07
Operations Manager/Deputy Contract Manager	\$64.54	\$66.35	\$68.20	\$70.11	\$72.08
Personnel Specialist I	\$45.06	\$46.32	\$47.61	\$48.95	\$50.32
Personnel Specialist II	\$46.66	\$47.97	\$49.31	\$50.69	\$52.11
Planner	\$46.85	\$48.17	\$49.52	\$50.90	\$52.33
Principal Management Analyst	\$69.03	\$70.96	\$72.95	\$74.99	\$77.09

Procurement Manager I	\$82.03	\$84.33	\$86.69	\$89.12	\$91.61
Procurement Manager II	\$86.03	\$88.44	\$90.92	\$93.46	\$96.08
Procurement Manager III	\$88.63	\$91.11	\$93.66	\$96.28	\$98.98
Program Analyst I	\$53.82	\$55.33	\$56.88	\$58.47	\$60.11
Program Analyst II	\$56.58	\$58.16	\$59.79	\$61.46	\$63.18
Program Analyst III	\$59.51	\$61.18	\$62.89	\$64.65	\$66.46
Program Manager	\$115.63	\$118.87	\$122.19	\$125.62	\$129.13
Project Logistics Coordinator	\$40.34	\$41.47	\$42.63	\$43.82	\$45.05
Project Manager	\$72.74	\$74.77	\$76.87	\$79.02	\$81.23
Quality Control Inspector	\$29.17	\$29.99	\$30.83	\$31.69	\$32.58
Quality Control Safety Manager	\$66.93	\$68.81	\$70.73	\$72.71	\$74.75
Supply Systems Analyst	\$36.06	\$37.07	\$38.11	\$39.17	\$40.27
System Administrator I	\$46.11	\$47.40	\$48.73	\$50.10	\$51.50
System Administrator II	\$56.58	\$58.16	\$59.79	\$61.46	\$63.18
System Administrator III	\$62.13	\$63.87	\$65.66	\$67.50	\$69.39
System Administrator IV	\$75.20	\$77.31	\$79.47	\$81.70	\$83.98
Training Deliver Officer I	\$83.42	\$85.76	\$88.16	\$90.62	\$93.16
Training Deliver Officer II	\$91.24	\$93.79	\$96.42	\$99.12	\$101.90
Transportation Manager	\$46.80	\$48.11	\$49.46	\$50.84	\$52.27
Tree Trimmer	\$44.56	\$45.81	\$47.09	\$48.41	\$49.76
Warehouse Supervisor	\$50.47	\$51.89	\$53.34	\$54.83	\$56.37

***The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. Indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.***

## **DBA Matrix**

<i>Labor Categories</i>	<i>GSA Price (inclusive of IFF)</i>	<i>General Decision Number</i>	<i>Modification Number</i>
<i>Carpenter</i>	\$60.72	NY190003 01/25/2019	NY3
<i>Painter</i>	\$44.93	NY190003 01/25/2019	NY3
<i>Plumber</i>	\$59.22	NY190003 01/25/2019	NY3
<i>Electrician</i>	\$61.65	NY190003 01/25/2019	NY3
<i>Laborer, General</i>	\$40.64	NY190003 01/25/2019	NY3

## **Ancillary – Catalog and Pricing**

<b>Catalog Name</b>	<b>Catalog date</b>	<b>Catalog website link</b>	<b>% Mark-Up</b>
Lowes Catalog	Current date	<a href="https://www.lowes.com">https://www.lowes.com</a>	9.50%
McMaster-Carr Catalog	Current date	<a href="https://www.mcmaster.com">https://www.mcmaster.com</a>	9.50%
Home Depot Catalog	Current date	<a href="https://www.homedepot.com">https://www.homedepot.com</a>	9.50%
Johnstonesupply Catalog	Current date	<a href="https://www.johnstonesupply.com">https://www.johnstonesupply.com</a>	9.50%
Trane Catalog	Current date	<a href="https://www.trane.com">https://www.trane.com</a>	9.50%
York Catalog	Current date	<a href="http://www.york.com">http://www.york.com</a>	9.50%
Carrier Catalog	Current date	<a href="https://www.carrier.com">https://www.carrier.com</a>	9.50%
Rexelusa Catalog	Current date	<a href="https://www.rexelusa.com">https://www.rexelusa.com</a>	9.50%
Sunbeltrentals Catalog	Current date	<a href="https://www.sunbeltrentals.com">https://www.sunbeltrentals.com</a>	9.50%

# SCA Matrix

<b><u>SCA Eligible</u></b>	<b><u>SCA Equivalent Code Title</u></b>	<b><u>WD</u></b>
Accounting Clerk I	01011 - Accounting Clerk I	2015-4187 r12
Accounting Clerk II	01012 - Accounting Clerk II	2015-4187 r12
Accounting Clerk III	01013 - Accounting Clerk III	2015-4187 r12
Administration Assistant	01020 - Administrative Assistant	2015-4187 r12
Automotive Worker	05070- Automotive Worker	2015-4187 r12
Carpenter	23130 - Carpenter, Maintenance	2015-4187 r12
Computer Operator I	14041 - Computer Operator I	2015-4187 r12
Computer Operator II	14042 - Computer Operator II	2015-4187 r12
Computer Operator III	14043 - Computer Operator III	2015-4187 r12
Computer Operator IV	14044 - Computer Operator IV	2015-4187 r12
Computer Operator V	14045 - Computer Operator V	2015-4187 r12
Computer Programmer I	14071 - Computer Programmer I	2015-4187 r12
Computer Programmer II	14072 - Computer Programmer II	2015-4187 r12
Computer Programmer III	14073 - Computer Programmer III	2015-4187 r12
Computer Programmer IV	14074 - Computer Programmer IV	2015-4187 r12
Dispatcher	01060 - Dispatcher Motor Vehicle	2015-4187 r12
Drafter/CAD Operator I	30061 - Drafter/CAD Operator I	2015-4187 r12
Drafter/CAD Operator II	30062 - Drafter/CAD Operator II	2015-4187 r12
Drafter/CAD Operator III	30063 - Drafter/CAD Operator III	2015-4187 r12
Drafter/CAD Operator IV	30064 - Drafter/CAD Operator IV	2015-4187 r12
Duplicating Machine Operator	01090 - Duplicating Machine Operator	2015-4187 r12
Electrician Maintenance	23160- Electrician, Maintenance	2015-4187 r12
Electronics Technician Maintenance I	23181- Electronics Technician Maintenance I	2015-4187 r12
Electronics Technician Maintenance II	23182 - Electronics Technician Maintenance II	2015-4187 r12
Electronics Technician Maintenance III	23183 - Electronics Technician Maintenance III	2015-4187 r12
Engineering Technician I	30081 - Engineering Technician I	2015-4187 r12
Engineering Technician II	30082 - Engineering Technician II	2015-4187 r12
Engineering Technician III	30083 - Engineering Technician III	2015-4187 r12
Engineering Technician IV	30084 - Engineering Technician IV	2015-4187 r12
Engineering Technician V	30085 - Engineering Technician V	2015-4187 r12
Engineering Technician VI	30086 - Engineering Technician VI	2015-4187 r12
Environmental Specialist I	30090 - Environmental Technician	2015-4187 r12
Environmental Specialist II	30090 - Environmental Technician	2015-4187 r12
Environmental Specialist III	30090 - Environmental Technician	2015-4187 r12
Food Service Worker	07130 - Food Service Worker	2015-4187 r12
Forklift Operator	21020 - Forklift Operator	2015-4187 r12
General Clerk I	01111 - General Clerk I	2015-4187 r12
General Clerk II	01112 - General Clerk II	2015-4187 r12
General Clerk III	01113 - General Clerk III	2015-4187 r12
General Maintenance Worker I	23370 - General Maintenance Worker	2015-4187 r12



General Maintenance Worker II	23370 - General Maintenance Worker	<b>2015-4187 r12</b>
General Maintenance Worker III	23370 - General Maintenance Worker	<b>2015-4187 r12</b>
Graphic Artist	15080 - Graphic Artist	<b>2015-4187 r12</b>
Heavy Equipment Mechanic	23430 - Heavy Equipment Mechanic	<b>2015-4187 r12</b>
Heavy Equipment Operator	23440 - Heavy Equipment Operator	<b>2015-4187 r12</b>
Housekeeping	11122 - Housekeeping Aide	<b>2015-4187 r12</b>
Housing Referral Assistant	01120 - Housing Referral Assistant	<b>2015-4187 r12</b>
HVAC Controls Technician I	23410 - Heating, Ventilation And Air- Conditioning Mechanic	<b>2015-4187 r12</b>
Illustrator I	13042 - Illustrator I	<b>2015-4187 r12</b>
Illustrator II	13043 - Illustrator II	<b>2015-4187 r12</b>
Illustrator III	13044 - Illustrator III	<b>2015-4187 r12</b>
Janitor	11150 - Janitor	<b>2015-4187 r12</b>
Laborer	23470 - Laborer	<b>2015-4187 r12</b>
Laborer Grounds Maintenance	11210 - Laborer, Grounds Maintenance	<b>2015-4187 r12</b>
Librarian	13047 - Librarian	<b>2015-4187 r12</b>
Librarian Technician	13058 - Library Technician	<b>2015-4187 r12</b>
Locksmith I	23510 - Locksmith	<b>2015-4187 r12</b>
Locksmith II	23510 - Locksmith	<b>2015-4187 r12</b>
Machinist Maintenance	23530 - Machinery Maintenance Mechanic	<b>2015-4187 r12</b>
Material Coordinator	21030 - Material Coordinator	<b>2015-4187 r12</b>
Material Expediter	21040 - Material Expediter	<b>2015-4187 r12</b>
Material Handling Laborer	21050 - Material Handling Laborer	<b>2015-4187 r12</b>
Media Specialist I	13061 - Media Specialist I	<b>2015-4187 r12</b>
Media Specialist II	13062 - Media Specialist II	<b>2015-4187 r12</b>
Media Specialist III	13063 - Media Specialist III	<b>2015-4187 r12</b>
Medical Records Clerk	12160 - Medical Record Clerk	<b>2015-4187 r12</b>
Medical Records Technician	12190 - Medical Record Technician	<b>2015-4187 r12</b>
Messenger Courier	31043 - Driver Courier	<b>2015-4187 r12</b>
Order Clerk I	01191 - Order Clerk I	<b>2015-4187 r12</b>
Order Clerk II	01192 - Order Clerk II	<b>2015-4187 r12</b>
Painter	23760 - Painter, Maintenance	<b>2015-4187 r12</b>
Personnel Assistant I	01261 - Personnel Assistant (Employment) I	<b>2015-4187 r12</b>
Personnel Assistant II	01262 - Personnel Assistant (Employment) II	<b>2015-4187 r12</b>
Personnel Assistant III	01263 - Personnel Assistant (Employment) III	<b>2015-4187 r12</b>
Pest Controller	99410 - Pest Controller	<b>2015-4187 r12</b>
Photographer I	13071 - Photographer I	<b>2015-4187 r12</b>
Photographer II	13072 - Photographer II	<b>2015-4187 r12</b>
Photographer III	13073 - Photographer III	<b>2015-4187 r12</b>
Photographer IV	13074 - Photographer IV	<b>2015-4187 r12</b>
Pipefitter	23790 - Pipefitter, Maintenance	<b>2015-4187 r12</b>

