GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule

Contract Number: 47QSMA22D08PE

Business Size: Small Business

Contract Period: March 30, 2022 to March 29, 2027

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<th>Year  (Base)</th>
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TekPro Support Services, LLC
1826 N Loop 1604 W., Suite 336C
San Antonio, TX 78248
(210) 899-1400 Office
(210) 899-1401 Fax
TekProSupport.com
CUSTOMER INFORMATION:

1. Table of Awarded Special Item Number(s):

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<th>SIN</th>
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<td>Office Management</td>
<td>Media Services</td>
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<td>Employee Relations</td>
<td>Human Capital</td>
<td>Human Resources</td>
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<td>Electronic Records Management Solutions</td>
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<td>541612HC</td>
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2. Maximum Order Limit: $0.00

3. Minimum Order Limit: $100.00

4. Geographic Coverage (delivery Area): Worldwide (all SIN Categories)

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Prices shown are NET Prices; Basic Discounts have been deducted

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days

9. 
   a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
   b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes

10. Foreign items (list items by country of origin): None
11. Time of Delivery: Specified on the Task Order
   a. Expedited Delivery: Contact Contractor
   b. Overnight and 2-day delivery: Contact Contractor
   c. Urgent Requirements: Contact Contractor

12. F.O.B Points(s): Destination

13. Ordering Address(es): Same as Contractor
    a. Ordering Address(es):
    b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es):
    TekPro Support Services, LLC
    10365 Railroad Drive SPT 13001
    El Paso, TX 79924-1698

15. Warranty provision: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
    a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
    a. 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. contract’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 080-42-4750
    Unique Entity ID: G6WGYB8SKE53

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered
## PRICELIST

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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories.

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LABOR CATEGORY DESCRIPTIONS

SIN 518210ERM

Program Manager I
Duties: The Program Manager I organizes, coordinates and manages large or complex program/technical support operations involving multiple projects and/or task orders and/or personnel at diverse locations. The Program Manager is responsible for overall project planning, execution and performance and participates with government personnel in enterprise-wide horizontal integration planning and implementation. The Program Manager recommends and directs personnel actions, schedules and allocates work, develops and enforces work and quality standards, and provides advice, guidance and training to subordinates. The Program Manager is responsible for the overall, day-to-day management of a specific task order or group of task orders affecting the same or related/interdependent systems. The Program Manager provides business, technical and personnel management to subordinate groups of technical and administrative personnel across multiple disciplines such as logistics, engineering, application program and systems development. The Program Manager schedules and assigns work to subordinates and subcontractors and monitors progress and resolves discrepancies to ensure compliance with work/quality standards and contract/task order requirements. The Program Manager ensures that the technical solutions and schedules in the task order(s) are implemented within estimated timeframes and budget constraints.

Education: Bachelor’s Degree
Requirements: 5 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)
Professional Classification: None

Program Manager II
Duties: The Program Manager II organizes, coordinates and manages large or complex program/technical support operations involving multiple projects and/or task orders and/or personnel at diverse locations. The Program Manager is responsible for overall project planning, execution and performance and participates with government personnel in enterprise-wide horizontal integration planning and implementation. The Program Manager recommends and directs personnel actions, schedules and allocates work, develops and enforces work and quality standards, and provides advice, guidance and training to subordinates. The Program Manager is responsible for the overall, day-to-day management of a specific task order or group of task orders affecting the same or related/interdependent systems. The Program Manager provides business, technical and personnel management to subordinate groups of technical and administrative personnel across multiple disciplines such as logistics, engineering, application program and systems development. The Program Manager schedules and assigns work to subordinates and subcontractors and monitors progress and resolves discrepancies to ensure compliance with work/quality standards and contract/task order requirements. The Program Manager ensures that the technical solutions and schedules in the task order(s) are implemented within estimated timeframes and budget constraints.

Education: Bachelor’s Degree
Requirements: 7 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)
Professional Classification: None

Program Manager III
Duties: The Program Manager III organizes, coordinates and manages large or complex program/technical support operations involving multiple projects and/or task orders and/or personnel at diverse locations. The Program
Manager is responsible for overall project planning, execution and performance and participates with government personnel in enterprise-wide horizontal integration planning and implementation. The Program Manager recommends and directs personnel actions, schedules and allocates work, develops and enforces work and quality standards, and provides advice, guidance and training to subordinates. The Program Manager is responsible for the overall, day-to-day management of a specific task order or group of task orders affecting the same or related/interdependent systems. The Program Manager provides business, technical and personnel management to subordinate groups of technical and administrative personnel across multiple disciplines such as logistics, engineering, application program and systems development. The Program Manager schedules and assigns work to subordinates and subcontractors and monitors progress and resolves discrepancies to ensure compliance with work/quality standards and contract/task order requirements. The Program Manager ensures that the technical solutions and schedules in the task order(s) are implemented within estimated timeframes and budget constraints.

