



**GSA Catalog for Professional Services Schedule
SIN 100-3, 871-1, 871-2, 871-3, 871-4, 871-6, 871-7, 874-1,
874-4, 874-7, 899-1, 899-3, 899-8, and related Disaster
Recovery SINs
October 20, 2016**

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>.

Schedule for – Professional Services Schedule
Industrial Group: 00CORP
Contract Number: GS-00F-0092N

Contract Period: September 30, 2003 through February 05, 2018
Extension Periods through February 5, 2023

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

Contractor: Navarro Research and Engineering, Inc.
669 Emory Valley Road
Oak Ridge, TN 37830 7758

Business Size: Small, Disadvantaged, Woman-Owned Business

Telephone: (865) 220-9650

FAX Number: (865) 220-9651

Web Site: www.navarro-inc.com

E-mail: bowland@navarro-inc.com; navarro@navarro-inc.com

Contract Administration: Bruce Bowland

CUSTOMER INFORMATION:

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

100-03, 871-1, 871-2, 871-3, 871-4, 871-6, 871-7, 874-1, 874-4, 874-7, 899-1, 899-3, 899-8, 100-03RC, 871-1RC, 871-2RC, 871-3RC, 871-4RC, 871-6RC, 871-7RC, 874-1RC, 874-4RC, 874-7RC, 899-1RC, 899-3RC, and 899-8RC

1b. Lowest Priced Service for each SIN:

<u>SIN</u>	<u>SERVICE</u>	<u>PRICE</u>
874-1 through 874-7	Administrative Assistant	\$34.31/hour
899-1 through 899-10	Administrative Assistant	\$34.31/hour
871-1 through 871-7	Administrator I	\$31.10/hour

1c. Hourly Rates:

Labor Categories, Awarded Prices, and Descriptions (See Attachment A)

2. **Maximum Order:** \$1,000,000.00 (*Please contact the contractor for orders over \$1,000,000.00*)
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic Only.
5. **Point(s) of production:** Not Applicable to these Services.
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment A.
7. **Quantity discounts:** 0.5% for orders at \$500,000 to \$1 million; 1.0% for orders over \$1 million
8. **Prompt payment terms:** Net 30 days.
- 9a. **Government purchase cards are not accepted up to the micro-purchase threshold (Services only).**
- 9b. **Government purchase cards are not accepted above the micro-purchase threshold (Services only).**
10. **Foreign items (list items by country of origin):** None
11. **Time of Delivery:** Specified on the Task Order
12. **F.O.B Point(s):** N/A (Services)
- 13a. **Ordering Address(es):** Navarro Research and Engineering, Inc.
669 Emory Valley Road
Oak Ridge, TN 37830

13b. Ordering procedures: For 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).

For a general overview of simplified ordering procedures go to:

<http://apps.fss.gsa.gov/schedules/sched-so.cfm>

Specifically, ordering procedures for "Services" can be found at:

<http://apps.fss.gsa.gov/schedules/ordinssv.cfm>

- 14. Payment address(es):** Navarro Research and Engineering, Inc.
669 Emory Valley Road
Oak Ridge, TN 37830
- 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:** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair:** N/A
- 19. Terms and conditions of installation:** N/A
- 20. Terms and conditions of repair parts:** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes:** N/A
- 24b. Section 508 compliance information:** N/A
- 25. Data Universal Numbering System (DUNS) number:** 00-5929810
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

ATTACHMENT A

PRICE LISTS:

Navarro Research and Engineering, Inc.			
Consolidated Schedule GS-00F-0092N			
SINs 899-1, 899-3, 899-8 and 100-3			
		Option 2, Year 4 2/6/2016- 2/5/2017	Option 2, Year 5 2/6/2017- 2/5/2018
SIN 899-1, 899-3, 899-8 & 100-3			
Labor Categories			
Program Manager III		\$ 160.29	\$ 163.50
Program Manager II		\$ 123.90	\$ 126.38
Program Manager I		\$ 115.86	\$ 118.18
Senior Scientist		\$ 142.09	\$ 144.93
Scientist II		\$ 105.37	\$ 107.48
Scientist I		\$ 86.64	\$ 88.37
Senior Project Engineer		\$ 142.09	\$ 144.93
Project Engineer II		\$ 120.56	\$ 122.97
Project Engineer I		\$ 90.40	\$ 92.21
Safety Representative		\$ 58.29	\$ 59.46
Nuclear Safety Specialist III		\$ 130.04	\$ 132.64
Nuclear Safety Specialist II		\$ 117.46	\$ 119.81
Quality Specialist II		\$ 72.36	\$ 73.81
Quality Specialist III		\$ 92.24	\$ 94.08
Senior Quality Specialist III		\$ 108.00	\$ 110.16
Senior Quality Specialist II		\$ 95.32	\$ 97.23
Senior Quality Specialist I		\$ 91.08	\$ 92.90
Program/Project Manager I		\$ 115.86	\$ 118.18
Program/Project Manager II		\$ 123.90	\$ 126.38
Program/Project Manager III		\$ 160.29	\$ 163.50
Functional Subject Matter Expert		\$ 165.54	\$ 168.85
Technical Subject Matter Expert		\$ 164.88	\$ 168.18
Senior Systems Analyst III		\$ 101.31	\$ 103.34
Senior Systems Analyst II		\$ 75.45	\$ 76.96
Senior Systems Analyst I		\$ 67.09	\$ 68.43
Computing Technician III		\$ 74.02	\$ 75.50
Computing Technician II		\$ 55.23	\$ 56.33
Technician II **		\$ 48.79	\$ 49.77
Technician I **		\$ 38.93	\$ 39.71
Technical Writer/Editor		\$ 54.15	\$ 55.23
Fire Protection Engineer - Level 9		\$ 171.98	\$ 175.42
Fire Protection Engineer - Level 10		\$ 218.14	\$ 222.50
Administrative Assistant **		\$ 34.31	\$ 35.00

*** SCA Labor Categories – See SCA Matrix on page 50*

Navarro Research and Engineering, Inc.		
Consolidated Schedule GS-00F-0092N		
SINs 874-1, 874-4 and 874-7		
	Option 2, Year 4 2/6/2016- 2/5/2017	Option 2, Year 5 2/6/2017- 2/5/2018
874-1, 874-4, and 874-7		
Labor Categories		
Program Manager III	\$160.29	\$163.50
Program Manager II	\$123.90	\$126.38
Program Manager I	\$115.86	\$118.18
Engineer I	\$ 49.31	\$ 50.30
Engineer II	\$ 59.15	\$ 60.33
Senior Engineer	\$ 61.50	\$ 62.73
Project Engineer I	\$ 90.40	\$ 92.21
Project Engineer II	\$ 120.56	\$ 122.97
Senior QA Engineer	\$ 79.04	\$ 80.62
Project QA Engineer	\$ 91.41	\$ 93.24
Technician I	\$ 38.93	\$ 39.71
Technician II	\$ 48.79	\$ 49.77
Project Controls Engineer I	\$ 55.30	\$ 56.41
Project Controls Engineer II	\$ 101.61	\$ 103.64
Safety Representative	\$ 58.29	\$ 59.46
Senior Safety Representative	\$ 84.78	\$ 86.48
Program/Project Manager I	\$ 115.86	\$ 118.18
Program/Project Manager II	\$ 123.90	\$ 126.38
Program/Project Manager III	\$ 160.29	\$ 163.50
Computing Technician I	\$ 46.60	\$ 47.53
Computing Technician II	\$ 55.23	\$ 56.33
Computing Technician III	\$ 74.02	\$ 75.50
Senior Systems Analyst I	\$ 67.09	\$ 68.43
Senior Systems Analyst II	\$ 75.45	\$ 76.96
Senior Systems Analyst III	\$ 101.31	\$ 103.34
Graphics Specialist	\$ 60.89	\$ 62.11
Administrative Assistant	\$ 34.31	\$ 35.00
Quality Specialist I	\$ 54.75	\$ 55.85
Quality Specialist II	\$ 72.36	\$ 73.81
Quality Specialist III	\$ 92.24	\$ 94.08
Sr. Quality Specialist I	\$ 91.08	\$ 92.90
Sr. Quality Specialist II	\$ 95.32	\$ 97.23
Sr. Quality Specialist III	\$ 108.00	\$ 110.16
Nuclear Safety Specialist I	\$ 97.09	\$ 99.03
Nuclear Safety Specialist II	\$ 117.46	\$ 119.81
Nuclear Safety Specialist III	\$ 130.04	\$ 132.64
Nuclear Safety Specialist IV	\$ 185.46	\$ 189.17
Senior Program Executive	\$ 286.63	\$ 292.36