Plumber	23810 - Plumber, Maintenance	2015-4187 r12
Production Control Clerk	01270 - Production Control Clerk	2015-4187 r12
Recycle Specialist	99711 - Recycling Specialist	2015-4187 r12
Secretary I	01311 - Secretary I	2015-4187 r12
Secretary II	01312 - Secretary II	2015-4187 r12
Secretary III	01313 - Secretary III	2015-4187 r12
Sheet Metal Worker	23890 - Sheet-Metal Worker, Maintenance	2015-4187 r12
Shipping/Receiving Clerk	21130 - Shipping/Receiving Clerk	2015-4187 r12
Shuttle Bus Driver	31290 - Shuttle Bus Driver	2015-4187 r12
Stock Clerk	21150 - Stock Clerk	2015-4187 r12
Supply Technician	01410 - Supply Technician	2015-4187 r12
Tech Writer/Researcher II	30462 - Technical Writer II	2015-4187 r12
Technical Writer III	30463 - Technical Writer III	2015-4187 r12
Technical Writer IV	30463 - Technical Writer III	2015-4187 r12
Travel Clerk I	01531 - Travel Clerk I	2015-4187 r12
Travel Clerk II	01532 - Travel Clerk II	2015-4187 r12
Travel Clerk III	01533 - Travel Clerk III	2015-4187 r12
Truck Driver Medium	31362 – Truck driver, Medium	2015-4187 r12
Truck Driver, Heavy	31363 – Truck driver, Heavy	2015-4187 r12
Warehouse Specialist	21410 - Warehouse Specialist	2015-4187 r12
Welder	23960 - Welder, Combination, Maintenance	2015-4187 r12
Word Processor I	01611 - Word Processor I	2015-4187 r12
Word Processor II	01612 - Word Processor II	2015-4187 r12
Word Processor III	01613 - Word Processor III	2015-4187 r12

*The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. Indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.*

## **Labor Category Descriptions**

***\*Note\*** Years of experience may be substituted for education*

### **Exempt Labor Categories**

#### **ADMINISTRATIVE ASSISTANT II**

- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate workflow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Monitor and assist with maintenance of the organization’s website.
- Interact with clients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.

- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.
- Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- Set up and coordinate meetings and conferences.
- Prepare agendas and make arrangements for committee, Board or other meetings.
- Interact with the organization's Board of Directors.
- Attend Board, committee meetings or other meetings as requested in order to record minutes.
- Compile, transcribe and distribute minutes of meetings.
- Make travel arrangements for staff, board and volunteers.
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office furniture, equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Support staff in assigned project-based work.
- May supervise volunteers and other support personnel.
- Assists in special events, such as fundraising activities and the annual meeting.
- Assist with overall maintenance of the organization and its offices.
- Other duties as assigned by Executive Director.

Minimum Education: High School Diploma

Minimum Experience: 2 years of experience.

### **ADMINISTRATIVE ASSISTANT III**

- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Monitor and assist with maintenance of the organization's website.
- Interact with clients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.

- Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- Set up and coordinate meetings and conferences.
- Prepare agendas and make arrangements for committee, Board or other meetings.
- Interact with the organization's Board of Directors.
- Attend Board, committee meetings or other meetings as requested in order to record minutes.
- Compile, transcribe and distribute minutes of meetings.
- Make travel arrangements for staff, board and volunteers.
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office furniture, equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Support staff in assigned project-based work.
- May supervise volunteers and other support personnel.
- Assists in special events, such as fundraising activities and the annual meeting.
- Assist with overall maintenance of the organization and its offices.
- Other duties as assigned by Executive Director.

Minimum Education: High School Diploma

Minimum Experience: 3 years of experience.

#### **ADMINISTRATIVE ASSISTANT IV**

- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Monitor and assist with maintenance of the organization's website.
- Interact with clients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS/FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for staff, office space, telephones, parking, company debit card and office keys.
- Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors
- Set up and coordinate meetings and conferences.
- Prepare agendas and make arrangements for committee, Board or other meetings.

- Interact with the organization's Board of Directors.
- Attend Board, committee meetings or other meetings as requested in order to record minutes.
- Compile, transcribe and distribute minutes of meetings.
- Make travel arrangements for staff, board and volunteers.
- Collect and maintain inventory of office equipment and supplies.
- Research, price and purchase office furniture, equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Support staff in assigned project-based work.
- May supervise volunteers and other support personnel.
- Assists in special events, such as fundraising activities and the annual meeting.
- Assist with overall maintenance of the organization and its offices.
- Other duties as assigned by Executive Director.

Minimum Education: High School Diploma  
 Minimum Experience: 4 years of experience.

### **ASSISTANT FOOD SERVICE MANAGER**

- Performs a variety of tasks concerned with the preparation and serving of foods and beverages.
- Washes, peels, scrape, and cut vegetables and fruits. Prepares menus and shops for food needed to make meals.
- Makes coffee, tea, and other beverages. Dishes out portions of foods on trays or plates, and pours beverages.
- Prepares dining and serving areas by setting up counters, stands, and tables.
- Places food containers in serving order, fills salt and peppershakers, and places linen and silverware.
- Cleans kitchen equipment, pots and pan, counters, and tables. Sweeps and mops floors.

Minimum Education: High School Diploma.  
 Minimum Experience: 3 years of experience.

### **ASSISTANT INSTRUCTOR**

- Answers stakeholder and customer questions regarding simple concepts, material or tasks in an informal setting
- Develops introductory cybersecurity training course content by writing procedures, creating course materials, and coordinating/training session(s) logistics
- Assists in gathering course development material and content (e.g., research, resources) to prepare and support the delivery of security awareness training/briefings.
- Uses standard procedures to collect course evaluation data and reports findings to management.
- Collects training data for organization and FISMA requirements
- Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies.
- Identify the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement.
- Develop and revises training courses. Prepares training catalogs and course materials.
- Train personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education: Bachelor's Degree.

Minimum Experience: 2 years of experience.

### **BUDGET SPECIALIST PURCHASING**

- Work with program and project managers to develop the organization's budget. Review managers' budget proposals for completeness, accuracy, and compliance with laws and other regulations.
- Combine all the program and department budgets together into a consolidated organizational budget and review all funding requests for merit.
- Explain their recommendations for funding requests to others in the organization, legislators, and the public.
- Assist upper management in analyzing proposed plans and find alternatives if the projected results are unsatisfactory.
- Monitor organizational spending to ensure that it is within budget. Inform program managers of the status and availability of funds. Estimate future financial needs.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of experience.

### **BUSINESS MANAGER**

- Establish the overall Business Development strategy for the Company.
- Identify and qualify new opportunities to grow the business pipeline in targeted marketing segments.
- Establish/develop relationships with prospective clients to convert opportunities into revenue-generating programs and projects. Participates in “big meetings” with Marketing.
- Through written and verbal communications, ensure prospective and current customers understand that the Company is a full-service solution.
- Consulting with management and users to determine the needs of the system
- Designing a system to meet the business goals.
- Specifying inputs and formatting outputs to meet users’ needs
- Using techniques such as sampling, model building and structured analysis, along with accounting principles, to ensure the solution is efficient, cost-effective and financially feasible.
- Developing specifications, diagrams and flowcharts for programmers to follow
- Overseeing implementation, coordinating tests and observing initiation of the system to validate performance.

Minimum Education: Bachelor’s Degree. 7 years of experience may be substituted.

Minimum Experience: 4 years of experience.

### **COMMUNICATIONS SPECIALIST**

- Support the deployment manager in all aspects of deployment logistics including conducting studies, developing strategies, and applying practical experience to model efficient communications schemes for the simulation process.
- Work effectively in cross-functional teams to advance communications strategy to internal key partners and various levels, ranging from senior management to supporting staff
- Works with subject matter experts to ensure educational literature resources are accurate and relevant
- Develops clear and concise communications products that promote appropriate brand, strategic vision, mission and corporate values

Minimum Education: Bachelor's degree. 7 years of experience may be substituted.

Minimum Experience: 5 years of experience.

### **COMPUTER SYSTEM ANALYST, SR**

- Consult with managers to determine the role of the IT system in an organization
- Research emerging technologies to decide if installing them can increase the organization's efficiency and effectiveness
- Prepare an analysis of costs and benefits so that management can decide if computer upgrades are financially worthwhile
- Devise ways to make existing computer systems meet new needs
- Design and develop new systems by choosing and configuring hardware and software
- Oversee installing and configuring the new system to customize it for the organization
- Do tests to ensure that the systems work as expected
- Train the system's end users and write instruction manuals, when required

Minimum Education: Bachelor's Degree in related field or 7 years of experience may be substituted.