**Education:** Bachelor’s Degree  
**Requirements:** 10 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Classification:** None

**Supervisor I**  
**Duties:** The Supervisor I is accountable to the project manager for the completeness, accuracy, and timeliness of the team, and help ensure quality control over the work products. They supervise the team, and implement program and administrative policies and procedures to ensure objectives are met. Monitor, document, and report work progress to leadership, and help apply qualitative and/or quantitative methods to identify, assess, and improve team effectiveness. They can perform training as needed.

**Education:** High School  
**Requirements:** 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Classification:** None

**Supervisor II**  
**Duties:** The Supervisor II is accountable to the project manager for the completeness, accuracy, and timeliness of the team, and help ensure quality control over the work products. They supervise the team, and implement program and administrative policies and procedures to ensure objectives are met. Monitor, document, and report work progress to leadership, and help apply qualitative and/or quantitative methods to identify, assess, and improve team effectiveness. They can perform training as needed.

**Education:** High School  
**Requirements:** 5 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Classification:** None

**Supervisor III**  
**Duties:** The Supervisor III is accountable to the project manager for the completeness, accuracy, and timeliness of the team, and help ensure quality control over the work products. They supervise the team, and implement program and administrative policies and procedures to ensure objectives are met. Monitor, document, and report work progress to leadership, and help apply qualitative and/or quantitative methods to identify, assess, and improve team effectiveness. They can perform training as needed.

**Education:** High School  
**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Classification:** None
Supervisor IV
Duties: The Supervisor IV is accountable to the project manager for the completeness, accuracy, and timeliness of the team, and help ensure quality control over the work products. They supervise the team, and implement program and administrative policies and procedures to ensure objectives are met. Monitor, document, and report work progress to leadership, and help apply qualitative and/or quantitative methods to identify, assess, and improve team effectiveness. They can perform training as needed.

Education: High School
Requirements: 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Classification: None

Analyst I
Duties: The Analyst I will develop and review work products in accordance with applicable standard operating procedures. They will be able to conduct and provide in-depth analysis along with recommendations.

Education: High School
Requirements: 1 year experience
Professional Classification: None

Analyst II
Duties: The Analyst II will develop and review work products in accordance with applicable standard operating procedures. They will be able to conduct and provide in-depth analysis along with recommendations.

Education: High School
Requirements: 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Classification: None

Analyst III
Duties: The Analyst III will develop and review work products in accordance with applicable standard operating procedures. They will be able to conduct and provide in-depth analysis along with recommendations.

Education: High School
Requirements: 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Classification: None

Analyst IV
Duties: The Analyst IV will develop and review work products in accordance with applicable standard operating procedures. They will be able to conduct and provide in-depth analysis along with recommendations.

Education: High School
Requirements: 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Classification: None

Operational Support Assistant I
Duties: The Operational Support Assistant I will perform a variety of complicated tasks and administrative functions covering day-to-day center operations and will assist the federal and contract staff as needed in the
performance of their duties. They will have knowledge of commonly-used concepts, practices, and procedures of the office to help ensure the timely delivery of all tasks.

**Education:** High School  
**Requirements:** 1 year experience  
**Professional Classification:** None

**Operational Support Assistant II**  
**Duties:** The Operational Support Assistant II will perform a variety of complicated tasks and administrative functions covering day-to-day center operations and will assist the federal and contract staff as needed in the performance of their duties. They will have knowledge of commonly-used concepts, practices, and procedures of the office to help ensure the timely delivery of all tasks.

**Education:** High School  
**Requirements:** 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Classification:** None

**Operational Support Assistant III**  
**Duties:** The Operational Support Assistant III will perform a variety of complicated tasks and administrative functions covering day-to-day center operations and will assist the federal and contract staff as needed in the performance of their duties. They will have knowledge of commonly-used concepts, practices, and procedures of the office to help ensure the timely delivery of all tasks.

**Education:** High School  
**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Classification:** None

**Operational Support Assistant IV**  
**Duties:** The Operational Support Assistant IV will perform a variety of complicated tasks and administrative functions covering day-to-day center operations and will assist the federal and contract staff as needed in the performance of their duties. They will have knowledge of commonly-used concepts, practices, and procedures of the office to help ensure the timely delivery of all tasks.

**Education:** High School  
**Requirements:** 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Classification:** None

**SIN 541611LIT**

**Administrative Support Specialist I**  
**Duties:** The Administrative Support Specialist I provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

**Education:** High School  
**Requirements:** 1 year experience  
**Professional Classification:** None
Administrative Support Specialist II

Duties: The Administrative Support Specialist II provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

Education: High School
Requirements: 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Classification: None

Administrative Support Specialist III

Duties: The Administrative Support Specialist III provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

Education: High School
Requirements: 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Classification: None

Administrative Support Specialist IV

Duties: The Administrative Support Specialist III provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

Education: High School
Requirements: 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Classification: None

Paralegal I

Duties: Paralegal I will review, redact, organize, and categorize comments based on substance and legal relevance. They will have sufficient understanding of applicable federal processes.

Education: High School
Requirements: 1 year experience
Professional Classification: None

Paralegal II

Duties: Paralegal II will review, redact, organize, and categorize comments based on substance and legal relevance. They will have sufficient understanding of applicable federal processes.