**** SCA Labor Categories – See SCA Matrix on page 50**

Navarro Research and Engineering, Inc.		
Consolidated Schedule GS-00F-0092N		
SINs 871-1, 871-2, 871-3, 871-4, 871-6 and 871-7		
SIN 871-1, 871-2, 871-3, 871-4, 871-6 and 871-7	Option 2, Year 4 2/6/2016- 2/5/2017	Option 2, Year 5 2/6/2017- 2/5/2018
Labor Category		
Administrative Assistant I	\$ 31.34	\$ 31.97
Administrative Assistant II	\$ 40.53	\$ 41.34
Administrative Assistant III	\$ 48.81	\$ 49.79
Administrative Assistant IV	\$ 57.92	\$ 59.08
Administrator I	\$ 28.24	\$ 28.80
Administrator II	\$ 40.12	\$ 40.92
Administrator III	\$ 51.53	\$ 52.56
Architect I	\$ 63.58	\$ 64.85
Architect II	\$ 80.82	\$ 82.44
Architect III	\$ 87.47	\$ 89.22
Architect IV	\$ 90.09	\$ 91.89
Senior Architect I	\$ 98.34	\$ 100.31
Senior Architect II	\$ 126.68	\$ 129.21
Senior Architect III	\$ 151.77	\$ 154.81
Civil Engineer I	\$ 54.98	\$ 56.08
Civil Engineer II	\$ 86.02	\$ 87.74
Civil Engineer III	\$ 138.29	\$ 141.06
Communications Engineer I	\$ 64.04	\$ 65.32
Communications Engineer II	\$ 89.88	\$ 91.68
Communications Engineer III	\$ 151.77	\$ 154.81
Design Manager	\$ 149.11	\$ 152.09
Design/Drafter Technician I	\$ 43.44	\$ 44.31
Design/Drafter Technician II	\$ 47.06	\$ 48.00
Design/Drafter Technician III	\$ 60.68	\$ 61.89
Design/Drafter Technician IV	\$ 76.86	\$ 78.40
Design/Drafter Technician V	\$ 93.40	\$ 95.27
Electrical Engineer I	\$ 64.04	\$ 65.32
Electrical Engineer II	\$ 105.53	\$ 107.64
Electrical Engineer III	\$ 151.77	\$ 154.81
Engineer I	\$ 57.99	\$ 59.15
Engineer II	\$ 75.33	\$ 76.84
Engineer III	\$ 100.71	\$ 102.72
Engineer Manager I	\$ 111.85	\$ 114.09
Engineer Manager II	\$ 153.22	\$ 156.28

Engineer Technologist I	\$ 47.06	\$ 48.00
Engineer Technologist II	\$ 60.68	\$ 61.89
Engineer Technologist III	\$ 99.40	\$ 101.39
ES&HQ Engineer I	\$ 52.22	\$ 53.26
ES&HQ Engineer II	\$ 68.72	\$ 70.09
ES&HQ Engineer III	\$ 99.65	\$ 101.64
ES&HQ Engineer IV	\$ 121.67	\$ 124.10
Estimator I	\$ 96.51	\$ 98.44
Estimator II	\$ 141.56	\$ 144.39
Fire Protection Engineer I	\$ 94.46	\$ 96.35
Fire Protection Engineer II	\$ 136.05	\$ 138.77
Fire Protection Engineer III	\$ 164.51	\$ 167.80
Fire Protection Engineer IV	\$ 177.02	\$ 180.56
Graphical Support Specialist I	\$ 35.54	\$ 36.25
Graphical Support Specialist II	\$ 51.53	\$ 52.56
Graphical Support Specialist III	\$ 78.69	\$ 80.26
Material Control Specialist I	\$ 72.38	\$ 73.83
Material Control Specialist II	\$ 95.28	\$ 97.19
Material Control Specialist III	\$ 117.10	\$ 119.44
Mechanical Engineer I	\$ 65.58	\$ 66.89
Mechanical Engineer II	\$ 89.88	\$ 91.68
Mechanical Engineer III	\$ 138.29	\$ 141.06
Professional Staff Assistant I	\$ 41.02	\$ 41.84
Professional Staff Assistant II	\$ 54.10	\$ 55.18
Professional Staff Assistant III	\$ 69.52	\$ 70.91
Professional Staff Assistant IV	\$ 105.98	\$ 108.10
Project Controls I	\$ 68.95	\$ 70.33
Project Controls II	\$ 78.03	\$ 79.59
Project Controls III	\$ 111.82	\$ 114.06
Project Controls IV	\$ 138.72	\$ 141.49
Project Engineer I	\$ 90.09	\$ 91.89
Project Engineer II	\$ 120.56	\$ 122.97
Project Engineer III	\$ 195.87	\$ 199.79
Junior Project Manager I	\$ 73.07	\$ 74.53
Junior Project Manager II	\$ 108.04	\$ 110.20
Junior Project Manager III	\$ 110.98	\$ 113.20
Project Manager I	\$ 139.94	\$ 142.74

Project Manager II	\$ 142.45	\$ 145.30
Project Manager III	\$ 162.91	\$ 166.17
Senior Project Manager I	\$ 165.83	\$ 169.15
Senior Project Manager II	\$ 195.87	\$ 199.79
Senior Project Manager III	\$ 213.55	\$ 217.82
Senior Project Manager IV	\$ 246.44	\$ 251.37
Specialized Engineer I	\$ 87.59	\$ 89.34
Specialized Engineer II	\$ 121.84	\$ 124.28
Specialized Engineer III	\$ 142.72	\$ 145.57
Specialized Engineer IV	\$ 164.71	\$ 168.00
Specialized Engineer V	\$ 173.43	\$ 176.90
Project Planner I	\$ 110.98	\$ 113.20
Project Planner II	\$ 135.14	\$ 137.84
Project Planner III	\$ 195.87	\$ 199.79
Project Specialist I	\$ 54.90	\$ 56.00
Project Specialist II	\$ 57.12	\$ 58.26
Quality Manager	\$ 125.77	\$ 128.29
Safety Analysis/AB	\$ 164.51	\$ 167.80
Structural Engineer I	\$ 65.58	\$ 66.89
Structural Engineer II	\$ 89.88	\$ 91.68
Structural Engineer III	\$ 133.69	\$ 136.36
Technical Work Manager I	\$ 69.80	\$ 71.20
Technical Work Manager II	\$ 90.45	\$ 92.26
Technical Writer I	\$ 50.43	\$ 51.44
Technical Writer II	\$ 71.21	\$ 72.63
Technical Writer III	\$ 86.69	\$ 88.42

*** SCA Labor Categories – See SCA Matrix on page 50*

LABOR DESCRIPTIONS:

SINs 899-1, 899-3, 899-8 and 100-3

Labor Category	Position Description
Project Engineer I	<p>GENERAL SUMMARY Directs and manages sub-teams to solve client problems. Manages projects and tasks; applies intensive and diversified knowledge of technical and management principles. Makes decisions independently on problems and methods. Optimizes human resources needed in solving problems, estimating manpower requirements and schedules, and execution times. May have special skills in strategic planning, systems alignment, program integration, dispute resolution, statistical analysis, or training methods.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Performs high-level systems analysis, evaluation, integration, documentation, and implementation. 2. Supervises team of employees and subcontractors through project completion. 3. Responsible for major support projects of higher complexity and importance than those normally assigned to lower level staff. 4. Coordinates the activities of others assigned to specific projects. 5. May perform other duties as assigned. <p>Requires Bachelor degree in a technical field or equivalent, and 5 years experience.</p>
Project Engineer II	<p>Same as Project Engineer I</p> <p>Requires Bachelor's degree in a technical field or equivalent, plus 7 years experience.</p>
Sr. Project Engineer	<p>General/Specialized Experience: Minimum of 15 years of general experience, of which 12 years must be specialized experience within the related environmental, engineering, or production area.</p> <p>Functional Responsibility: Serves as senior project engineer, and may fill role of project manager for complex technical projects. Responsible for application of physical laws and principles for the development and use of machines, materials, instruments, structures, processes, and services.</p> <p>Minimum Education: A master's degree in applicable engineering discipline. Project scope will dictate required discipline, but examples include nuclear, chemical, environmental, civil, quality control, safety, and mechanical, etc.</p> <p>Certifications: PE certification in related discipline and/or successful completion of specialized technical training courses is required.</p>
Technician I	<p>GENERAL SUMMARY Provides a variety of tasks that are broad in nature and relate to technical and management support of Navarro's clients. Includes diverse support activities such as spreadsheet development, word processing, presentation preparation, and supporting field activities.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Under supervision, performs surveys, creates spreadsheets, and other document management activities. 2. Supports the planning and performance of technical and management tasks. 3. Supports the technical activities related to the development and integration and testing of a project assigned to higher level staff. 4. Works under the supervision of team leader or project manager 5. May perform other duties as assigned. <p>Requires a high school diploma and a minimum of 3 years relevant experience.</p>

Labor Category	Position Description
Technician II	<p>Same as Technician I</p> <p>Requires a high school diploma and a minimum of 6 years relevant experience</p>
Program/Project Manager I	<p>GENERAL SUMMARY</p> <p>Manages project operations. Ensures production schedules are met. Ensures system resources are used effectively. Interprets complex client requirements, and interacts closely with the client and Program Manager. Manages and maintains development, production and delivery standards; ensures schedules and project assignments are met and completed as directed. Acquires and oversees resources to complete projects. Reports in writing and orally to higher management; establishes good working relationships with people both within and outside the company.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Coordinates the resolution of service-related problems. 2. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. 3. Ensures proper relationships are established between clients, teaming partners, and vendors to facilitate the delivery of required services. 4. Maintains project documentation, providing assessment of technical and non-technical project issues, contracting, and preparing findings. <p>Requires a Bachelor degree in a technical field or equivalent, plus 6 years relevant experience</p>
Program/Project Manager II	<p>Same as Program/Project Manager I</p> <p>Requires a Bachelor degree in a technical field or equivalent plus 8 years relevant experience</p>
Program/Project Manager III	<p>Same as Program/Project Manager II</p> <p>Requires a Bachelor degree in a technical field or equivalent plus 10 years relevant experience</p>
Computing Technician II	<p>GENERAL SUMMARY</p> <p>Is required to demonstrate knowledge in one or more of the following areas: coding, testing, documenting and installing new and changes to information systems, systems integration services, user training, Help Desk services, Web page development and administration, and general computer systems support. All support is furtherance of other MOBIS activities.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provide Help Desk support to users 2. Install and maintain equipment and software 3. Support networking activities 4. Provides web development and support for such activities was web-based training, web-based program integration activities, etc. 5. Providing training on equipment / software to end users

Labor Category	Position Description
	<p>6. May perform other activities as assigned</p> <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 4 years relevant experience</p>
Computing Technician III	<p>Same as Computer Technician II</p> <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 6 years relevant experience</p>
Senior Systems Analyst I	<p>GENERAL SUMMARY</p> <p>Performs a variety of program and project assignments including supporting, operating and maintaining computer systems, networks, telecommunications, and cyber security. Provides database administration support, including database design, creation and maintenance, and query and report development in support of other MOBIS tasks.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provides organizational assessments of client IT organizations 2. Creates queries and reports to summarize and organize data in support of business and organizational decision making (summary of surveys, etc.) 3. Applies information technology to solve business and organizational issues (strategic planning, performance measures, etc.) 4. May perform other activities as assigned <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 4 years relevant experience</p>
Senior Systems Analyst II	<p>Same as Senior Systems Analyst I</p> <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 6 years relevant experience</p>
Senior Systems Analyst III	<p>Same as Senior Systems Analyst II</p> <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 8 years relevant experience</p>
Administrative Assistant	<p>GENERAL SUMMARY</p> <p>Performs specific, non-technical administrative support assignments such as program/project administration, clerical, document control, information reproduction, business logistics and training support, generally as a member of an administrative support team.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Supports meetings through scheduling, keeping minutes, etc. 2. Creates and maintains project files 3. Generates and maintains project correspondence 4. May perform other activities as assigned

Labor Category	Position Description
	Requires an associate degree in business, computer science, graphics art, or related scientific field, or equivalent, plus 3 years relevant experience
Sr. Quality Specialist II	<p>GENERAL SUMMARY</p> <p>Direct, manages and performs a wide variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents. Has extensive quality assurance experience and applies judgment toward solving complex issues.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Lead teams involved in the develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures 2. Implement and coordinate QA program activities including documentation, indoctrination, and training 3. Perform audits, surveillances, inspections and reviews 4. May perform other activities as assigned <p>Requires an Bachelor degree in a technical field or equivalent, 13 years experience, a minimum of 8 of which are directly related QA experience</p>
Sr. Quality Specialist III	<p>Same as Sr. Quality Specialist II</p> <p>Requires an Bachelor degree in a technical field or equivalent, 15 years experience, a minimum of 10 of which are directly related QA experience</p>
Nuclear Safety Spec. II	<p>GENERAL SUMMARY</p> <p>Designs and initiates processes to develop and/or comply with nuclear safety requirements, including authorization basis document development. Applies concepts, practices and procedures within the field.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Prepares studies, reports, and analyses regarding development of management systems affecting nuclear safety 2. Conducts audits and reviews of nuclear safety programs to ensure compliance with regulatory requirements 3. Develops and implements nuclear safety management systems 4. Develops or reviews authorization basis documents 5. May perform other activities as assigned <p>Requires a Bachelor degree in engineering or related field, or equivalent and 2 years relevant experience. A certain degree of creativity and latitude is required.</p>

Labor Category	Position Description
Nuclear Safety Spec. III	<p>Same as Nuclear Safety Specialist II</p> <p>Requires a Bachelor degree in engineering or related field, or equivalent and 5 years experience, or an advanced degree and 3 years experience. A moderate degree of creativity and latitude is expected</p>
Scientist I	<p>GENERAL SUMMARY:</p> <p>Serves as team scientist responsible for application of the scientific method to investigate the laws of natural, physical, and social phenomena and their application to problems in such fields as environmental science, engineering, and production.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Performs coordination, documentation, integration, and implementation of project findings. 2. Responsible for application of the scientific method to investigate the laws of natural, physical, and social phenomena and their application to problems in such fields as environmental science, engineering, and production. <p>Requires a master's degree in a related scientific or engineering discipline. Project scope will dictate required discipline, but examples include physicists, environmental scientists, chemists, geologists, etc. Minimum of eight years of general experience,</p>
Scientist II	<p>Same as Scientist I.</p> <p>Requires a Ph.D. degree in a related scientific or engineering discipline and a minimum of 10 years general experience of which six years must be specialized experience within the related scientific, environmental, engineering, or production area. Project scope will dictate required discipline, but examples include physicists, environmental scientists, chemists, geologists, etc.</p>
Senior Scientist	<p>GENERAL SUMMARY:</p> <p>Serves as senior scientist and may fill role of project manager for complex technical projects.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Responsible for application of the scientific method to investigate the laws of natural, physical, and social phenomena and their application to problems in such fields as environmental science, engineering, and production. <p>Requires a Ph.D. degree in a related scientific or engineering discipline. Minimum of 15 years of general experience, of which 12 years must be specialized experience within the related scientific, environmental, engineering, or production area. Project scope will dictate required discipline, but examples include physicists, environmental scientists, chemists, geologists, etc.</p>
Functional Subject Matter Expert	<p>GENERAL SUMMARY:</p> <p>Provides functional process and business consulting support related to the environmental and energy fields, with the experience and knowledge applicable to diverse environmental issues.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Formulates and implements proven methodologies for research and analyses of