Minimum/Minimum Experience: 5 years of experience.

### **CONTRACT MANAGER**

- Responsible for overseeing activities related to the development, procurement, compliance, evaluation, and renewal of network service provider contracts to ensure a sufficient pool of contractors are available to maintain quality and provide consumer choice.
- Responsible for managing administrative services contracts including lease agreements, request for proposals (RFP s) and contract renewal administration.
- Identify, negotiate, and implement contracts and agreements which promote system goals and objectives with respect to cost, quality, and service indicators.
- Evaluation and reporting of contract performance and maintenance of contract records/files.
- Oversees reviews of contractors to determine compliance with applicable statutes, rules, and contractual requirements. Prepares administrative reports to executive management regarding contract action.
- Provides consultation and technical assistance to contractors on contract issues.
- Consults and communicates, individually and collectively, with contractors, community stakeholders, and state and local agencies involved in the service delivery system to identify needs, resolve problems, and monitor and discuss effectiveness of programs and services. Participates in meetings

Minimum Education: Bachelor's Degree in related field or 9 years of experience may be substituted.

Minimum Experience: 7 years of related experience.

### **CONTROLS TECHNICIAN**

- Provide technical support for control system administrative functions including patches, upgrades, and troubleshooting of distributive control systems (DCS), PLC control systems and electronic control instruments.
- Assist in performing tuning of complex systems to improve heat rate, emission reductions, and other plant performance parameters.
- Provide technical direction for troubleshooting, calibrating and maintaining plant control systems and equipment.
- Diagnose distributed control system issues and implement enhancements or solutions.

- Provide technical support for the planning, design and construction of project additions or maintenance of control systems.
- Assist in control equipment maintenance, calibration and control logic diagnosis
- Perform additional responsibilities as requested or assigned.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of experience.

### **COURSE MATERIALS MANAGER**

- Designs and develops technical course content, labs, and assessments.
- Consults with subject matter experts to determine objectives and gathers information used in the development of courses, and uses subject matter expert time efficiently.
- Ensures learning and performance objectives are appropriate to the audience and that the training materials meet the learning and performance objectives.
- Develops hands-on labs and creates / maintains lab server environments.
- Works on multiple projects concurrently, monitors activity, progress, and time related to project development.
- Analyze data and feedback related to current processes, systems, relationships and communications, and Implement standardized, efficient workflow and documentation that can work effectively across programs and stakeholders, and with existing and emerging systems.
- Work with Curriculum Development management to review and update internal team training process, materials, and to schedule onboarding meetings.

Minimum Education: Bachelor's Degree.

Minimum Experience: 5 years of experience.

### **DATA CENTER MANAGER SR.**

- Manages computer operations across all data center facilities.
- Makes sound business decisions affecting data center resources of material and manpower.
- Works independently of any direct supervision and provides technical direction and guidance to lower level professionals and technical personnel.
- Makes judgments resulting in responses to customer requests or demands.
- Work to ensure all contractual obligations regarding metrics, up-time, SLAs are achieved.
- Provides users with computer output. Supervises staff operations

Minimum Education: High School Diploma.

Minimum Experience: 7 years of experience

### **DATABASE ADMINISTRATOR**

- Assists with the technical design, implementation and support for designated database hardware and software technologies.
- Speed and sense of urgency when troubleshooting critical outages with a focus on restoring services.
- Seeks additional responsibility, shows initiative to learn every aspect of the job, and strives to become a mentor to others in area of expertise.
- Works closely with the technical teams in order to develop cost effective, operationally supportable solutions that meet complex requirements.
- Works to identify opportunities for improvement within the environment, both technical and operational, along with plans to capture those benefits.
- Plan and execute proactive measures to achieve stability and availability of the database environments.
- Apply knowledge and experience of industry best practices within database administration.



- Perform database capacity planning to ensure operational stability and availability of all databases.

Minimum Education: Bachelor's degree or 5 years of experience may be substituted.

Minimum Experience: 4 years of related experience

### **DATABASE DEVELOPER**

- The Database Developer will report to Senior Staff. Specific tasks to be performed under general direction; implements, monitors, and reorganizes databases, code, tests, implements, and maintains database architectures and documentation.
- Also executes database utility requirements such as backup and recovery and analyzing and resolving database production problems. Other duties include:
  - Database reorganization.
  - Back-up and recovery.
  - Database and user analysis of requirements.
  - Database Design and performance optimization
  - Coordinates with application developers on database coding issues.
  - Prepares database documentation and modeling.
  - Analyzes and resolves database system production problems.
  - Analyzes user requirements and statistics.
  - Participates in database design and performance evaluation reviews.
  - Advises systems engineers on database coding issues
  - Prepares system documentation.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of experience.

### **DATABASE MANAGEMENT SPECIALIST**

- The Database Specialist will be responsible for managing changes in network folder.
- The ideal candidate must be very comfortable with Computer Programs and computer navigation, as they will be working in multiple applications with dual monitors.
- Database Specialist will be working from a queue and processing agent changes i.e. customers want to work with new agent.
- This position is very transactional and employee must be comfortable with repetitive tasks and sitting and/or standing for long periods of time.
- The Database Specialist may need to reach out to agent for clarification on documents.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of related experience.

### **ENGINEER, JR.**

- Provides heavy engineering, working autonomously or as lead engineer on a project team with minimal guidance to deliver innovative, best-in-class products.
- Reviews project proposals cross-functionally to drive technical project specifications.
- Develops and maintains timing and action plans for projects of large scope with guidance from senior Project Managers (PMs) to deliver projects on time, cost, and quality.
- Leads technical design reviews to ensure engineering tasks are complete. Investigates program success requirements and drives the path forward to achieve success in the timeliest and cost effective manner.
- Influences department budget development to ensure appropriate balance of resources across projects.

Minimum Education: Bachelor's degree or 5 years of experience may be substituted.  
Minimum Experience: 3 years of experience.

### **ENGINEER, SR.**

- Provides heavy engineering, working autonomously or as lead engineer on a project team with minimal guidance to deliver innovative, best-in-class products.
- Reviews project proposals cross-functionally to drive technical project specifications.
- Develops and maintains timing and action plans for projects of large scope with guidance from senior Project Managers (PMs) to deliver projects on time, cost, and quality.
- Leads technical design reviews to ensure engineering tasks are complete. Investigates program success requirements and drives the path forward to achieve success in the timeliest and cost effective manner.
- Influences department budget development to ensure appropriate balance of resources across projects.

Minimum Education: Bachelor's degree or 7 years of experience may be substituted.  
Minimum Experience: 5 years of experience.

### **ENGINEER, PRINCIPAL**

- Provides heavy engineering, working autonomously or as lead engineer on a project team with minimal guidance to deliver innovative, best-in-class products.
- Reviews project proposals cross-functionally to drive technical project specifications.
- Develops and maintains timing and action plans for projects of large scope with guidance from senior Project Managers (PMs) to deliver projects on time, cost, and quality.
- Leads technical design reviews to ensure engineering tasks are complete. Investigates program success requirements and drives the path forward to achieve success in the timeliest and cost effective manner.
- Influences department budget development to ensure appropriate balance of resources across projects.

Minimum Education: Bachelor's degree or 8 years of related experience  
Minimum Experience: 7 years of experience.

### **FACILITIES INVESTMENT MANAGER**

- Oversee Facilities management guidelines and procedures, including:
- Repairs & maintenance contracts and agreements based on current needs.
- Maintain and monitor Capital re-investment projects from implementation through completion Fixtures, furnishing and equipment purchasing.
- Managing Facilities Supporting Staff Projecting and managing Facilities budgets utilizing site surveys and visits.
- Working with all Operations Leadership Providing project status updates weekly to keep current projects on track.
- Developing and implementing restaurant remodel and other projects involving Facilities.
- Performing annual quality control visits with primary vendors in the market to ensure they are effectively servicing the needs of our restaurants; includes rate negotiation, preventative maintenance contracts, and scope of work reinforcement.
- Participating in monthly conference calls with Operations/Store Dev Leadership to discuss issues, concerns, or other pertinent project considerations.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of experience

### **FACILITIES MAINTENANCE SUPERVISOR**

- Develops and maintains positive relationships with clients. Attends client meetings.
- Coordinates, oversees and/or manages repair and maintenance work assignments performed by technicians, vendors and contractors performing building maintenance, landscaping and janitorial work.
- Reviews work orders to ensure that assignments are completed.
- Responsible for facilities inspections and reports.
- Coordinates and manages moves, adds and change activities.
- Obtains and reviews price quotes for the procurement of parts, services, and labor for projects. Manages capital projects.
- Prepares capital project and operating budget and variance reports.
- Manages vendor relationships and trains vendors on work order and billing procedures.
- Responsible for invoice processing and accuracy of cost center coding. Uses pc and/or PDA for work order system, email, ESS and training. Provides process and procedure training.
- Conducts financial/business analysis including preparation of reports.
- Coordinates, oversees and/or manages repair and maintenance work assignments performed by technicians, vendors and contractors performing building maintenance, landscaping and janitorial work. Other duties may be assigned.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of experience

### **FINANCIAL ANALYST**

- Performs specific tasks related to rate development, including identifying cost centers and their related expenses, and calculating recovery rates (e.g., recharge, indirect cost); prepares related reports.
- Provides technical assistance in the design of cost accounting or reporting systems and related forms and documents.
- Assists with the provision of advisory services to departments with respect to updating billing rates and interpreting cost accounting data; recommends alternative solutions to cost accounting problems.
- Performs specialized financial or cost analyses (e.g., cash-flow analysis, "what-if" analysis); prepares related reports (e.g., pro-forma financial statements).
- Assists in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommends and implements security and system control procedures.
- Interviews employees at all levels to analyze policies, work procedures and operational methods.
- Performs specific tasks related to reviews of management practices and policies; recommends changes to enhance operating efficiencies.

Minimum Education: Bachelor's degree. 8 years of experience may be substituted.