Education: High School
Requirements: 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Classification: None

Paralegal III

Duties: Paralegal III will review, redact, organize, and categorize comments based on substance and legal relevance. They will have sufficient understanding of applicable federal processes.
**Paralegal IV**
**Duties:** Paralegal IV will review, redact, organize, and categorize comments based on substance and legal relevance. They will have sufficient understanding of applicable federal processes.

**Legal Consultant I**
**Duties:** Legal Consultant I will have experience in the rule making process. They will be able to write comments, present evidence and arguments, and respond to public comments. They will be able to lay groundwork for judicial review of agency rules.

**Legal Consultant II**
**Duties:** Legal Consultant II will have experience in the rule making process. They will be able to write comments, present evidence and arguments, and respond to public comments. They will be able to lay groundwork for judicial review of agency rules.

**Legal Consultant III**
**Duties:** Legal Consultant III will have experience in the rule making process. They will be able to write comments, present evidence and arguments, and respond to public comments. They will be able to lay groundwork for judicial review of agency rules.

**Legal Consultant IV**
**Duties:** Legal Consultant IV will have experience in the rule making process. They will be able to write comments, present evidence and arguments, and respond to public comments. They will be able to lay groundwork for judicial review of agency rules.
Professional Classification: License

**SIN 541612EPM, 541612ER, 541612HC**

**Subject Matter Expert (Senior)**

**Duties:** The Subject Matter Expert (SME) will provide high-level human resource (HR) and personnel management. They develop position descriptions utilizing appropriate formats, assign positions to the appropriate occupational groups, and determine appropriate grade levels. They will help with staffing and placement of personnel in compliance with OPM policies and procedures. They will conduct position reviews and desk audits. They will provide technical and administrative services to assist in the processing of benefits and compensation for federal employees.

**Education:** Bachelor’s Degree

**Requirements:** 7 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)

**Professional Classification:** None

**Technical Specialist I**

**Duties:** The Technical Specialist I will provide high-level human resource (HR) management. They develop position descriptions utilizing appropriate formats, assign positions to the appropriate occupational groups, and determine appropriate grade levels. They will help with staffing and placement of personnel in compliance with OPM policies and procedures. They will conduct position reviews and desk audits. They will provide technical and administrative services to assist in the processing of benefits and compensation for federal employees.

**Education:** High School

**Requirements:** 1 year experience

**Professional Classification:** None

**Technical Specialist II**

**Duties:** The Technical Specialist II will provide high-level human resource (HR) management. They develop position descriptions utilizing appropriate formats, assign positions to the appropriate occupational groups, and determine appropriate grade levels. They will help with staffing and placement of personnel in compliance with OPM policies and procedures. They will conduct position reviews and desk audits. They will provide technical and administrative services to assist in the processing of benefits and compensation for federal employees.

**Education:** High School

**Requirements:** 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Professional Classification:** None

**Technical Specialist III**

**Duties:** The Technical Specialist III will provide high-level human resource (HR) management. They develop position descriptions utilizing appropriate formats, assign positions to the appropriate occupational groups, and determine appropriate grade levels. They will help with staffing and placement of personnel in compliance with OPM policies and procedures. They will conduct position reviews and desk audits. They will provide technical and administrative services to assist in the processing of benefits and compensation for federal employees.
**Technical Specialist IV**

**Duties:** The Technical Specialist IV will provide high-level human resource (HR) management. They develop position descriptions utilizing appropriate formats, assign positions to the appropriate occupational groups, and determine appropriate grade levels. They will help with staffing and placement of personnel in compliance with OPM policies and procedures. They will conduct position reviews and desk audits. They will provide technical and administrative services to assist in the processing of benefits and compensation for federal employees.

**Education:** High School  
**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Classification:** None

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**Administrative Clerk I**

**Duties:** The Administrative Clerk I will provide support in a variety of HR service areas. They will perform executive assistant duties including tasks such as maintaining calendars, scheduling appointments, and filing. They will be able to serve as an office manager, while also working customer service desk.

**Education:** High School  
**Requirements:** 1 year experience  
**Professional Certifications:** None

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**Administrative Clerk II**

**Duties:** The Administrative Clerk II will provide support in a variety of HR service areas. They will perform executive assistant duties including tasks such as maintaining calendars, scheduling appointments, and filing. They will be able to serve as an office manager, while also working customer service desk.

**Education:** High School  
**Requirements:** 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Certifications:** None

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**Administrative Clerk III**

**Duties:** The Administrative Clerk III will provide support in a variety of HR service areas. They will perform executive assistant duties including tasks such as maintaining calendars, scheduling appointments, and filing. They will be able to serve as an office manager, while also working customer service desk.