Labor Category	Position Description
	<p>policies, programs, and business processes.</p> <ol style="list-style-type: none"> 2. Performs strategic policy analyses and recommends process and policy improvements. <p>Requires a Master's degree in a related field. Minimum of 18 years of general experience, of which 14 years must be specialized experience within the related functional area including program management.</p>
<p>Technical Subject Matter Expert</p>	<p>GENERAL SUMMARY</p> <p>Provides consulting services to senior managers, professional staff, and policy makers in accordance with or directly related to environmental technical issues, and provides information technologies interface with environmental focus areas.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Formulates general methodologies to be followed in developing architectures, design, and upgrades for programs and systems. 2. Formulates and implements proven methodologies for research and analyses of IT policies, programs, and processes. 3. Performs strategic policy analyses and recommends process and policy improvements. <p>Requires a Master's degree in a related discipline. Minimum of 16 years of general experience, of which 12 years must be specialized experience within the related technical area including program management.</p>
<p>Technical Writer/Editor</p>	<p>GENERAL SUMMARY</p> <p>Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. May be responsible for coordinating the display of graphics and production of documents. 2. A wide degree of creativity and latitude is expected. <p>Requires a Bachelor's degree. Minimum of four years of general experience, including experience in an environmental and/or engineering technical environment.</p>
<p>Safety Representative I</p>	<p>GENERAL SUMMARY</p> <p>Develops and implements project-specific health and safety plans. Responsible for ensuring all corporate, client, and regulatory health and safety requirements are met on the project.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Develops project-specific health and safety plans 2. Implements health and safety plans 3. Audits compliance with corporate, client and regulatory health and safety requirements 4. Provides health and safety training to project staff and clients

Labor Category	Position Description
	<ol style="list-style-type: none"> 5. Develops health and safety processes and procedures 6. Reviews all project procedures from a health and safety standpoint 7. May perform other duties as assigned. <p>Requires Bachelor degree in a technical field or equivalent, and 3 years relevant health and safety experience.</p>
Quality Specialist II	<p>Same as Quality Specialist I</p> <p>Requires Bachelor degree in a technical field or equivalent, plus minimum of 3 years relevant QA experience</p>
Quality Specialist III	<p>Same as Quality Specialist II</p> <p>Requires Bachelor degree in a technical field or equivalent, plus a minimum of 5 years relevant QA experience</p>
Sr. Quality Specialist I	<p>GENERAL SUMMARY</p> <p>Direct, manages and performs a wide variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents. Has extensive quality assurance experience and applies judgment toward solving complex issues.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Lead teams involved in the develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures 2. Implement and coordinate QA program activities including documentation, indoctrination, and training 3. Perform audits, surveillances, inspections and reviews 4. May perform other activities as assigned <p>Requires an Bachelor degree in a technical field or equivalent, 10 years experience, a minimum of 5 of which are directly related QA experience</p>

SINs 874-1, 874-4, & 874-7

Labor Category	Position Description
Engineer I	<p>General Summary Evaluates, selects, and applies standard professional techniques, procedures, and criteria in making minor adaptations and modifications. Under supervision performs a variety of professional tasks which are broad in nature and are concerned with the organizational and business planning, assessments, performance measures, program/project integration, training plans and programs, meeting planning, survey design and implementation, and dispute resolution.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Plans and performs research and other assignments in conformance with contract statement of work requirements. 2. Designs and develops business management plans, quality assurance documents, procedures, systems descriptions, and other activities of limited scope requiring knowledge of professional principles and techniques. 3. May perform field work, such as data logging, drilling, sample collection, and sample analysis in support of research operations. 4. May perform other duties as assigned. <p>Requires a Bachelors degree in a technical field or equivalent.</p>
Engineer II	<p>Same as Engineer I</p> <p>Requires a Bachelors degree in a technical field or equivalent, and a minimum of 2 years experience</p>
Senior Engineer	<p>Same as Engineer I and II.</p> <p>Requires a Bachelors degree in a technical field or equivalent, and a minimum of 5 years experience.</p>
Project Engineer I	<p>GENERAL SUMMARY Directs and manages sub-teams to solve client problems. Manages projects and tasks; applies intensive and diversified knowledge of technical and management principles. Makes decisions independently on problems and methods. Optimizes human resources needed in solving problems, estimating manpower requirements and schedules, and execution times. May have special skills in strategic planning, systems alignment, program integration, dispute resolution, statistical analysis, or training methods.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Performs high-level systems analysis, evaluation, integration, documentation, and implementation. 2. Supervises team of employees and subcontractors through project completion. 3. Responsible for major support projects of higher complexity and importance than those normally assigned to lower level staff. 4. Coordinates the activities of others assigned to specific projects. 5. May perform other duties as assigned. <p>Requires Bachelor degree in a technical field or equivalent, and 5 years experience.</p>
Project Engineer II	<p>Same as Project Engineer I</p> <p>Requires Bachelor's degree in a technical field or equivalent, plus 7 years experience.</p>

Labor Category	Position Description
Senior QA Engineer	<p>General Summary Evaluates, selects, and applies standard professional techniques, procedures, and criteria in complying with established Quality Assurance programs and plans. Develops and implements Quality Assurance Project Plans. Ensures projects adhere to Navarro and/or client Quality Assurance requirements, in Quality Assurance Requirements Documents (QARD) (if any).</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Implements Quality requirements at the project level 2. Assists in project assessments, reviews, and analysis 3. Support data validation activities 4. Provide advice to Project/Program Managers and clients as requested 5. May perform other duties as assigned. <p>Requires Bachelor's degree and a minimum of 4 years Quality Assurance and/or Quality Control experience</p>
Project QA Engineer	<p>Same as Senior QA Engineer</p> <p>Requires Bachelor's degree and a minimum of 6 years Quality Assurance and/or Quality Control experience</p>
Technician I	<p>GENERAL SUMMARY Provides a variety of tasks that are broad in nature and relate to technical and management support of Navarro's clients. Includes diverse support activities such as spreadsheet development, word processing, presentation preparation, and supporting field activities.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Under supervision, performs surveys, creates spreadsheets, and other document management activities. 2. Supports the planning and performance of technical and management tasks. 3. Supports the technical activities related to the development and integration and testing of a project assigned to higher level staff. 4. Works under the supervision of team leader or project manager 5. May perform other duties as assigned. <p>Requires a high school diploma and a minimum of 3 years relevant experience.</p>
Technician II	<p>Same as Technician I</p> <p>Requires a high school diploma and a minimum of 6 years relevant experience</p>
Project Control Engineer I	<p>GENERAL SUMMARY Under supervision, supports project and program integration activities by developing resource loaded schedules, preparing cost estimates, tracking actual cost, and performing earned value calculations. Provides advice and support on business and organizational issues. May provide training to other employees and clients in project control tool and techniques.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Supports development of project plans 2. Develops resource loaded schedules 3. Develops cost estimates 4. Tracks and reports actual cost 5. Performs earned value calculations (cost performance index, schedule performance index, etc.) 6. Trains other employees and clients in project controls tools and techniques

Labor Category	Position Description
	<p>7. May perform other duties as assigned.</p> <p>Requires Bachelor degree in a technical field or equivalent, and 3 years experience.</p>
Project Control Engineer II	<p>Same as Project Control Engineer I</p> <p>Requires a Bachelor degree in a technical field or equivalent and 5 years experience</p>
Safety Representative I	<p>GENERAL SUMMARY Develops and implements project-specific health and safety plans. Responsible for ensuring all corporate, client, and regulatory health and safety requirements are met on the project.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 8. Develops project-specific health and safety plans 9. Implements health and safety plans 10. Audits compliance with corporate, client and regulatory health and safety requirements 11. Provides health and safety training to project staff and clients 12. Develops health and safety processes and procedures 13. Reviews all project procedures from a health and safety standpoint 14. May perform other duties as assigned. <p>Requires Bachelor degree in a technical field or equivalent, and 3 years relevant health and safety experience.</p>
Senior Safety Representative	<p>Same as Safety Representative I</p> <p>Requires a Bachelor degree in a technical field or equivalent and 5 years of relevant health and safety experience</p>
Program/Project Manager I	<p>GENERAL SUMMARY Manages project operations. Ensures production schedules are met. Ensures system resources are used effectively. Interprets complex client requirements, and interacts closely with the client and Program Manager. Manages and maintains development, production and delivery standards; ensures schedules and project assignments are met and completed as directed. Acquires and oversees resources to complete projects. Reports in writing and orally to higher management; establishes good working relationships with people both within and outside the company.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Coordinates the resolution of service-related problems. 2. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. 3. Ensures proper relationships are established between clients, teaming partners, and vendors to facilitate the delivery of required services. 4. Maintains project documentation, providing assessment of technical and non-technical project issues, contracting, and preparing findings. <p>Requires a Bachelor degree in a technical field or equivalent, plus 6 years relevant experience</p>