Minimum Experience: 6 years of experience.

### **FIRE SYSTEM SPECIALIST**

- Knowledge of Fire Sprinklers, Fire Pumps, Backflows and Standpipes are required. Knowledge of NFPA code handbooks.
- Able to work unsupervised and highly self-motivated and detail oriented. Maintain knowledge of current industry standards and new technologies

Minimum Education: High School Diploma.

Minimum Experience: 2 years of experience.

### **FIRE SPRINKLER TECHNICIAN**

- Knowledge of Fire Sprinklers, Fire Pumps, Backflows and Standpipes are required. Knowledge of NFPA code handbooks.
- Able to work unsupervised and highly self-motivated and detail oriented.
- Maintain knowledge of current industry standards and new technologies

Minimum Education: High School Diploma.

Minimum Experience: 2 years of experience.

### **FOOD SERVICE MANAGER**

- Performs a variety of tasks concerned with the preparation and serving of foods and beverages.
- Will manage a staff of food preparers and will assist in duties such as:
  - Washing, peeling, and cutting vegetables and fruits.
  - Prepares simple salads and toast. Cuts butter and slices cakes and pies.
  - Makes coffee, tea, and other beverages.
- Dishes out portions of foods on trays or plates, and pours beverages.
- Prepares dining and serving areas by setting up counters, stands, and tables.
- Places food containers in serving order, fills salt and peppershakers, and places linen and silverware. Cleans kitchen equipment, pots and pan, counters, and tables. Sweeps and mops floors.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of Experience.

### **GRAPHICS AND ART DIRECTOR**

- The Art Director is responsible for creating and maintaining the highest quality of design throughout each phase of a project. In this role you will have the opportunity to bring your creative and strategic vision to life using your expert knowledge of visual design, user experience, and emerging technology.
- This candidate will play a key role in building the visual design team.
- Be well-versed in the art direction and creation of large, complex responsive websites, mobile and web applications, as well as digital touch screens.
- The Digital Art Director will have advanced knowledge of inspired, cutting edge design, with strong ideation, and conceptual ability.
- Will work in an open and collaborative team environment to produce innovative, thoughtful, and relevant work for our clients as well as leading design teams in shaping experiences across all platforms and creative deliverables.
- This position requires a strong background in strategy and design as well as project management and organizational skills.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of Experience.

### **HVAC SPECIALIST II**

- 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.
- Installs evaporator unit in chassis or in air-duct system, using hand tools. 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.
- 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.
- 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 pipe in insulation batting and secure them in place with cement or wire bands.
- Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment.
- May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of related experience.

### **HVAC SPECIALIST III**

- 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.
- Installs evaporator unit in chassis or in air-duct system, using hand tools. 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.
- 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.
- 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 pipe in insulation batting and secure them in place with cement or wire bands.
- Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment.
- May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Minimum Education: High School Diploma.  
Minimum Experience: 5 years of related experience.

### **INTEGRATED LOGISTICS SUPPORT**

- Prepare daily, weekly, and monthly reports and graphics material for presentation to senior supply and logistics officials of the government.
- Create presentation formats conducive to all government agencies and military services.

Minimum Education: High School Diploma.  
Minimum Experience: 4 years of experience.

### **INSTRUCTOR III**

- Conducts, teaches, and develops curricula for adult's studies in various classroom settings.
- Trains teachers, selects textbooks, and assess the quality and relevance of educational programs.
- They may also have to work to implement new technologies at the classroom level.

Minimum Education: Bachelor's Degree.  
Minimum Experience: 3 years of experience.

### **INSTRUCTOR IV**

- Conducts, teaches, and develops curricula for adult's studies in various classroom settings.
- Trains teachers, selects textbooks, and assess the quality and relevance of educational programs.
- They may also have to work to implement new technologies at the classroom level.

Minimum Education: Bachelor's Degree in related field.  
Minimum Experience: 4 years of experience.

### **JAVA DEVELOPER**

- Designing and developing applications using the latest tools and technologies including Java EE, JSP, JDBC, JavaScript, TOAD, SOAP, Apache Web Logic; Spring/Struts, Hibernate/iBATIS, OOA, OOD, PL/SQL, Oracle, T-SQL, SQL Server.
- Support critical business functions through the development, implementation, and maintenance of applications and systems;
- Contribute software development expertise to multiple projects and ensure that specifications are met;
- Design, code, test, debug, maintain, and document software applications;
- Follow established software development standards and procedures and contribute towards their improvement;
- Develop complex application features and create technical designs;
- Participate in peer code and design reviews.

Minimum Education: Bachelor degree.  
Minimum Experience: 3 years of experience.

### **LOGISTICS SPECIALIST I**

- Responsible for ensuring that customer support requirements and objectives are achieved within budgets and schedules.
- Continuous improvement of standard logistics processes and other necessary processes such as database development, and preventative maintenance systems.

- Support product, data interchange systems, demand management and related functions. Integrate learning from customers, competitors, operating entities, distribution, transportation, customer service, industry groups and professional training to continuously improve competitive position.
- Plan logistics strategies, and establishes standard logistics processes and tools.
- Monitor contract logistics activities for compliance with standard processes.
- Identify logistics issues and participates in developing solutions such as re-allocation of resources or modifying manufacturing or supply chain processes. Participate in progress planning and review sessions to discuss costs, schedule, and technical performance
- Contribute to contract negotiations and contract modifications

Minimum Education: High School Diploma.

Minimum Experience: 3 years of related experience.

### **LOGISTICS SPECIALIST II**

- Responsible for ensuring that customer support requirements and objectives are achieved within budgets and schedules.
- Continuous improvement of standard logistics processes and other necessary processes such as database development, and preventative maintenance systems.
- Support product, data interchange systems, demand management and related functions. Integrate learning from customers, competitors, operating entities, distribution, transportation, customer service, industry groups and professional training to continuously improve competitive position.
- Plan logistics strategies, and establishes standard logistics processes and tools.
- Monitor contract logistics activities for compliance with standard processes.
- Identify logistics issues and participates in developing solutions such as re-allocation of resources or modifying manufacturing or supply chain processes. Participate in progress planning and review sessions to discuss costs, schedule, and technical performance
- Contribute to contract negotiations and contract modifications

Minimum Education: High School Diploma.

Minimum Experience: 5 years of related experience.

### **LOGISTICS SPECIALIST III**

- Responsible for ensuring that customer support requirements and objectives are achieved within budgets and schedules.
- Continuous improvement of standard logistics processes and other necessary processes such as database development, and preventative maintenance systems.
- Support product, data interchange systems, demand management and related functions. Integrate learning from customers, competitors, operating entities, distribution, transportation, customer service, industry groups and professional training to continuously improve competitive position.
- Plan logistics strategies, and establishes standard logistics processes and tools.
- Monitor contract logistics activities for compliance with standard processes.
- Identify logistics issues and participates in developing solutions such as re-allocation of resources or modifying manufacturing or supply chain processes. Participate in progress planning and review sessions to discuss costs, schedule, and technical performance
- Contribute to contract negotiations and contract modifications

Minimum Education: High School Diploma.

Minimum Experience: 7 years of related experience.

### **MANAGEMENT ANALYST I**

- Review forms and reports, and confer with management and users about format, distribution, and purpose, and to identify problems and improvements.
- Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
- Design, evaluate, recommend, and approve changes of forms and reports.
- Recommend purchase of storage equipment, and design area layout to locate equipment in space available.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of experience.

### **MANAGEMENT ANALYST II**

- Review forms and reports, and confer with management and users about format, distribution, and purpose, and to identify problems and improvements.
- Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
- Design, evaluate, recommend, and approve changes of forms and reports.
- Recommend purchase of storage equipment, and design area layout to locate equipment in space available.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of related experience.

### **MANAGEMENT ANALYST III**

- Review forms and reports, and confer with management and users about format, distribution, and purpose, and to identify problems and improvements.
- Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy.
- Design, evaluate, recommend, and approve changes of forms and reports.
- Recommend purchase of storage equipment, and design area layout to locate equipment in space available.

Minimum Education: High School Diploma.

Minimum Experience: 7 years of related experience.

### **NETWORK ENGINEER, Sr.**



- Install all new hardware, systems, and software for network.
- Install, configure, and maintain network services, equipment and devices.
- Supports administration of servers and server clusters.
- Manages all system back-up and restore protocol.
- Plans and supports network and computing infrastructure.
- Perform troubleshooting analysis of servers, workstations and associated systems.
- Documents network problems and resolution for future reference.
- Monitors system performance and implements performance tuning.
- Manage user accounts, permissions, email, anti-virus, anti-spam.
- Requires a thorough knowledge of networking essentials.
- Oversee software and network security.
- Strong analytical abilities and professional office experience needed.

Minimum Education: Bachelor's degree or 8 years of experience may be substituted.

Minimum Experience: 6 years of experience.

### **OPERATIONS MANAGER**

- The Operations Manager will anticipate problems and works to mitigate the anticipated problems.
- Will also provide operational leadership and technical direction for the complete task effort. Reviews and evaluates work of subordinate staff and prepares performance reports.
- May serve as a technical authority for a particular task area. As a technical specialist or consultant, resolves unique and unyielding systems problems using new technology.
- Will complete tasks within estimated time frames and budget constraints. Interacts with client management personnel.
- Prepares activity and progress reports regarding all assigned tasks. Reports in writing and orally to company and client representatives.
- Shall attend meetings; provide task status briefings and reports.
- Apply task management skills, principles, and methods to optimize the Government's investment in ongoing projects. Conduct or provide technical support to project assessments.

Minimum Education: High School Diploma

Minimum Experience: 6 years of experience.

### **PERSONNEL SPECIALIST I**

- Coordinates new-employee orientations; administers pre-employment tests; conducts reference checks including use of E-verify and other electronic databases.
- Assembles new hire files, internal and external.
- Completion of weekly new hire reports and provide to HR Manager.
- Maintains human resource information system records and compiles reports from the database.
- Full management of employee requirements and expirations.
- Completion of Employment Verification, requested letters or other employment information.
- Assists employees with benefits enrollment process, including explanation of benefits guide and coverage, completion of applications, entering payroll deductions and follow up as required.