**Education:** High School  
**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Certifications:** None

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**Administrative Clerk IV**

**Duties:** The Administrative Clerk IV will provide support in a variety of HR service areas. They will perform executive assistant duties including tasks such as maintaining calendars, scheduling appointments, and filing. They will be able to serve as an office manager, while also working customer service desk.
Program Manager

Duties: The Program Manager organizes, coordinates and manages large or complex program/technical support operations involving multiple projects and/or task orders and/or personnel at diverse locations. The Program Manager is responsible for overall project planning, execution and performance and participates with government personnel in enterprise-wide horizontal integration planning and implementation. The Program Manager recommends and directs personnel actions, schedules and allocates work, develops and enforces work and quality standards, and provides advice, guidance and training to subordinates. The Program Manager is responsible for the overall, day-to-day management of a specific task order or group of task orders affecting the same or related/interdependent systems. The Program Manager provides business, technical and personnel management to subordinate groups of technical and administrative personnel across multiple disciplines such as engineering, application program and systems development. The Program Manager schedules and assigns work to subordinates and subcontractors and monitors progress and resolves discrepancies to ensure compliance with work/quality standards and contract/task order requirements. The Program Manager ensures that the technical solutions and schedules in the task order(s) are implemented within estimated timeframes and budget constraints. The Program Manager reports orally and in writing to the Director/Contractor Management and government representatives. In the absence of a Director, the Program Manager may also serve as the Contractor's authorized interface with the Government Contracting Officer, the Contracting Officer’s Representative/Technical Representative (COR/COTR), government management personnel and agency representatives and is authorized to negotiate and make decisions binding on the Contractor.

Education: Bachelor’s Degree
Requirements: 7 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)
Professional Certifications: None

Project Manager, Senior

Duties: The Project Manager (Senior) provides management and technical direction to project staff. Exercises independent judgment as well as a high level of analytical skills for solving complex technical and management problems. Plans, budgets, directs, and manages the technical and administrative activities of assigned projects to ensure that the goals and objectives of project are completed within time and budget. Provides client, along with other stakeholders, with project status reports.

Education: Bachelor’s Degree
Requirements: 7 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)
Professional Certifications: None

Environmental Specialist, Junior

Duties: The Environmental Specialist (Junior) duties include advising, administering, supervising, and performing research or other professional and scientific work in the fields of natural and physical science. Responsibilities
include serving as a liaison between the client and regulatory agencies. Must have extensive knowledge of environmental laws and regulations including CERCLA, RCRA, and other applicable DoD guidelines.

**Education:** Bachelor’s Degree  
**Requirements:** 1 year experience  
**Professional Certifications:** None

**Environmental Specialist, Staff**  
**Duties:** The Environmental Specialist (Staff) duties include advising, administering, supervising, and performing research or other professional and scientific work in the fields of natural and physical science. Responsibilities include serving as a liaison between the client and regulatory agencies. Must have extensive knowledge of environmental laws and regulations including CERCLA, RCRA, and other applicable DoD guidelines.

**Education:** Bachelor’s Degree  
**Requirements:** 4 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Certifications:** None

**Environmental Specialist, Senior**  
**Duties:** The Environmental Specialist (Senior) duties include advising, administering, supervising, and performing research or other professional and scientific work in the fields of natural and physical science. Responsibilities include serving as a liaison between the client and regulatory agencies. Must have extensive knowledge of environmental laws and regulations including CERCLA, RCRA, and other applicable DoD guidelines.

**Education:** Bachelor’s Degree  
**Requirements:** 8 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Certifications:** None

**Chemist, Junior**  
**Duties:** The Chemists (Junior) knowledge of EPA methods of analysis, able to determine appropriate analyses to be performed, and identifying QA/QC limits to ensure the validity of results. Assist in the review of analytical data to ensure proper QA/QC methods are utilized and within acceptable limits to ensure data validity. Assists with complex statistical procedures on environmental data.

**Education:** Bachelor’s Degree  
**Requirements:** 3 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Certifications:** None

**Chemist, Staff**  
**Duties:** The Chemists (Staff) knowledge of EPA methods of analysis, able to determine appropriate analyses to be performed, and identifying QA/QC limits to ensure the validity of results. Assist in the review of analytical data to ensure proper QA/QC methods are utilized and within acceptable limits to ensure data validity. Assists with complex statistical procedures on environmental data.

**Education:** Bachelor’s Degree  
**Requirements:** 5 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Certifications:** None


**Chemist, Senior**

**Duties:** The Chemists (Senior) knowledge of EPA methods of analysis, able to determine appropriate analyses to be performed, and identifying QA/QC limits to ensure the validity of results. Assist in the review of analytical data to ensure proper QA/QC methods are utilized and within acceptable limits to ensure data validity. Assists with complex statistical procedures on environmental data.

**Education:** Bachelor’s Degree  
**Requirements:** 8 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Certifications:** None

**Environmental Tech II**

**Duties:** The Environmental Tech II conducts tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining contamination source and methods for controlling and removing pollutants. Duties include: the collection of samples from environmental sources to assess pollution problems; preparing samples for the laboratory; and recording and entering data.

**Education:** High School  
**Requirements:** 2 years’ experience  
**Professional Certifications:** None

**Environmental Tech III**

**Duties:** The Environmental Tech III conducts tests and field investigations to obtain data for use by environmental, engineering, and scientific personnel in determining contamination source, and methods for controlling and removing pollutants. Duties include: collecting samples from environmental sources to assess pollution problems; preparing samples for the laboratory; recording data and preparing summaries; maintaining test equipment; and supervising subordinate environmental technicians.