Labor Category	Position Description
Program/Project Manager II	<p>Same as Program/Project Manager I</p> <p>Requires a Bachelor degree in a technical field or equivalent plus 8 years relevant experience</p>
Program/Project Manager III	<p>Same as Program/Project Manager II</p> <p>Requires a Bachelor degree in a technical field or equivalent plus 10 years relevant experience</p>
Computing Technician I	<p>GENERAL SUMMARY</p> <p>Is required to demonstrate knowledge in one or more of the following areas: coding, testing, documenting and installing new and changes to information systems, systems integration services, user training, Help Desk services, Web page development and administration, and general computer systems support. All support is furtherance of other MOBIS activities.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provide Help Desk support to users 2. Install and maintain equipment and software 3. Support networking activities 4. Provides web development and support for such activities was web-based training, web-based program integration activities, etc. 5. Providing training on equipment / software to end users 6. May perform other activities as assigned <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 2 years relevant experience</p>
Computing Technician II	<p>Same as Computer Technician I</p> <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 4 years relevant experience</p>
Computing Technician III	<p>Same as Computer Technician I</p> <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 6 years relevant experience</p>
Senior Systems Analyst I	<p>GENERAL SUMMARY</p> <p>Performs a variety of program and project assignments including supporting, operating and maintaining computer systems, networks, telecommunications, and cyber security. Provides database administration support, including database design, creation and maintenance, and query and report development in support of other MOBIS tasks.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provides organizational assessments of client IT organizations 2. Creates queries and reports to summarize and organize data in support of business and organizational decision making (summary of surveys, etc.)

Labor Category	Position Description
	<ol style="list-style-type: none"> 3. Applies information technology to solve business and organizational issues (strategic planning, performance measures, etc.) 4. May perform other activities as assigned <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 4 years relevant experience</p>
Senior Systems Analyst II	<p>Same as Senior Systems Analyst I</p> <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 6 years relevant experience</p>
Senior Systems Analyst III	<p>Same as Senior Systems Analyst II</p> <p>Requires a Bachelor's degree in business, computer science, engineering, or related scientific field or equivalent, plus 8 years relevant experience</p>
Graphics Specialist	<p>GENERAL SUMMARY</p> <p>Performs a variety of program and project support assignments including creation of documents, presentation slides, web-sites, displays, posters, and other items to enhance technical, business and organizational communication.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Develops presentations utilizing current various software tools 2. Creates graphics to improve the clarity of various reports and documents 3. Creates and maintains websites utilized in cost reporting, improvement process status, management systems communications, and conduct of surveys 4. May perform other activities as assigned <p>Requires an associate degree in business, computer science, graphics art, or related scientific field, or equivalent, plus 3 years relevant experience</p>
Administrative Assistant	<p>GENERAL SUMMARY</p> <p>Performs specific, non-technical administrative support assignments such as program/project administration, clerical, document control, information reproduction, business logistics and training support, generally as a member of an administrative support team.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Supports meetings through scheduling, keeping minutes, etc. 2. Creates and maintains project files 3. Generates and maintains project correspondence 4. May perform other activities as assigned <p>Requires an associate degree in business, computer science, graphics art, or related scientific field, or equivalent, plus 3 years relevant experience</p>

Labor Category	Position Description
Quality Specialist I	<p>GENERAL SUMMARY</p> <p>Performs a variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures 2. Implement and coordinate QA program activities including documentation, indoctrination, and training 3. Perform audits, surveillances, inspections and reviews 4. May perform other activities as assigned <p>Requires an Bachelor degree in a technical field or equivalent</p>
Quality Specialist II	<p>Same as Quality Specialist I</p> <p>Requires Bachelor degree in a technical field or equivalent, plus minimum of 3 years relevant QA experience</p>
Quality Specialist III	<p>Same as Quality Specialist II</p> <p>Requires Bachelor degree in a technical field or equivalent, plus a minimum of 5 years relevant QA experience</p>
Sr. Quality Specialist I	<p>GENERAL SUMMARY</p> <p>Direct, manages and performs a wide variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents. Has extensive quality assurance experience and applies judgment toward solving complex issues.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 5. Lead teams involved in the develop, maintain, update QA program documents such as QARD, Integrated Safety Management Quality Assurance Program, and implementing procedures 6. Implement and coordinate QA program activities including documentation, indoctrination, and training 7. Perform audits, surveillances, inspections and reviews 8. May perform other activities as assigned <p>Requires an Bachelor degree in a technical field or equivalent, 10 years experience, a minimum of 5 of which are directly related QA experience</p>

Labor Category	Position Description
Sr. Quality Specialist II	Same as Sr. Quality Specialist I Requires an Bachelor degree in a technical field or equivalent, 13 years experience, a minimum of 8 of which are directly related QA experience
Sr. Quality Specialist III	Same as Sr. Quality Specialist II Requires an Bachelor degree in a technical field or equivalent, 15 years experience, a minimum of 10 of which are directly related QA experience
Nuclear Safety Spec. I	<p>GENERAL SUMMARY</p> <p>Designs and initiates processes to develop and/or comply with nuclear safety requirements, including authorization basis document development. Applies concepts, practices and procedures within the field.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Prepares studies, reports, and analyses regarding development of management systems affecting nuclear safety 2. Conducts audits and reviews of nuclear safety programs to ensure compliance with regulatory requirements 3. Develops and implements nuclear safety management systems 4. Develops or reviews authorization basis documents 5. May perform other activities as assigned <p>Requires a Bachelor degree in engineering or related field, or equivalent. Works under immediate supervision.</p>
Nuclear Safety Spec. II	Same as Nuclear Safety Specialist I. Requires a Bachelor degree in engineering or related field, or equivalent and 2 years relevant experience. A certain degree of creativity and latitude is required.
Nuclear Safety Spec. III	Same as Nuclear Safety Specialist II Requires a Bachelor degree in engineering or related field, or equivalent and 5 years experience, or an advanced degree and 3 years experience. A moderate degree of creativity and latitude is expected
Nuclear Safety Spec. IV	Same as Nuclear Safety Specialist III Requires a Bachelor degree in engineering or related field, or equivalent and 10 years experience, or an advanced degree and 5 years experience. A wide degree of creativity and latitude is expected.
Senior Program Executive	<p>GENERAL SUMMARY</p> <p>Senior company executive with substantial defense, environmental or management expertise.</p> <p>Requires minimum of bachelor's degree and 25 years experience. Applies extensive expertise and experience to solve complex problems for the company and our clients. Recognized as a national expert in his/her field</p>

Labor Category	Position Description
Project Engineer I	<p>GENERAL SUMMARY Planning, organizing and coordinating resources to successfully complete project goals and objectives.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Manages and coordinates projects from conception through planning, execution, construction, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates scope, schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Develops and maintains Engineering Work Plans. 4. Directs and supervises all activities for assigned projects. 5. Coordinates the development of detailed scopes, budgets, and schedules. Monitors progress and initiates action to assure project objectives and schedules are met and work is performed within budget. 6. Plans, organizes, leads, and monitors effort of multiple discipline teams to accomplish project objectives. 7. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate codes, standards, procedures, and specifications. <p>Requires Bachelor's degree in appropriate discipline plus 5 years of experience.</p>
Project Engineer II	<p>Same as Project Engineer I</p> <p>Requires Bachelor's degree in appropriate discipline plus 10 years experience, or Master's with 5 years experience.</p>

SINs 871-1, 871-2, 871-3, 871-4, 871-6 and 871-7

Labor Category	Position Description
Administrative Assistant I	<p>GENERAL SUMMARY Performs specific, non-technical administrative project support activities such as program administration support, clerical, document control, information reproduction, business logistics and training support, generally as a member of the project support team.</p> <p>FUNCTIONAL RESPONSIBILITIES Provides project administrative support for a wide variety of generalized project-related activities. Specific duties may include: tracking and conveying messages; generating internal and external project correspondence; maintaining electronic and hardcopy project files; coordinating project related calendars, schedules, meeting logistics, and travel arrangements; ordering project supplies; and serving as a resource for staff regarding project specific administrative policies and procedures.</p> <p>Requires High School Diploma or G.E.D., plus 0 years experience.</p>
Administrative	<p>GENERAL SUMMARY</p>