- Handles worker's comp claim process, completes report of injury forms, gathers supporting documentation.

Minimum Education: High School Diploma

Minimum Experience: 1 years of experience.

## **PERSONNEL SPECIALIST II**

- Coordinates new-employee orientations; administers pre-employment tests; conducts reference checks including use of E-verify and other electronic databases.
- Assembles new hire files, internal and external.
- Completion of weekly new hire reports and provide to HR Manager.
- Maintains human resource information system records and compiles reports from the database.
- Full management of employee requirements and expirations.
- Completion of Employment Verification, requested letters or other employment information.
- Assists employees with benefits enrollment process, including explanation of benefits guide and coverage, completion of applications, entering payroll deductions and follow up as required.
- Handles worker's comp claim process, completes report of injury forms, gathers supporting documentation.

Minimum Education: High School Diploma

Minimum Experience: 3 years of experience.

## **PLANNER**

- Demonstrated success/problem solving skills in supply chain, business management, operations, logistics, engineering or program management
- Enterprise Resource Planning like Cost Point, SharePoint, SAP, Oracle, etc.
- Experience in supply chain and procurement.
- Experience procuring and identifying qualified vendors, perform market research, and obtaining multiple quotes
- Demonstrated success in managing complex supplier specifications, drawings, SOWs, and supplier issue resolutions
- Experience working multiple issues in parallel to expedite the process, calling vendors to check progress, placing orders, receiving orders.
- Broad understanding of procurement standards, procedures and regulations per the US Government FAR regulations
- Experience working procurements for Government customers
- Excellent communication skills
- Self-motivated, self-directed and detail oriented
- Understanding of financial management and inventory control
- Knowledge and use of project scheduling tools and MS Office S/W; utilization of MS Excel spreadsheets.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of experience.

## **PRINCIPAL MANAGEMENT ANALYST**

- Develops plans, including budgets and schedule, to meet contractual requirements for assigned program(s).
- Coordinates interdepartmental development of program plans and interfaces with vendors and customers as required.
- Cost proposal experience will be a plus to assist PM/s with cost proposals i.e. building labor rates.
- Ensure timely government customer reporting.
- Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met.
- Reports, analyzes, and interprets financial and operating data. Prepare, compile and review program reports.
- Support financial management, planning, and program integration.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of experience.

## **PROCUREMENT MANAGER I**

- Provide financial and contract accountability for the acquisition program phases.
- Provide for acquisition program continuity between government acquisition program representatives, supporting service contractors, commercial vendors, and suppliers.

Minimum Education: High School Diploma

Minimum Experience: 3 years of experience.

## **PROCUREMENT MANAGER II**

- Provide financial and contract accountability for the acquisition program phases.
- Provide for acquisition program continuity between government acquisition program representatives, supporting service contractors, commercial vendors, and suppliers.

Minimum Education: High School Diploma

Minimum Experience: 5 years of experience.

## **PROCUREMENT MANAGER III**

- Provide financial and contract accountability for the acquisition program phases.
- Provide for acquisition program continuity between government acquisition program representatives, supporting service contractors, commercial vendors, and suppliers.

Minimum Education: High School Diploma

Minimum Experience: 7 years of experience.

## **PROGRAM ANALYST I**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, developing key timelines and schedules, and develop program cost estimate.

Minimum Education: High School Diploma

Minimum Experience: 2 years of experience.

## **PROGRAM ANALYST II**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, developing key timelines and schedules, and develop program cost estimate.

Minimum Education: High School Diploma  
 Minimum Experience: 3 years of experience.

### **PROGRAM ANALYST III**

- Provide program support functions to include attending meetings with potential and existing customers, analyzing customer program needs, accessing program performance and objectives, developing key timelines and schedules, and develop program cost estimate.

Minimum Education: High School Diploma  
 Minimum Experience: 5 years of experience.

### **PROGRAM MANAGER**

- Provide technical support in conjunction with ongoing Government agency programs to manage facilities, including operating systems and equipment.
- Develop program management plans, and adhere to established policies and procedures approved and used by the Government to execute system management functions.
- Provide technical support to the Government via programming in support of various projects; review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training.
- Shall attend meetings; provide task status briefings and reports. In support of the above task, specific work shall include but is not limited to the following:
- Apply task management skills, principles, and methods to optimize the Government's investment in ongoing projects.
- Conduct or provide technical support to project assessments.
- Develop a program information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods.
- Assess adequacy of internal communication by contacting customers and getting their input concerning their needs.
- Develop strategies to optimize the task organizational performance, ensure efficiency, and achieve a high level of customer satisfaction. Shall be responsible for the management and administration; interfacing with Government or other contractor employees.

Minimum Education: High School Diploma.  
 Minimum Experience: 8 years of experience.

### **PROJECT LOGISTICS COORDIANTOR**

- Coordinates and/or completes initial and on-going assessments of individuals.
- Coordinates and/or develops, reviews, and ensures implementation of individual support plans.
- Develops, and ensures implementation of planned program activities.
- Coordinates and participates in multidisciplinary team meetings
- Collaborates and cooperates with individuals, family members, other provider agencies, and advocates.

- Utilizes local resources to promote involvement in community activities, including volunteer opportunities.
- Accompanies individuals into the community providing support and assistance in interactions in the community while maintaining sensitivity to the rights and dignity of the individual.
- Provides training and supervises Direct Support Professional staff as directed.
- Maintains work environment, equipment, and materials for cleanliness and safety.
- Completes all assigned administrative tasks relative to the program.
- Provides coverage in emergency situations.
- Performs other duties as assigned.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of experience.

## **PROJECT MANAGER**

- Provide technical support in conjunction with ongoing Government agency programs to manage facilities, including operating systems and equipment.
- Develop program management plans, and adhere to established policies and procedures approved and used by the Government to execute system management functions.
- Provide technical support to the Government via programming in support of various projects; review and evaluate ongoing and completed project management; determine project schedules and develop plans to track and justify schedules; coordinate schedules and system management activities; provide engineering and/or technical expertise; manage projects from design through completion; coordinate and provide system training.
- Shall attend meetings; provide task status briefings and reports. In support of the above task, specific work shall include but is not limited to the following:
- Apply task management skills, principles, and methods to optimize the Government's investment in ongoing projects.
- Conduct or provide technical support to project assessments.
- Develop a program information collection and evaluation system(s), which incorporate performance objectives, documentation of past projects, analysis techniques, metrics, and process feedback mechanisms to ensure continuous quality improvement of project methods.
- Access adequacy of internal communication by contacting customers and getting their input concerning their needs.
- Develop strategies to optimize the task organizational performance, ensure efficiency, and achieve a high level of customer satisfaction. Shall be responsible for the management and administration; interfacing with Government or other contractor employees.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of experience.

## **QUALITY CONTROL SAFETY MANAGER**

- Effectively interact with staff within the organization to develop, implement and maintain policies, procedures, systems and controls pertaining to quality assurance
- Collaborate with users of procedures, work instructions and forms to improve existing documentation and draft new documentation
- Conduct internal quality audits of existing processes to ensure compliance and continuous improvement
- Assist organization with preparation for third party quality audits and appraisals
- Develop and monitor corrective action plans for noncompliant findings

- Maintain awareness of regulatory changes through seminar attendance, training opportunities, and best practice sharing; educate internal stakeholders about changes to regulations.

Minimum Education: High School Degree.

Minimum Experience: 6 years of experience.

### **QUALITY CONTROL INSPECTOR**

- Support as needed all in-coming material and outgoing product inspection process
- Inspect products in-process thru final quality-control and quality assurance activities
- Support QC with Corrective Action Requests and remediation
- Recommend and assist in implementing Preventative Action Requests and Continuous Improvement processes
- Maintain adherence to Company policies, safety/ergonomic standards, and good housekeeping practices
- Assist in gathering and publishing of measurement and metric data and analyze for trends and connectivity to company goals
- Analyze and manage identified production, process defects
- Assist in the review, analyze, create, and correct work instructions or other production documentation necessary to perform and maintain the quality management.

Minimum Education: High School Degree.

Minimum Experience: 6 years of experience.

### **SUPPLY SYSTEMS ANALYST**

- Documented senior-level experience with negotiating contracts for the procurement of Technology hardware/software/services and telecom equipment/services.
- Exceptional documented results with implementing standard procurement best practices, building strong relationships with clients and suppliers, and consulting on procurement best practices for cross-functional project teams.
- Good understanding of how to integrate basic elements of a statement of work (SOW) into the overarching terms of a contract as well as negotiating both long-term and short-term engagements.
- Utilize RFI (Request for Information), RFP (Request for Proposal), and RFQ (Request for Quote) techniques to identify, select, and engage with suppliers to ensure competitive market advantage.
- Direct and implement supplier-sourcing strategies to ensure high quality, on time delivery, and cost competitiveness. Experience with e-sourcing applications and running online events.
- Implement proactive procurement philosophies, strategies, policies, procedures, and systems. The Technology/Telecom GSM influences cross-functional organizations while enhancing strong internal relationships in order to meet business requirements and cost objectives.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of experience.

### **SYSTEM ADMINISTRATOR I**

- Proactively monitor, modify, manage and maintain the network infrastructure and production and test servers and services. Evaluate and tune network performance. Troubleshoot issues to resolution when necessary.
- Manage daily and project work. Multitask and lead project teams when appropriate.
- Maintain data integrity and security. Routinely audit and resolve issues.
- Manage ISP, network and telecom support vendors.
- Provide off-hours coverage.

- Research, evaluate, recommend, plan and implement solutions to enhance services.
- Enforce existing policies. Help develop others as needed.
- Create/maintain documentation of services and components.
- Assist with budget and strategic planning.
- Participate in professional development and training opportunities as appropriate.

Minimum Education: Bachelor's degree or 3 years of experience may be substituted.

Minimum Experience: 1 years of experience.