**Education:** High School  
**Requirements:** 8 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Certifications:** None

**Information Technologist, Junior**

**Duties:** The Information Technologist (Junior) is capable of providing general IT support. They will have experience designing and operating software programs, maintaining system networks, and/or database administration.

**Education:** High School  
**Requirements:** 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Certifications:** None

**Information Technologist, Staff**

**Duties:** The Information Technologist (Staff) is capable of providing general IT support. They will have experience designing and operating software programs, maintaining system networks, and/or database administration.

**Education:** High School  
**Requirements:** 5 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Certifications:** None
**Information Technologist, Senior**

**Duties:** The Information Technologist (Senior) is capable of providing general IT support. They will have experience designing and operating software programs, maintaining system networks, and/or database administration.

**Education:** High School

**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Professional Certifications:** None

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**Administrative Specialist I**

**Duties:** The Administrative Specialist I provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

**Education:** High School

**Requirements:** 1 year experience

**Professional Certifications:** None

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**Administrative Specialist II**

**Duties:** The Administrative Specialist II provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

**Education:** High School

**Requirements:** 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Professional Certifications:** None

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**Administrative Specialist III**

**Duties:** The Administrative Specialist III provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

**Education:** High School

**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Professional Certifications:** None

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**Administrative Specialist IV**

**Duties:** The Administrative Specialist IV provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

**Education:** High School

**Requirements:** 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Professional Certifications:** None
Document Specialist I

Duties: The Document Specialist I will have expertise in utilizing computer software for word processing, charts, spreadsheets, etc. for filing and tracking correspondence and maintaining records of projects along with other related material. They will be able to setup, operate, adjust, and maintain automated publishing equipment including scanners, terminals, previewers, and printers. They will have knowledge of the applicable record keeping requirements.

Education: High School
Requirements: 1 year experience
Professional Certifications: None

Document Specialist II

Duties: The Document Specialist II will have expertise in utilizing computer software for word processing, charts, spreadsheets, etc. for filing and tracking correspondence and maintaining records of projects along with other related material. They will be able to setup, operate, adjust, and maintain automated publishing equipment including scanners, terminals, previewers, and printers. They will have knowledge of the applicable record keeping requirements.

Education: High School
Requirements: 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Certifications: None

Document Specialist III

Duties: The Document Specialist III will have expertise in utilizing computer software for word processing, charts, spreadsheets, etc. for filing and tracking correspondence and maintaining records of projects along with other related material. They will be able to setup, operate, adjust, and maintain automated publishing equipment including scanners, terminals, previewers, and printers. They will have knowledge of the applicable record keeping requirements.

Education: High School
Requirements: 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Certifications: None

Document Specialist IV

Duties: The Document Specialist IV will have expertise in utilizing computer software for word processing, charts, spreadsheets, etc. for filing and tracking correspondence and maintaining records of projects along with other related material. They will be able to setup, operate, adjust, and maintain automated publishing equipment including scanners, terminals, previewers, and printers. They will have knowledge of the applicable record keeping requirements.

Education: High School
Requirements: 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Certifications: None

**Technical Administrator, Junior**
**Duties:** The Technical Administrator (Junior) will have expertise in utilizing word processing, charts, forms, spreadsheets, etc. for filing and tracking records and related materials. They will have interpersonal and communication skills to sufficiently deal with customers and staff. They will possess a working knowledge of HTML and managing website content. They will have experience managing front office operations, such as an executive assistant, time and attendance, and processing documents.

**Education:** High School
**Requirements:** 5 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
**Professional Certifications:** None

**Technical Administrator, Staff**
**Duties:** The Technical Administrator (Staff) will have expertise in utilizing word processing, charts, forms, spreadsheets, etc. for filing and tracking records and related materials. They will have interpersonal and communication skills to sufficiently deal with customers and staff. They will possess a working knowledge of HTML and managing website content. They will have experience managing front office operations, such as an executive assistant, time and attendance, and processing documents.

**Education:** High School
**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
**Professional Certifications:** None

**Technical Administrator, Senior**
**Duties:** The Technical Administrator (Senior) will have expertise in utilizing word processing, charts, forms, spreadsheets, etc. for filing and tracking records and related materials. They will have interpersonal and communication skills to sufficiently deal with customers and staff. They will possess a working knowledge of HTML and managing website content. They will have experience managing front office operations, such as an executive assistant, time and attendance, and processing documents.

**Education:** High School
**Requirements:** 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
**Professional Certifications:** None

**SIN 541611**

**Site Supervisor I**
**Duties:** The Site Supervisor I sets goals for performance and deadlines in ways that comply with company's plans and vision. Organizing workflow and ensuring that employees understand their duties or delegated tasks. Monitoring employee productivity and providing constructive feedback and coaching.