Labor Category	Position Description
Assistant II	<p>Performs common administrative and project-related functions and activities, while requiring basic problem solving and occasional deviation from routine practice.</p> <p>FUNCTIONAL RESPONSIBILITIES Same as Administrative Assistant I</p> <p>Requires High School Diploma or G.E.D., plus 5 years experience.</p>
Administrative Assistant III	<p>GENERAL SUMMARY Performs a wide range of administrative and project-related functions and activities requiring judgment in resolving issues or in making recommendations.</p> <p>FUNCTIONAL RESPONSIBILITIES Same as Administrative Assistant II</p> <p>Requires High School Diploma or G.E.D., plus 8 years experience.</p>
Administrative Assistant IV	<p>GENERAL SUMMARY Performs complex administrative and office-related functions and activities requiring considerable judgment, high degree of initiative, and independent action.</p> <p>FUNCTIONAL RESPONSIBILITIES Same as Administrative Assistant III</p> <p>Requires High School Diploma or G.E.D., plus 12 years experience, or an undergraduate degree and 6 years of experience.</p>
Administrator I	<p>GENERAL SUMMARY Preparing, planning, organizing, controlling, administering activities associated with the day-to-day business goals of the organization, project or task. Involves aspects such as correspondence control; organization and maintenance of documents, records, and files; preparing reports, correspondence, and agendas; and assisting others to accomplish tasks.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Analyzes incoming correspondence, logs correspondence and composes correspondence. 2. Coordinates and maintains status of documents, records, and files. Monitors and reports follow-up actions needed for task completion. 3. Extracts data from reference material, compiles, analyzes and prepares or helps prepare information for studies or reports. 4. Organizes and prepares materials for meetings, presentations, and training sessions. Helps develop and monitor budget or financial information. <p>Requires High School Diploma or G.E.D., plus 0 years experience.</p>
Administrator II	<p>GENERAL SUMMARY Preparing, planning, organizing, controlling, administering activities associated with the day-to-day business goals of the organization, project or task while requiring basic problem solving and occasional deviation from routine practice. Involves aspects such as correspondence control; organization and maintenance of documents, records, and files; preparing reports, correspondence, and agendas; and assisting others to accomplish tasks.</p>

Labor Category	Position Description
	<p>FUNCTIONAL RESPONSIBILITIES Same as Administrator I</p> <p>Requires High School Diploma or G.E.D., plus 5 years experience.</p>
Administrator III	<p>GENERAL SUMMARY Preparing, planning, organizing, controlling, administering activities associated with the day-to-day business goals of the organization, project or task requiring judgment in resolving issues or in making recommendations. Involves aspects such as correspondence control; organization and maintenance of documents, records, and files; preparing reports, correspondence, and agendas; and assisting others to accomplish tasks.</p> <p>FUNCTIONAL RESPONSIBILITIES Same as Administrator II</p> <p>Requires High School Diploma or G.E.D., plus 8 years experience.</p>
Architect I	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents. With oversight, researches, plans, and designs building projects, applying knowledge of customer relations, programming of user needs, design, construction procedures, historic documentation, Americans with Disabilities Act, applicable standards, building codes, and building materials and methods.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Reviews, per Federal, State and Local codes and standards, design and evaluation calculations, drawings, and specifications. 2. Support professional and paraprofessional engineering personnel engaged in the planning, design, and construction phases of engineering projects. 3. Applies expertise and provides guidance in architectural design and the resolution of architectural technical, code, regulatory, and safety issues. 4. Specific duties may include, but are not limited to, consulting with customers to determine needs; preparing designs and specifications; estimating costs and completion dates; integrating engineering elements; and monitoring the construction process to ensure compliance with specifications. 5. Developing professional expertise, applies Laboratory policies and procedures to resolve a variety of issues. Can use and apply standard principles, theories, concepts and techniques as recognized within a profession or administrative specialty. 6. Supports the resolutions to an assortment of problems where analysis of situations or data requires a review of several factors. 7. Contributes to the fulfillment of projects and organizational objectives. 8. Continually supervised and follows established directions. 9. Receives detailed instructions on new projects or assignments. 10. Work is reviewed for accuracy, soundness of judgment and overall adequacy. Work is reviewed while in progress.

Labor Category	Position Description
	Requires Bachelor's degree in appropriate discipline plus 0 years of direct experience.
Architect II	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents. Researches, plans, designs building projects, applying knowledge of customer relations, programming of user needs, design, construction procedures, historic documentation, Americans with Disabilities Act, applicable standards, building codes, and building materials and methods.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Reviews, per Federal, State and Local codes and standards, design and evaluation calculations, drawings, and specifications. 2. Support professional and para-professional engineering personnel engaged in the planning, design, and construction phases of engineering projects. 3. Applies expertise and provides guidance in architectural design and the resolution of architectural technical, code, regulatory, and safety issues. 4. Specific duties may include, but are not limited to, consulting with customers to determine needs; preparing designs and specifications; estimating costs and completion dates; integrating engineering elements; and monitoring the construction process to ensure compliance with specifications. 5. Developing professional expertise, applies applicable policies and procedures to resolve a variety of issues. Can use and apply standard principles, theories, concepts and techniques as recognized within a profession or administrative specialty. 6. Provides resolutions to an assortment of problems of somewhat complex scope where analysis of situations or data requires a review of a variety of factors. 7. Contributes to the fulfillment of projects and organizational objectives. 8. Works with limited supervision and follows established directions. 9. Receives instructions on new projects or assignments. 10. Completed work is reviewed for accuracy, soundness of judgment and overall adequacy. 11. Uses judgment within defined practices and procedures to determine appropriate action. <p>Requires Bachelor's degree in appropriate discipline plus a minimum of 3 years of related experience, or Master's with 0 years related experience.</p>
Architect III	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents. Researches, plans, designs and administers planning/design and building projects applying knowledge of customer relations, programming of user needs, design, construction procedures, historic documentation, Americans with Disabilities Act, applicable standards, building codes, and building materials and methods.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Reviews, per Federal, State and Local codes and standards, design and evaluation calculations, drawings, and specifications.

Labor Category	Position Description
	<ol style="list-style-type: none"> 2. Support professional and paraprofessional engineering personnel engaged in the planning, design, and construction phases of engineering projects. 3. Applies expertise and provides guidance in architectural design and the resolution of architectural technical, code, regulatory, and safety issues. 4. Specific duties may include, but are not limited to, consulting with customers to determine needs; preparing designs and specifications; estimating costs and completion dates; integrating engineering elements; and monitoring the construction process to ensure compliance with specifications. 5. Developing professional expertise, applies applicable policies and procedures to resolve a variety of issues. Can use and apply standard principles, theories, concepts and techniques as recognized within a profession or administrative specialty. 6. Provides resolutions to an assortment of problems of moderately complex scope where analysis of situations or data requires a review of a variety of factors. 7. Contributes to the fulfillment of projects and organizational objectives. 8. Works independently. 9. Uses judgment to determine appropriate action. <p>Requires Bachelor's degree in appropriate discipline plus a minimum of 5 years of related experience, or Master's with 2 years related experience or Doctorate with 0 years related experience.</p>
Architect IV	<p>GENERAL SUMMARY</p> <p>Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents. Researches, plans, designs and administers planning/design and building projects applying knowledge of customer relations, programming of user needs, design, construction procedures, historic documentation, Americans with Disabilities Act, applicable standards, building codes, and building materials and methods.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Reviews, per Federal, State and Local codes and standards, design and evaluation calculations, drawings, and specifications. 2. Supports professional and para-professional engineering personnel engaged in the planning, design, and construction phases of engineering projects. 3. Applies expertise and provides guidance in architectural design and the resolution of architectural technical, code, regulatory, and safety issues. 4. Specific duties may include, but are not limited to, consulting with customers to determine needs; preparing designs and specifications; estimating costs and completion dates; integrating engineering elements; and monitoring the construction process to ensure compliance with specifications. 5. Developing professional expertise, applies applicable policies and procedures to resolve a variety of issues. Applies a variety of principles, theories, concepts and techniques as recognized within a profession or administrative specialty. 6. Provides resolutions to an assortment of problems of moderately complex scope where analysis of situations or data requires a review of a variety of factors. 7. Works independently and assists less senior personnel.