## **SYSTEM ADMINISTRATOR II**

- Proactively monitor, modify, manage and maintain the network infrastructure and production and test servers and services. Evaluate and tune network performance. Troubleshoot issues to resolution when necessary.
- Manage daily and project work. Multitask and lead project teams when appropriate.
- Maintain data integrity and security. Routinely audit and resolve issues.
- Manage ISP, network and telecom support vendors.
- Provide off-hours coverage.
- Research, evaluate, recommend, plan and implement solutions to enhance services.
- Enforce existing policies. Help develop others as needed.
- Create/maintain documentation of services and components.
- Assist with budget and strategic planning.
- Participate in professional development and training opportunities as appropriate

Minimum Education: Bachelor's degree or 5 years of experience may be substituted.

Minimum Experience: 3 years of experience.

## **SYSTEM ADMINISTRATOR III**

- Proactively monitor, modify, manage and maintain the network infrastructure and production and test servers and services. Evaluate and tune network performance. Troubleshoot issues to resolution when necessary.
- Manage daily and project work. Multitask and lead project teams when appropriate.
- Maintain data integrity and security. Routinely audit and resolve issues.
- Manage ISP, network and telecom support vendors.
- Provide off-hours coverage.
- Research, evaluate, recommend, plan and implement solutions to enhance services.
- Enforce existing policies. Help develop others as needed.
- Create/maintain documentation of services and components.
- Assist with budget and strategic planning.
- Participate in professional development and training opportunities as appropriate

Minimum Education: Bachelor's degree or 7 years of experience may be substituted.

Minimum Experience: 5 years of experience.

## **SYSTEM ADMINISTRATOR IV**

- Proactively monitor, modify, manage and maintain the network infrastructure and production and test servers and services. Evaluate and tune network performance. Troubleshoot issues to resolution when necessary.
- Manage daily and project work. Multitask and lead project teams when appropriate.
- Maintain data integrity and security. Routinely audit and resolve issues.
- Manage ISP, network and telecom support vendors.

- Provide off-hours coverage.
- Research, evaluate, recommend, plan and implement solutions to enhance services.
- Enforce existing policies. Help develop others as needed.
- Create/maintain documentation of services and components.
- Assist with budget and strategic planning.
- Participate in professional development and training opportunities as appropriate.

Minimum Education: Bachelor's degree or 8 years of experience may be substituted.

Minimum Experience: 6 years of experience.

### **TRAINING DELIVERY OFFICER I**

- Analyze jobs, performance and target audiences using group or individual interview process, consistent with the project plan and within the defined scope of work and project timelines, as required by the project
- Design training using analysis data to produce applications based training design, as required by the project
- Develop applications based (action learning) training materials using analysis data and design document(s) in cooperation with subject matter experts, and in the media indicated by the training design
- Conduct subject matter expert, master performer and customer interviews required to develop materials, and to review materials throughout the life of the project
- Deliver instruction as required, including leading all levels of the class using demonstrations, lectures, Q & A and class mentoring
- Remain current with technical area of project, and with the media in which training is to be delivered

Minimum Education: High School Diploma.

Minimum Experience: 5 years of experience.

### **TRAINING DELIVERY OFFICER II**

- Analyze jobs, performance and target audiences using group or individual interview process, consistent with the project plan and within the defined scope of work and project timelines, as required by the project
- Design training using analysis data to produce applications based training design, as required by the project
- Develop applications based (action learning) training materials using analysis data and design document(s) in cooperation with subject matter experts, and in the media indicated by the training design
- Conduct subject matter expert, master performer and customer interviews required to develop materials, and to review materials throughout the life of the project
- Deliver instruction as required, including leading all levels of the class using demonstrations, lectures, Q & A and class mentoring
- Remain current with technical area of project, and with the media in which training is to be delivered

Minimum Education: High School Diploma.

Minimum Experience: 7 years of experience.

### **TRANSPORTATION MANAGER**

- The Transportation Manager will oversee the daily Transportation Motor Pool Operations that include; Dispatch and Shuttle Bus Operations, Fleet Management, and Driver Qualification and Licensing.



- Manager must be highly knowledgeable of and have experience with; All Vehicle Operations functions and activities; overseeing multiple vehicle dispatch functions, planning and scheduling transportation support, performing fleet and operations analyses, administering driver qualification and licensing programs, investigating accidents or incidents.
- Must also have strong working knowledge of; Quality Control, Safety, Customer Satisfaction, Logistics, Dispatching, Transportation, and all applicable DOT laws and regulations.

Minimum Education: High School Diploma.

Minimum Experience: 6 years of experience.

### **TREE TRIMMER**

- A Tree Trimmer's primary responsibility is to perform tree trimming, clearing, & removal of trees along electric power lines and right of ways.
- A Tree Trimmer climbs trees to reach branches interfering with electric lines while using climbing equipment.
- A Tree Trimmer must have knowledge of chainsaw safety, and roping & rigging techniques.
- A Tree Trimmer also operates chain saws, pruners, brush chipper and may be called upon to operate an aerial lift device (bucket truck.).
- Will perform duties working with utility line clearance and/or residential tree clearance setting.

Minimum Education: High School Diploma.

Minimum Experience: 2 years of Experience.

### **WAREHOUSE SUPERVISOR**

- Training, assigning, scheduling, coaching, counseling, and disciplining warehouse employees
- Supervising the activities of warehouse employees while maintaining a safe and clean environment
- Creating, implementing, and enforcing the warehouse's standard operational procedures and policies as they relate to receiving, handling, and storing of our products
- Identifying warehouse system improvements
- Working to establish best practices while documenting all warehouse procedures
- Enforcing productivity while continuing to develop and improve existing operations
- Evaluating and prioritizing daily workloads and schedules-managing employee shifts with an objective of improving efficiency
- Overseeing strict inventory control and building maintenance
- Interfacing between warehouse staff and production crews to coordinate daily logistics and overall operations
- Running the overall day-to-day operations and ensuring seamless transitions for all incoming and outgoing crew, vehicles, and equipment
- Alerting management to performance issues and inventory issues
- Ensuring proper execution of all policies and procedures with regard to warehouse organization, picking, packing, shipping, and receiving.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of Experience.

## **SCA Labor Categories**

### **ACCOUNTING CLERK I-DOL CATEGORY 01011**

- This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures.
- Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions.
- Completed work will be reviewed for accuracy and compliance with procedures.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of experience.

### **ACCOUNTING CLERK II-DOL CATEGORY 01012**

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

Minimum Education: High School Diploma.

Minimum Experience: 2 years of experience.

### **ACCOUNTING CLERK III-DOL CATEGORY 01013**

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

Minimum Education: High School Diploma.

Minimum Experience: 3 years of experience.

### **ADMINISTRATIVE ASSISTANT - DOL CATEGORY 01020**

- In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll.

- The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Minimum Education: High School Diploma

Minimum Experience: 1 year of experience.

#### **AUTOMOTIVE WORKER – DOL CATEGORY 05070**

- 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.

Minimum Education: High School Diploma

Minimum Experience: 1 year of experience.

#### **CARPENTER, MAINTENANCE-DOL CATEGORY 23130**

- 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 experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Minimum Experience.

#### **COMPUTER OPERATOR I - DOL CATEGORY 14041**

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

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Minimum Experience.

#### **COMPUTER OPERATOR II - DOL CATEGORY 14042**

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

Minimum Education: High School Diploma.

Minimum Experience: 3 year of Minimum Experience.

### **COMPUTER OPERATOR III - DOL CATEGORY 14043**

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

Minimum Education: High School Diploma.

Minimum Experience: 5 year of Minimum Experience.

### **COMPUTER OPERATOR IV - DOL CATEGORY 14044**

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

Minimum Education: High School Diploma.

Minimum Experience: 7 year of Minimum Experience.

### **COMPUTER OPERATOR V - DOL CATEGORY 14045**

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

Minimum Education: High School Diploma.

Minimum Experience: 9 year of Minimum Experience.

### **COMPUTER PROGRAMMER I - DOL CATEGORY 14071**

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

Minimum Education: Bachelor's Degree. 3 years of experience may be substituted.

Minimum Experience: 1 year of Minimum Experience.

### **COMPUTER PROGRAMMER II - DOL CATEGORY 14072**

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

Minimum Education: Bachelor's Degree. 5 years of experience may be substituted.

Minimum Experience: 3 year of Minimum Experience.

### **COMPUTER PROGRAMMER III - DOL CATEGORY 14073**

- As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem.
- The incumbent works according to approved statements of requirements and detailed specifications.
- While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced.
- The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.)
- The Computer Programmer III performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff.

- This Worker monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data, and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.)
- This Programmer tests, documents work, writes and maintains operator instructions for assigned programs, and confers with other EDP personnel to obtain or provide factual data.
- In addition, this Programmer may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Job tasks may require the incumbent to analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. This Programmer may assist in the review and analysis of detailed program specifications, and in program design to meet changes in work processes.
- The Computer Programmer III works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures, resolves problems and deviations according to established practices, and obtains advice where precedents are unclear or not available.
- This Worker, may guide or instruct lower level programmers; supervise technicians and others who assist in specific assignments, works on complex programs under close direction of higher level staff or supervisor, and may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Work at a level above this is deemed Supervisory or Individual Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.

Minimum Education: Bachelor's Degree. 7 years of experience may be substituted.

Minimum Experience: 5 year of Minimum Experience.

#### **COMPUTER PROGRAMMER IV - DOL CATEGORY 14074**

- The Computer Programmer IV applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which
- meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc.
- This Programmer plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources; solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.
- This Programmer performs such duties as: developing, modifying, and 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 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 assigned work.

Minimum Education: Bachelor's Degree. 9 years of experience may be substituted.

Minimum Experience: 7 year of Minimum Experience.

#### **DISPATCHER, MOTOR VEHICLE - DOL CATEGORY 01060**

- This position 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Minimum Experience.