**Education:** High School
**Requirements:** 3 years’ experience
**Site Supervisor II**

**Duties:** The Site Supervisor II sets goals for performance and deadlines in ways that comply with company's plans and vision. Organizing workflow and ensuring that employees understand their duties or delegated tasks. Monitoring employee productivity and providing constructive feedback and coaching.

**Education:** High School
**Requirements:** 5 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Site Supervisor III**

**Duties:** The Site Supervisor III sets goals for performance and deadlines in ways that comply with company's plans and vision. Organizing workflow and ensuring that employees understand their duties or delegated tasks. Monitoring employee productivity and providing constructive feedback and coaching.

**Education:** High School
**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Site Supervisor IV**

**Duties:** The Site Supervisor IV sets goals for performance and deadlines in ways that comply with company's plans and vision. Organizing workflow and ensuring that employees understand their duties or delegated tasks. Monitoring employee productivity and providing constructive feedback and coaching.

**Education:** High School
**Requirements:** 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**SIN 561499**

**Administrative Assistant I**

**Duties:** The Administrative Assistant I provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

**Education:** High School
**Requirements:** 1 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Administrative Assistant II**

**Duties:** The Administrative Assistant II provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

**Education:** High School
Requirements: 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Certification: None

Administrative Assistant III
Duties: The Administrative Assistant III provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

Education: High School
Requirements: 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Certification: None

Administrative Assistant IV
Duties: The Administrative Assistant IV provides administrative support to ensure efficient operation of the office. Duties will include activities such as answering calls, scheduling meetings, organizing calendars, document preparation, copying/scanning, and filing.

Education: High School
Requirements: 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Certification: None

Contract Specialist I
Duties: The Contract Specialist I will provide independent review support to include but is not limited to independent reviews of sales agreements, contracts, modifications, financial assistance agreements, interagency agreements, and subcontract actions. They will also be able to perform contracting tasks supporting contractual closeout including reviewing contract files to perform financial analysis to make final cost recommendations.

Education: Bachelor’s Degree
Requirements: 1 year experience
Professional Certification: None

Contract Specialist II
Duties: The Contract Specialist II will provide independent review support to include but is not limited to independent reviews of sales agreements, contracts, modifications, financial assistance agreements, interagency agreements, and subcontract actions. They will also be able to perform contracting tasks supporting contractual closeout including reviewing contract files to perform financial analysis to make final cost recommendations.

Education: Bachelor’s Degree
Requirements: 3 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)
Professional Certification: None

Contract Specialist III
Duties: The Contract Specialist III will provide independent review support to include but is not limited to independent reviews of sales agreements, contracts, modifications, financial assistance agreements, interagency agreements, and subcontract actions. They will also be able to perform contracting tasks supporting contractual closeout including reviewing contract files to perform financial analysis to make final cost recommendations.
**Education:** Bachelor’s Degree  
**Requirements:** 7 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Certification:** None

**Contract Specialist IV**  
**Duties:** The Contract Specialist IV will provide independent review support to include but is not limited to independent reviews of sales agreements, contracts, modifications, financial assistance agreements, interagency agreements, and subcontract actions. They will also be able to perform contracting tasks supporting contractual closeout including reviewing contract files to perform financial analysis to make final cost recommendations.

**Education:** Bachelor’s Degree  
**Requirements:** 10 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Certification:** None

**Contractor Industrial Relations Specialist I**  
**Duties:** The Contractor Industrial Relations Specialist I will assist in the evaluation of current compensation and benefit programs for compliance, support special studies involving contractors’ compensation and benefits, labor relations, workforce restructuring, labor standards, or training programs and provide support in the management of a variety of complex Contractor human resources/industrial relations areas including salary merit increase budgets, salary and wage structures, special benefits and pension issues, and economic parameters for collective bargaining.

**Education:** Bachelor’s Degree  
**Requirements:** 1 year experience  
**Professional Certification:** None

**Contractor Industrial Relations Specialist II**  
**Duties:** The Contractor Industrial Relations Specialist II will assist in the evaluation of current compensation and benefit programs for compliance, support special studies involving contractors’ compensation and benefits, labor relations, workforce restructuring, labor standards, or training programs and provide support in the management of a variety of complex Contractor human resources/industrial relations areas including salary merit increase budgets, salary and wage structures, special benefits and pension issues, and economic parameters for collective bargaining.

**Education:** Bachelor’s Degree  
**Requirements:** 3 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Certification:** None

**Contractor Industrial Relations Specialist III**  
**Duties:** The Contractor Industrial Relations Specialist III will assist in the evaluation of current compensation and benefit programs for compliance, support special studies involving contractors’ compensation and benefits, labor relations, workforce restructuring, labor standards, or training programs and provide support in the management of a variety of complex Contractor human resources/industrial relations areas including salary merit increase budgets, salary and wage structures, special benefits and pension issues, and economic parameters for collective bargaining.