Labor Category	Position Description
	<p>8. Uses judgment and independent thinking to determine appropriate action.</p> <p>Requires Bachelor's degree in appropriate discipline plus 8 years direct experience, or Master's with 5 years direct experience or Doctorate with 2 years of direct experience.</p>
Sr. Architect I	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents. Researches, plans, designs and administers planning/design and building projects applying knowledge of customer relations, programming of user needs, design, construction procedures, historic documentation, Americans with Disabilities Act, applicable standards, building codes, and building materials and methods.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Reviews, per Federal, State and Local codes and standards, design and evaluation calculations, drawings, and specifications. 2. Advises professional and para-professional engineering personnel engaged in the planning, design, and construction phases of engineering projects. 3. Applies extensive expertise and provides guidance in architectural design and the resolution of architectural technical, code, regulatory, and safety issues. 4. Specific duties may include, but are not limited to, consulting with customers to determine needs; preparing designs and specifications; estimating costs and completion dates; integrating engineering elements; and monitoring the construction process to ensure compliance with specifications. 5. Uses professional expertise and applies applicable policies and procedures to resolve a variety of complex issues. Applies a variety of principles, theories, concepts and techniques as recognized within a profession or administrative specialty. 6. Provides resolutions to an assortment of problems of considerably complex scope where analysis of situations or data requires a review of a large variety of factors. 7. Works independently and assists less senior personnel. 8. Uses judgment and independent thinking to determine appropriate action. <p>Requires Bachelor's degree in appropriate discipline plus 10 years of related experience, or Master's with 7 years of related experience or Doctorate with 4 years of related experience.</p>
Sr. Architect II	<p>Same as Senior Architect I</p> <p>Requires Bachelor's degree in appropriate discipline plus 12 years of related experience, or Master's with 9 years direct experience or Doctorate with 6 years of direct experience.</p>
Sr. Architect III	<p>Same as Senior Architect II</p> <p>Requires Bachelor's degree in appropriate discipline plus 15 years of direct experience, or Master's with 12 years related experience or Doctorate with 10 years related experience.</p>
Civil Engineer I	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents.</p>

Labor Category	Position Description
	<p>FUNCTIONAL RESPONSIBILITIES</p> <p>In general terms, a Civil Engineer I performs engineering tasks utilizing best practices and standard techniques.</p> <ol style="list-style-type: none"> 1. Performs and reviews calculations and specialized analyses. 2. Gathers, correlates, and interprets technical data. 3. With some oversight, performs technical analysis and engineering studies to develop solutions for projects in accordance with applicable Federal, State and Local codes and standards. 4. With some oversight, prepares specifications, engineering analyses, reports, design descriptions, and other technical documents. Evaluates suppliers and materials to ensure compliance to authorized design documentation. 5. Prepares purchase requisitions, specifications and other related procurement documentation. 6. Coordinates assigned work with other technical personnel. <p>Requires Bachelor's degree in appropriate discipline plus 0 years of direct experience.</p>
Civil Engineer II	<p>GENERAL SUMMARY</p> <p>Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <p>In general terms, a Civil Engineer II performs engineering tasks utilizing best practices and standard techniques.</p> <ol style="list-style-type: none"> 1. Performs and reviews calculations and specialized analyses. 2. Gathers, correlates, and interprets technical data. 3. Independently performs technical analysis and engineering studies to develop solutions for projects in accordance with applicable Federal, State and Local codes and standards. 4. Independently prepares, specifications, engineering analyses, reports, design descriptions, and other technical documents. Evaluates suppliers and materials to ensure compliance to authorized design documentation. 5. Prepares purchase requisitions, specifications and other related procurement documentation. 6. Coordinates assigned work with other technical personnel. <p>Requires Bachelor's degree in appropriate discipline plus 5 years of direct experience, or Master's with 2 years direct experience or Doctorate with 0 years direct experience required.</p>
Civil Engineer III	<p>GENERAL SUMMARY</p> <p>Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <p>In general terms, a Civil Engineer III performs engineering tasks utilizing best practices and standard techniques.</p> <ol style="list-style-type: none"> 1. Performs and reviews calculations and specialized analyses.

Labor Category	Position Description
	<ol style="list-style-type: none"> 2. Gathers, correlates, and interprets technical data. 3. Independently performs technical analysis and engineering studies to develop solutions for projects in accordance with applicable Federal, State and Local codes and standards. 4. Independently prepares, specifications, engineering analyses, reports, design descriptions, and other technical documents. Evaluates suppliers and materials to ensure compliance to authorized design documentation. 5. Prepares purchase requisitions, specifications and other related procurement documentation. 6. Coordinates assigned work with other technical personnel. <p>Requires Bachelor's degree in appropriate discipline plus 15 years of direct experience, or Master's with 10 years direct experience or Doctorate with 7 years direct experience.</p>
Communications Engineer I	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents.</p> <p>FUNCTIONAL RESPONSIBILITIES In general terms, an Engineer performs engineering tasks utilizing best practices and standard techniques.</p> <ol style="list-style-type: none"> 1. Performs and reviews calculations and specialized analyses. 2. Gathers, correlates, and interprets technical data. 3. With some oversight, performs technical analysis and engineering studies to develop solutions for projects in accordance with applicable Federal, State and Local codes and standards. 4. With some oversight, prepares, specifications, engineering analyses, reports, design descriptions, and other technical documents. Evaluates suppliers and materials to ensure compliance to authorized design documentation. 5. Prepares purchase requisitions, specifications and other related procurement documentation. 6. Coordinates assigned work with other technical personnel. <p>Requires Bachelor's degree in appropriate discipline plus 0 years of direct experience.</p>
Communications Engineer II	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents.</p> <p>FUNCTIONAL RESPONSIBILITIES In general terms, a Civil Engineer II performs engineering tasks utilizing best practices and standard techniques.</p> <ol style="list-style-type: none"> 1. Performs and reviews calculations and specialized analyses. 2. Gathers, correlates, and interprets technical data. 3. Independently performs technical analysis and engineering studies to develop solutions for projects in accordance with applicable Federal, State and Local codes and standards.

Labor Category	Position Description
	<p>4. Independently prepares, specifications, engineering analyses, reports, design descriptions, and other technical documents. Evaluates suppliers and materials to ensure compliance to authorized design documentation.</p> <p>5. Prepares purchase requisitions, specifications and other related procurement documentation.</p> <p>Coordinates assigned work with other technical personnel.</p> <p>Requires Bachelor's degree in appropriate discipline plus 5 years direct experience, or Master's with 2 years direct experience or Doctorate with 0 years of direct experience.</p>
Communications Engineer III	<p>Same as Communications Engineer II</p> <p>Requires Bachelor's degree in appropriate discipline plus 15 years of direct experience, or Master's with 10 years direct experience or Doctorate with 7 years direct experience required.</p>
Design Manager	<p>GENERAL SUMMARY Supervises the engineering activity (all disciplines) on a project, or designated portions of a project, for a global business unit. Plans and directs engineering assignments on the project. Demonstrates technical responsibilities for interpreting, organizing, executing, and coordinating these assignments.</p> <p>Requires Bachelor's degree in engineering discipline plus 15 years of experience, or Master's in engineering with 10 years experience or Doctorate in Engineering with 7 years experience.</p>
Design/Drafter Technician I	<p>GENERAL SUMMARY Must have basic knowledge of computer-aided drafting techniques.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Produces and details routine drawings/layouts of basic components, facilities and/or systems. 2. Generates and/or modifies two-dimensional drawings based on information from others. 3. Develops basic computer-aided design (CAD) drawings and design models under the direction of a senior designer. <p>Requires high school diploma or G.E.D., plus 0 years of experience.</p>
Design/Drafter Technician II	<p>GENERAL SUMMARY Must have sound knowledge of computer-aided drafting techniques, CAD modeling and design and high-level three-dimensional (3-D) parametric CAD systems.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Produces and details routine drawings/layouts of basic components, facilities and/or systems. 2. Generates and/or modifies two-dimensional drawings based on information from others. 3. Uses industry codes, standards, and customer specifications to prepare work plans, drawings and layouts. 4. Works with engineering team to ensure drawing quality. Develops CAD drawings