#### **DRAFTER/CAD OPERATOR I-DOL CATEGORY 30061**

- 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:
- Revisions to the original drawings of a plumbing system by increasing pipe diameters.
- 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of experience.

### **DRAFTER/CAD OPERATOR II-DOL CATEGORY 30062**

- 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.
- Typical assignments include:
  - 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.
  - 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.
- 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.

Minimum Education: High School Diploma.

Minimum Experience: 2 years of experience.

### **DRAFTER/CAD OPERATOR III-DOL CATEGORY 30063**

- 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:
  - 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.
- 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.
  - From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.
  - 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.
- Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.

Minimum Education: High School Diploma.  
 Minimum Experience: 3 years of experience.

#### **DRAFTER/CAD OPERATOR IV - DOL CATEGORY 30064**

- 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.

Minimum Education: High School Diploma.  
 Minimum Experience: 4 years of experience.

#### **DUPLICATING MACHINE OPERATOR – DOL CATEGORY 01090**

- This position operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins.
- Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work.
- The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of experience.

### **ELECTRICIAN, MAINTENANCE - DOL CATEGORY 23160**

- An 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 years of experience.

### **ELECTRONIC TECHNICIAN MAINTENANCE I – DOL CATEGORY 23181**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of experience.

### **ELECTRONIC TECHNICIAN MAINTENANCE II – DOL CATEGORY 23182**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of experience.

### **ELECTRONIC TECHNICIAN MAINTENANCE III – DOL CATEGORY 23183**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of experience.

#### **ENGINEERING TECHNICIAN I-DOL CATEGORY - 30081**

- 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:
- Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting.
- Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data.
- 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 years of experience.

#### **ENGINEERING TECHNICIAN II-DOL CATEGORY- 30082**

- Shall perform assignments that are not completely standardized or prescribed. Shall select or adapt 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. Shall perform at this level one or a combination of such typical duties as:
- Constructs components, sub-units, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- Shall conduct various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.
- Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.
- Shall assists in design modification by compiling data related to design, specifications, and materials,
- Shall develop information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Which are pertinent to specific items of equipment or component parts.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of experience.

#### **ENGINEERING TECHNICIAN III-DOL CATEGORY-30083**

- Shall perform assignments that are not completely standardized or prescribed. Shall select or adapt 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. Shall perform at this level one or a combination of such typical duties as:

- Constructs components, sub-units, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- Shall conduct various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.
- Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.
- Shall assists in design modification by compiling data related to design, specifications, and materials,
- Shall develop information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Which are pertinent to specific items of equipment or component parts.

Minimum Education: High School Diploma.

Minimum Experience: 4 years of experience.

#### **ENGINEERING TECHNICIAN IV-DOL CATEGORY-30084**

- Shall perform assignments that are not completely standardized or prescribed. Shall select or adapt 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. Shall perform at this level one or a combination of such typical duties as:
- Constructs components, sub-units, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- Shall conduct various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.
- Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.
- Shall assists in design modification by compiling data related to design, specifications, and materials,
- Shall develop information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. Which are pertinent to specific items of equipment or component parts.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of experience.

#### **ENGINEERING TECHNICIAN V-DOL CATEGORY-30085**

- 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:
- 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.
- 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 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.
- 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.

Minimum Education: High School Diploma.

Minimum Experience: 7 years of experience.

#### **ENGINEERING TECHNICIAN VI - DOL CATEGORY-30086**

- 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 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:
- 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).
- 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.
- 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.
- 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.

Minimum Education: High School Diploma.

Minimum Experience: 8 years of experience.

### **ENVIRONMENTAL TECHNICIAN/SPECIALIST I – DOL CATEGORY 30090**

- The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies.
- 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.
- 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.
- 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.

Minimum Education: High School Diploma.

Minimum Experience: 2 years of experience.

### **ENVIRONMENTAL TECHNICIAN/SPECIALIST II – DOL CATEGORY 30090**

- The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies.
- 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.
- 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.

- 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.

Minimum Education: High School Diploma.

Minimum Experience: 4 years of experience.

### **ENVIRONMENTAL TECHNICIAN/SPECIALIST III – DOL CATEGORY 30090**

- The Environmental Technician conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies.
- 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.
- 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.
- 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.

Minimum Education: High School Diploma.

Minimum Experience: 6 years of experience.

### **FOOD SERVICE WORKER - DOL CATEGORY 07130**

- Performs a variety of tasks concerned with the preparation and serving of foods and beverages.
- Washes, peels, scrape, and cut vegetables and fruits. Prepares simple salads and toast. Cuts butter and slices cakes and pies.
- Makes coffee, tea, and other beverages. Dishes out portions of foods on trays or plates, and pours beverages.
- Prepares dining and serving areas by setting up counters, stands, and tables.
- Places food containers in serving order, fills salt and peppershakers, and places linen and silverware.
- Cleans kitchen equipment, pots and pan, counters, and tables. Sweeps and mops floors.

Minimum Education: High School Diploma.

Minimum Experience: One year of Experience.

### **FORKLIFT OPERATOR - DOL CATEGORY 21020**

- The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Experience.

### **GENERAL CLERK I - DOL CATEGORY 01111**

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

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Experience.

### **GENERAL CLERK II - DOL CATEGORY 01112**

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

Minimum Education: High School Diploma.

Minimum Experience: 2 years of experience.

### **GENERAL CLERK III - DOL CATEGORY 01113**

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

Minimum Education: High School Diploma.

Minimum Experience: 3 years of related experience



### **GENERAL MAINTENANCE WORKER I -DOL CATEGORY 23370**

- 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).

Minimum Education: High School Diploma.

Minimum Experience: 1 years of related experience.

### **GENERAL MAINTENANCE WORKER II-DOL CATEGORY 23370**

- 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).

Minimum Education: High School Diploma.

Minimum Experience: 3 years of experience.

### **GENERAL MAINTENANCE WORKER III-DOL CATEGORY 23370**

- 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).

Minimum Education: High School Diploma.

Minimum Experience: 5 years of related experience.

### **GRAPHIC ARTIST - DOL CATEGORY 15080**

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

Minimum Education: High School Diploma.

Minimum Experience: 2 years of related experience.

### **HEATING, REFRIGERATION AND AC MECHANIC (HVAC) I - DOL CATEGORY 23410**

- 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.
- 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 in warehouses and small factory buildings.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of related experience.

### **HEAVY EQUIPMENT MECHANIC - DOL CATEGORY 23430**

- 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 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of related experience.

### **HEAVY EQUIPMENT OPERATOR-DOL CATEGORY 23440**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of related experience.

### **HOUSEKEEPING AIDE –DOL CATEGORY 11122**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Experience.

### **HOUSING REFERRAL ASSISTANT – DOL CATEGORY 01120**

- This position 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 comply with the nondiscrimination policy, and counsel's applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs.
- 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Experience.

#### **ILLUSTRATOR I – DOL CATEGORY 13041**

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

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Experience.

#### **ILLUSTRATOR II – DOL CATEGORY 13042**

- The Illustrator II usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time.
- These projects require the Illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles.
- Generally, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches.
- This illustrator does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations, but does acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments.
- However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

Minimum Education: High School Diploma.

Minimum Experience: 3 year of Experience.

### **ILLUSTRATOR III – DOL CATEGORY 13043**

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

Minimum Education: High School Diploma.

Minimum Experience: 5 year of Experience.

### **JANITOR - DOL CATEGORY 11150**

- 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:
- Workers who specialize in window washing.
  - Housekeeping staff who make beds and change linens as a primary responsibility.
  - Workers required to assemble/disassemble equipment in order to clean machinery.
  - Workers who receive additional compensation to maintain sterile facilities or equipment.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Minimum Experience.

### **LABORER, GENERAL- DOL CATEGORY 23470**

- 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 on icy roads and walkways, and picks up leaves and trash.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Minimum Experience.

### **LABORER, GROUNDS MAINTENANCE-DOL CATEGORY 11210**

- The Laborer, Grounds Maintenance 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.
- This Worker 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Minimum Experience.

### **LIBRARIAN-DOL CATEGORY 13047**

- The Librarian maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information.
- This worker issues and receives materials for circulation or use in library, assembles and arranges displays of books and other library materials, maintains reference and circulation materials.
- The Librarian also answers correspondence on special reference subjects, may compile list of
- library materials according to subjects or interests, and may select, order, catalog and classify materials.

Minimum Education: Bachelor's Degree.

Minimum Experience: 3 year of Minimum Experience.

### **LIBRARIAN TECHNICIAN-DOL CATEGORY 13058**

- The Library Technician provides information service such as answering questions regarding card catalogs and assists in the use of bibliographic tools, such as Library of Congress catalog.
- The incumbent performs routine cataloging of library materials, files cards in catalog drawers according to system used, answers routine inquiries, and refers persons requiring professional assistance to Librarian.
- This Technician verifies bibliographic information on order requests, works or directs workers in maintenance of stacks or in section of department or division with tasks such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

Minimum Education: High School Diploma.  
Minimum Experience: 3 year of Minimum Experience.

### **LOCKSMITH I – DOL CATEGORY 23510**

- 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.

Minimum Education: High School Diploma.  
Minimum Experience: 1 year of Experience.

### **LOCKSMITH II – DOL CATEGORY 23510**

- 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.

Minimum Education: High School Diploma.  
Minimum Experience: 3 year of Experience.

### **MACHINERY MAINTENANCE MECHANIC -DOL CATEGORY 23530**

- 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; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; 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.

Minimum Education: High School Diploma.  
Minimum Experience: 1 year of experience in related field.

### **MATERIAL COORDINATOR-DOL CATEGORY 21030**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of experience in related field.

#### **MATERIAL EXPEDITER - DOL CATEGORY 21040**

- 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 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of experience.

#### **MATERIAL HANDLING LABORER-DOL CATEGORY 21050**

- This person 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.



Minimum Education: High School Diploma.  
Minimum Experience: 1 year of Experience.

#### **MEDIA SPECIALIST I - DOL CATEGORY 13061**

- The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media).
- In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists.