**Education:** Bachelor’s Degree  
**Requirements:** 7 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Certification:** None
**Contractor Industrial Relations Specialist IV**

**Duties:** The Contractor Industrial Relations Specialist IV will assist in the evaluation of current compensation and benefit programs for compliance, support special studies involving contractors’ compensation and benefits, labor relations, workforce restructuring, labor standards, or training programs and provide support in the management of a variety of complex Contractor human resources/industrial relations areas including salary merit increase budgets, salary and wage structures, special benefits and pension issues, and economic parameters for collective bargaining.

**Education:** Bachelor’s Degree  
**Requirements:** 10 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)  
**Professional Certification:** None

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**FOIA Privacy Specialist I**

**Duties:** The FOIA Privacy Specialist I will provide Freedom of Information Act (FOIA) and Privacy Act (PA) services in coordination with attorneys, paralegals, and information specialists. Tasks will include, but are not limited to performing the intake and processing of FOIA/PA requests, gathering, reviewing, and redacting (if necessary) responsive records, determining releasability of responsive records, coordinating with various sites where records may be held, performing research, and corresponding with requesters and various personnel. The work also includes updating, loading records, and making redactions of records in appropriate databases.

**Education:** High School  
**Requirements:** 1 year experience  
**Professional Certification:** None

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**FOIA Privacy Specialist II**

**Duties:** The FOIA Privacy Specialist II will provide Freedom of Information Act (FOIA) and Privacy Act (PA) services in coordination with attorneys, paralegals, and information specialists. Tasks will include, but are not limited to performing the intake and processing of FOIA/PA requests, gathering, reviewing, and redacting (if necessary) responsive records, determining releasability of responsive records, coordinating with various sites where records may be held, performing research, and corresponding with requesters and various personnel. The work also includes updating, loading records, and making redactions of records in appropriate databases.

**Education:** High School  
**Requirements:** 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Certification:** None

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**FOIA Privacy Specialist III**

**Duties:** The FOIA Privacy Specialist III will provide Freedom of Information Act (FOIA) and Privacy Act (PA) services in coordination with attorneys, paralegals, and information specialists. Tasks will include, but are not limited to performing the intake and processing of FOIA/PA requests, gathering, reviewing, and redacting (if necessary) responsive records, determining releasability of responsive records, coordinating with various sites where records may be held, performing research, and corresponding with requesters and various personnel. The work also includes updating, loading records, and making redactions of records in appropriate databases.

**Education:** High School  
**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Certification:** None
FOIA Privacy Specialist IV

Duties: The FOIA Privacy Specialist IV will provide Freedom of Information Act (FOIA) and Privacy Act (PA) services in coordination with attorneys, paralegals, and information specialists. Tasks will include, but are not limited to performing the intake and processing of FOIA/PA requests, gathering, reviewing, and redacting (if necessary) responsive records, determining releasability of responsive records, coordinating with various sites where records may be held, performing research, and corresponding with requesters and various personnel. The work also includes updating, loading records, and making redactions of records in appropriate databases.

Education: High School
Requirements: 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Certification: None

Human Resource Specialist I

Duties: The Human Resource Specialist I will provide staffing support, advising management officials and/or the HR Specialists on staffing issues such as recruitment methods and strategies, workforce shaping, and special pay incentives. The positions may conduct job analyses, develop crediting plans, and prepare vacancy announcements, review applications for minimum qualifications, and establish rating and ranking criteria used to determine the levels of qualified applicants and assist with any other HR staffing support as needed.

Education: High School
Requirements: 1 year experience
Professional Certification: None

Human Resource Specialist II

Duties: The Human Resource Specialist II will provide staffing support, advising management officials and/or the HR Specialists on staffing issues such as recruitment methods and strategies, workforce shaping, and special pay incentives. The positions may conduct job analyses, develop crediting plans, and prepare vacancy announcements, review applications for minimum qualifications, and establish rating and ranking criteria used to determine the levels of qualified applicants and assist with any other HR staffing support as needed.

Education: High School
Requirements: 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Certification: None

Human Resource Specialist III

Duties: The Human Resource Specialist III will provide staffing support, advising management officials and/or the HR Specialists on staffing issues such as recruitment methods and strategies, workforce shaping, and special pay incentives. The positions may conduct job analyses, develop crediting plans, and prepare vacancy announcements, review applications for minimum qualifications, and establish rating and ranking criteria used to determine the levels of qualified applicants and assist with any other HR staffing support as needed.

Education: High School
Requirements: 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)
Professional Certification: None

Human Resource Specialist IV
Duties: The Human Resource Specialist IV will provide staffing support, advising management officials and/or the HR Specialists on staffing issues such as recruitment methods and strategies, workforce shaping, and special pay incentives. The positions may conduct job analyses, develop crediting plans, and prepare vacancy announcements, review applications for minimum qualifications, and establish rating and ranking criteria used to determine the levels of qualified applicants and assist with any other HR staffing support as needed.

**Education:** High School  
**Requirements:** 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Certification:** None

**Records Management Specialist I**  
**Duties:** The Records Management Specialist I will provide support services, which include, but are not limited to, records management services of paper and electronic records including but not limited to Inventory, Categorization/file plan development, and file set up and disposition of records.