Minimum Education: High School Diploma.  
Minimum Experience: 1 year of Experience.

#### **MEDIA SPECIALIST II - DOL CATEGORY 13062**

- This Specialist maintains a range of media (tapes, cassettes and microfiche).
- In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g., tape, disposition or making mechanical adjustments to maintain or restore media equipment).
- In response to media error reports, this Worker may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to Media Specialist III.

Minimum Education: High School Diploma.  
Minimum Experience: 3 year of Experience.

#### **MEDIA SPECIALIST III - DOL CATEGORY 13063**

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

Minimum Education: High School Diploma.  
Minimum Experience: 5 year of Experience.

#### **MEDICAL RECORD CLERK-DOL CATEGORY 12160**

- The Medical Record Clerk compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys, prepares folders and maintains records of newly admitted patients. reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure, reviews inpatient and emergency room records to insure presence of required reports and physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration, checks list of discharged patients to insure receipt of all current records, compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered.

- This technician will also record diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms maintain death log, type and process birth certificates, assist other workers with coding of records, make copies of medical records, using duplicating equipment, and may schedule and post results of laboratory tests to records.

Minimum Education: High School Diploma.

Minimum Experience: One year of experience.

### **MEDICAL RECORD TECHNICIAN -DOL CATEGORY 12190**

- Compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys.
- Prepares folders and maintains records of newly admitted patients.
- Reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure.
- Reviews inpatient and emergency room records to insure presence of required reports and physician's signatures, and routes incomplete records to appropriate personnel for completion of prepares reports of incomplete records to notify administration.
- Checks list of discharged patients to insure receipt of all current records.
- Compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered.
- Records diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms.
- May maintain death log.
- May make copies of medical records, using duplicating equipment. May schedule/post results of laboratory tests to records.

Minimum Education: High School Diploma.

Minimum Experience: 2 years of Experience.

### **MESSENGER – DOL CATEGORY 01141**

- 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.
- Note: Employees who regularly perform driving duties should be classified as a Driver Courier, which is listed under Transportation.

Minimum Education: High School Diploma.

Minimum Experience: 1 years of Experience.

### **ORDER CLERK I – DOL CATEGORY 01191**

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

Minimum Education: High School Diploma.

Minimum Experience: 1 years of Experience.

### **ORDER CLERK II – DOL CATEGORY 01192**

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

Minimum Education: High School Diploma.

Minimum Experience: 3 years of Experience.

### **PAINTER (MAINTENANCE) - DOL CATEGORY 23760**

- 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 removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush.
- 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 experiences.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of experience.

### **PERSONNEL ASSISTANT I - DOL CATEGORY 01261**

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

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Experience.

### **PERSONNEL ASSISTANT II - DOL CATEGORY 01262**

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

- Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of Experience.

### **PERSONNEL ASSISTANT III - DOL CATEGORY 01263**

- This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents.
- Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation.
- At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material.
- Therefore, the Assistant must be tactful, discrete, and articulate.
- This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat.
- The Personnel Assistant 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.
- This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

Minimum Education: High School Diploma.

Minimum Experience: 5 years of Experience.

### **PEST CONTROLLER - DOL CATEGORY 99410**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 years of Experience.

### **PHOTOGRAPHER I -DOL CATEGORY 13071**

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

Minimum Education: High School Diploma.  
Minimum Experience: 1 years of Experience.

### **PHOTOGRAPHER II -DOL CATEGORY 13072**

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

Minimum Education: High School Diploma.  
Minimum Experience: 3 years of Experience.

### **PHOTOGRAPHER III- DOL CATEGORY 13073**

- The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc.
- Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and background to produce esthetics, as well as accurate and informative pictures.
- Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision.
- In typical assignments, the Photographer III photographs the following: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

Minimum Education: High School Diploma.  
Minimum Experience: 5 years of Experience.

### **PHOTOGRAPHER IV- DOL CATEGORY 13074**

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

Minimum Education: High School Diploma.

Minimum Experience: 6 years of Experience.

#### **PIPEFITTER, MAINTENANCE -DOL CATEGORY 23790**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: One year of Minimum Experience.

#### **PLUMBER, MAINTENANCE - DOL CATEGORY 23810**

- 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 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.

Minimum Education: High School Diploma.

Minimum Experience: One year of Experience.

#### **PRODUCTION CONTROL CLERK-DOL 01270**

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

Minimum Education: High School Diploma.

Minimum Experience: One year of Experience.

#### **RECYCLING WORKER-DOL CATEGORY 99510**

- 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.
- Discards contaminants and other items that can't be recycled.

- 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. May disassemble scrap material, using hand tools.
- Client histories; and keeps records, writes reports, and maintains supplies and equipment.

Minimum Education: High School Diploma.

Minimum Experience: One year of Experience.

### **SECRETARY I, II, III, —DOL CATEGORY (01311-01313)**

Secretary I (admin and clerical), Secretary II, Secretary III (admin and clerical), - SEE DOL CATEGORIES LISTED FOR EACH LEVEL

01311 THRU 01315 SECRETARY I through III (Occupational Base)

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

#### **Classification by Level**

Secretary jobs that meet the required characteristics are matched at one of 3 levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

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

Secretaries should be matched with one of the 3 LS levels below that best describes the organization of the secretary's supervisor.

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

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1. In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually



interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays 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 secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

- a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
- b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
- c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
- d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

LR-2 handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
- b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;

- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;
- e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisors approval;
- b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
- d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

**Excludes secretaries performing any of the following duties:**

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

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

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

**CRITERIA FOR MATCHING SECRETARIES BY LEVEL**

Secretary I (01311), Secretary II (01312), Secretary III (01313),

Intentionally blank	LR-1	LR-2	LR-3
LS-1	I 01311	II 01312	III 01313
LS-2	I 01311	III 01313	See Note
LS-3	I 01311	See Note	See Note

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

**Secretary I**

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Experience.

**Secretary II**

Minimum Education: High School Diploma.

Minimum Experience: 3 years of Experience.

**Secretary III**

Minimum Education: High School Diploma.

Minimum Experience: 5 years of Experience.

**SHEET-METAL WORKER - DOL LABOR CATEGORY 23890**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: One year of Minimum Experience.

**SHIPPING/RECEIVING CLERK - DOL CATEGORY 21130**

- 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, follows established guidelines.
- In handling unusual non-routine problems, receives specific guidance from supervisor or other officials.
- 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; preparing and keeping records of goods received.

Minimum Education: High School Diploma.

Minimum Experience: One year of Minimum Experience.

### **SHUTTLE BUS DRIVER - DOL LABOR CATEGORY 31290**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: One year of Minimum Experience.

### **STOCK CLERK- DOL CATEGORY-21150**

- 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Minimum Experience.

### **SUPPLY TECHNICIAN-DOL CATEGORY 01410**

- This position 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: 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 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.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Minimum Experience.

### **TECHNICAL WRITER II - DOL CATEGORY 30462**

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

Minimum Education: High School Diploma.

Minimum Experience: 5 years of experience.

### **TECHNICAL WRITER III - DOL CATEGORY 30463**

- In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment.
- The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.
- This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.
- This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material.

- This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

Minimum Education: High School Diploma.

Minimum Experience: 7 years of experience.

### **TECHNICAL WRITER/EDITOR IV - DOL CATEGORY 30463**

- Will develop, write, and edit 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.
- Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods.
- Will review manufacturers and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.
- Will study 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 assignments according to set standards regarding order, clarity, conciseness, style and terminology.
- Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions.
- May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations' releases. May edit, standardize or make changes to material prepared by other writers or plant personnel.
- May specialize in writing material and technical proposals regarding work methods and procedures.

Minimum Education: Bachelor's degree or 7 years of experience may be substituted.

Minimum Experience: 5 years of experience.

### **TRAVEL CLERK I-DOL CATEGORY 01531**

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

Minimum Education: High School Diploma.

Minimum Experience: 1 years of Experience.

### **TRAVEL CLERK II-DOL CATEGORY 01532**

- Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides.

- Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line, or established connecting points and normal modes of transportation.
- Travel is not always planned well in advance so there may be major problems of scheduling or accommodations.
- Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination.
- Within general guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work.
- The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment.
- Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

Minimum Education: High School Diploma.

Minimum Experience: 2 years of Experience.

### **TRAVEL CLERK III-DOL CATEGORY 01533**

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

Minimum Education: High School Diploma.

Minimum Experience: 3 years of Experience

### **TRUCK DRIVER, "MEDIUM" - DOL CATEGORY 31362**

- Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Minimum Education: High School Diploma.

Minimum Experience: 1 year of Experience.

### **TRUCK DRIVER, "HEAVY" - DOL CATEGORY 31363**

- Straight truck, over 4 tons, usually 10 wheels.

Minimum Education: High School Diploma.  
Minimum Experience: 1 year of Experience

#### **WAREHOUSE SPECIALIST-DOL CATEGORY 21410**

- As directed, performs a variety of warehousing duties which 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.
- May operate hand or power trucks in performing warehousing duties.
- Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift operator).

Minimum Education: High School Diploma.  
Minimum Experience: 1 year of Experience.

#### **WELDER, COMBINATION, MAINTENANCE - DOL CATEGORY 23960**

- 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 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.
- Note: Employees welding aircraft and ground support equipment should be classified as an Aerospace Structural Welder.

Minimum Education: High School Diploma.  
Minimum Experience: 1 year of Experience.

#### **WORD PROCESSOR I - DOL CATEGORY 01611**

- Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents.
- For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

Minimum Education: High School Diploma.  
Minimum Experience: 1 year of Experience.

#### **WORD PROCESSOR II - DOL CATEGORY 01612**



- Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents.
- For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns.
- Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

Minimum Education: High School Diploma.

Minimum Experience: 2 years of Experience.

### **WORD PROCESSOR III - DOL CATEGORY 01613**

- Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents.
- For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns.
- Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

Minimum Education: High School Diploma.

Minimum Experience: 3 years of Experience.