**Education:** High School  
**Requirements:** 1 year experience  
**Professional Certification:** None

**Records Management Specialist II**  
**Duties:** The Records Management Specialist II will provide support services, which include, but are not limited to, records management services of paper and electronic records including but not limited to Inventory, Categorization/file plan development, and file set up and disposition of records.

**Education:** High School  
**Requirements:** 5 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Certification:** None

**Records Management Specialist III**  
**Duties:** The Records Management Specialist III will provide support services, which include, but are not limited to, records management services of paper and electronic records including but not limited to Inventory, Categorization/file plan development, and file set up and disposition of records.

**Education:** High School  
**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)  
**Professional Certification:** None

**Accounting Technician I**  
**Duties:** The Accounting Technician I will provide general accounting duties such as preparing, processing, and maintaining financial records. They will be responsible for record keeping including travel accounting support.

**Education:** High School  
**Requirements:** 1 year experience  
**Professional Certification:** None

**Accounting Technician II**
**Accounting Technician II**

**Duties:** The Accounting Technician II will provide general accounting duties such as preparing, processing, and maintain financial records. They will be responsible for record keeping including travel accounting support.

**Education:** High School

**Requirements:** 3 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Professional Certification:** None

**Accounting Technician III**

**Duties:** The Accounting Technician III will provide general accounting duties such as preparing, processing, and maintain financial records. They will be responsible for record keeping including travel accounting support.

**Education:** High School

**Requirements:** 7 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Professional Certification:** None

**Accounting Technician IV**

**Duties:** The Accounting Technician IV will provide general accounting duties such as preparing, processing, and maintain financial records. They will be responsible for record keeping including travel accounting support.

**Education:** High School

**Requirements:** 10 years’ experience (Associate’s Degree can be substituted for 2 years’ experience)

**Professional Certification:** None

**Project Controls I**

**Duties:** The Project Controls I will assist in successfully completing capital asset projects, general plant projects and operations activities on schedule, within budget, and in compliance with mission performance and environmental, safety, and health (ES&H) standards. They will assist in developing/reviewing Critical Decision (CD) documentation, Project Execution Plans, Risk Management Plans, Schedules, Project Closeout Reports and Lessons Learned Reports, and other project documents. They will provide scheduling support, including but not limited to: proficiency with software tools such as Primavera and Microsoft Project, and the application of various schedule management techniques such as Critical Path analysis, and risk analysis software. They will assist with project management and programmatic oversight including, but not limited to: project peer reviews, budget formulation, environmental liability estimation, site transition planning, Earned Value Management System analysis, and performance baseline reviews.

**Education:** Bachelor’s Degree

**Requirements:** 1 year experience

**Professional Certification:** None

**Project Controls II**

**Duties:** The Project Controls II will assist in successfully completing capital asset projects, general plant projects and operations activities on schedule, within budget, and in compliance with mission performance and environmental, safety, and health (ES&H) standards. They will assist in developing/reviewing Critical Decision (CD) documentation, Project Execution Plans, Risk Management Plans, Schedules, Project Closeout Reports and Lessons Learned Reports, and other project documents. They will provide scheduling support, including but not limited to: proficiency with software tools such as Primavera and Microsoft Project, and the application of various schedule management techniques such as Critical Path analysis, and risk analysis software. They will assist with
Education: Bachelor’s Degree
Requirements: 3 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)
Professional Certification: None

**Project Controls III**

**Duties:** The Project Controls III will assist in successfully completing capital asset projects, general plant projects and operations activities on schedule, within budget, and in compliance with mission performance and environmental, safety, and health (ES&H) standards. They will assist in developing/reviewing Critical Decision (CD) documentation, Project Execution Plans, Risk Management Plans, Schedules, Project Closeout Reports and Lessons Learned Reports, and other project documents. They will provide scheduling support, including but not limited to: proficiency with software tools such as Primavera and Microsoft Project, and the application of various schedule management techniques such as Critical Path analysis, and risk analysis software. They will assist with project management and programmatic oversight including, but not limited to: project peer reviews, budget formulation, environmental liability estimation, site transition planning, Earned Value Management System analysis, and performance baseline reviews.

Education: Bachelor’s Degree
Requirements: 7 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)
Professional Certification: None

**Project Controls IV**

**Duties:** The Project Controls IV will assist in successfully completing capital asset projects, general plant projects and operations activities on schedule, within budget, and in compliance with mission performance and environmental, safety, and health (ES&H) standards. They will assist in developing/reviewing Critical Decision (CD) documentation, Project Execution Plans, Risk Management Plans, Schedules, Project Closeout Reports and Lessons Learned Reports, and other project documents. They will provide scheduling support, including but not limited to: proficiency with software tools such as Primavera and Microsoft Project, and the application of various schedule management techniques such as Critical Path analysis, and risk analysis software. They will assist with project management and programmatic oversight including, but not limited to: project peer reviews, budget formulation, environmental liability estimation, site transition planning, Earned Value Management System analysis, and performance baseline reviews.

Education: Bachelor’s Degree
Requirements: 10 years’ experience (Graduate Level Degree can be substituted for 2 years’ experience)
Professional Certification: None