Labor Category	Position Description
	<p>and design models under the direction of a senior designer.</p> <ol style="list-style-type: none"> 5. Performs calculations in support of technical problems. Applies engineering design principles to design and fabrication of components and assemblies as directed. 6. Produces work in accordance with budget and schedule constraints. 7. Understands fabrication, construction, operation, and maintenance requirements relevant to designated discipline. 8. Works independently and as part of a team. 9. Participates in process improvement activities. <p>Requires a high school diploma or G.E.D. with 2 years experience.</p>
Design/Drafter Technician III	<p>GENERAL SUMMARY Requires proficient knowledge of computer-aided drafting techniques, CAD modeling and design and high-level 3-D parametric CAD systems. Working knowledge of second CAD system.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Uses computer-aided design (CAD) equipment to produce unique drawings/layouts of components, facilities and/or systems. 2. Generates complete design packages for complex components, facilities and/or systems. 3. Uses industry codes, standards, and works with customer to develop specifications to prepare work plans, drawings and layouts. 4. Works with engineering team to ensure drawing quality. Develops non-routine CAD drawings and design models 5. Applies engineering design principles to design and fabricate components and assemblies. 6. Performs calculations in support of complex technical problems. Contributes to budget and schedule information. 7. Applies fabrication, construction, operation, and maintenance requirements relevant to designated discipline. 8. Works independently and as part of a team. 9. May supervise aspects of work. 10. Identifies process improvement activities. <p>Requires an undergraduate degree (minimum A.A.) in an engineering or technical subject, with 4 years experience.</p>
Design/Drafter Technician IV	<p>GENERAL SUMMARY Requires Advanced knowledge of computer-aided drafting techniques, CAD modeling and design and high-level 3-D parametric CAD systems. Proficient knowledge of second CAD system.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Uses computer-aided design (CAD) equipment to produce unique drawings/layouts of non-standard components, facilities and/or systems. 2. Generates complete design packages for complex components, facilities and/or systems and resolves design package issues. Independently defines design requirements and obtains customer approval.

Labor Category	Position Description
	<ol style="list-style-type: none"> 3. Reviews group standards and proposes improvements. Defines modeling structure for large, complex design projects. 4. Applies engineering design principles to design and fabricate complex and/or non-standard components and assemblies. 5. Performs complex calculations in support of unique technical problems. 6. Determines budget and schedule information. 7. Determines fabrication, construction, operation, and maintenance requirements for project. 8. Works independently and as part of a team. 9. Leads projects and supervises work. 10. Leads process improvement activities. <p>Requires an undergraduate degree (minimum Associate's) in an engineering or technical subject, with 6 years experience</p>
Design/Drafter Technician V	<p>GENERAL SUMMARY Expert knowledge of computer-aided drafting techniques, CAD modeling and design and high-level 3D parametric CAD systems. Proficient knowledge of second CAD system.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Uses computer-aided design (CAD) equipment to produce unique drawings/layouts of non-standard components, facilities and/or systems. 2. Generates complete design packages for complex components, facilities and/or systems and resolves design package issues. 3. Independently defines design requirements and obtains customer approval. 4. Reviews group standards and proposes improvements. Defines modeling structure for large, complex design projects. 5. Applies engineering design principles to design and fabricate complex and/or non-standard components and assemblies. 6. Performs complex calculations in support of unique technical problems. 7. Determines budget and schedule information. 8. Determines fabrication, construction, operation, and maintenance requirements for project. 9. Works independently and as part of a team. 10. Leads projects and supervises work. 11. Leads process improvement activities. <p>Requires an undergraduate degree (minimum Associate's) in an engineering or technical subject, with 10 years experience.</p>
Electrical Engineer I	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents.</p> <p>FUNCTIONAL RESPONSIBILITIES In general terms an Engineer performs engineering tasks utilizing best practices and standard techniques.</p> <ol style="list-style-type: none"> 1. Performs and reviews calculations and specialized analyses.

Labor Category	Position Description
	<ol style="list-style-type: none"> 2. Gathers, correlates, and interprets technical data. 3. With some oversight, performs technical analysis and engineering studies to develop solutions for projects in accordance with applicable Federal, State and Local codes and standards. 4. With some oversight, prepares, specifications, engineering analyses, reports, design descriptions, and other technical documents. Evaluates suppliers and materials to ensure compliance to authorized design documentation. 5. Prepares purchase requisitions, specifications and other related procurement documentation. 6. Coordinates assigned work with other technical personnel. <p>Requires Bachelor's degree in appropriate discipline plus 0 years of experience.</p>
Electrical Engineer II	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents.</p> <p>FUNCTIONAL RESPONSIBILITIES In general terms, a Civil Engineer II performs engineering tasks utilizing best practices and standard techniques.</p> <ol style="list-style-type: none"> 1. Performs and reviews calculations and specialized analyses. 2. Gathers, correlates, and interprets technical data. 3. Independently performs technical analysis and engineering studies to develop solutions for projects in accordance with applicable Federal, State and Local codes and standards. 4. Independently prepares, specifications, engineering analyses, reports, design descriptions, and other technical documents. Evaluates suppliers and materials to ensure compliance to authorized design documentation. 5. Prepares purchase requisitions, specifications and other related procurement documentation. <p>Coordinates assigned work with other technical personnel.</p> <p>Requires Bachelor's degree in appropriate discipline plus 5 years experience, or Master's with 2 years experience or Doctorate with 0 years of experience required.</p>
Electrical Engineer III	<p>Same as Electrical Engineer I</p> <p>Requires Bachelor's degree in appropriate discipline plus 15 years of experience, or Master's with 10 years experience or Doctorate with 7 years experience.</p>
Engineer I	<p>GENERAL SUMMARY Responsible for assigned activities within an engineering discipline in support of facility design, operation and maintenance. Applies broad and diversified knowledge of engineering principles and practices in the preparation of complex engineering analyses.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Performs all aspects of work in engineering operations within discipline. 2. Performs conventional structural design and analysis. Provides system integration within and across disciplines.

Labor Category	Position Description
	<ol style="list-style-type: none"> 3. Provides construction and project support. 4. May provide direction to technicians. 5. Able to work independently and as part of a team, Utilizes engineering technology to accomplish work. 6. Continuously improves work processes to meet customer needs. 7. Works under continual supervision and follows established directions. 8. Uses judgment within defined practices and procedures to determine appropriate actions. <p>Requires Bachelor's degree in appropriate discipline plus 0 years experience.</p>
Engineer II	<p>GENERAL SUMMARY Responsible for assigned activities within an engineering discipline in support of facility design, operation and maintenance. Applies broad and diversified knowledge of engineering principles and practices in the preparation of complex engineering analyses.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Performs all aspects of work in engineering operations within discipline. 2. Performs conventional structural design and analysis. Provides system integration within and across disciplines. 3. Provides construction and project support. 4. May provide direction to technicians. 5. Able to work independently and as part of a team, utilizes engineering technology to accomplish work. 6. Continuously improves work processes to meet customer needs 7. Works under limited direction; receives general instruction on new assignments. 8. Performs design, installation and commissioning of commercial, industrial and safety-related systems. <p>Requires Bachelor's degree in appropriate discipline plus 3 years of experience, or Master's with 0 years experience.</p>
Engineer III	<p>GENERAL SUMMARY Responsible for assigned activities within an engineering discipline in support of facility design, operation and maintenance. Applies broad and diversified knowledge of engineering principles and practices in the preparation of complex engineering analyses.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Performs all aspects of work in engineering operations within discipline. 2. Performs conventional structural design and analysis. 3. Provides system integration within and across disciplines. 4. Provides construction and project support. 5. May lead projects and supervise the work of others. 6. Able to work independently and as part of a team. 7. Utilizes engineering technology to accomplish work. 8. Leads work process improvement to meet customer needs. 9. Leads the design, installation and commissioning of commercial, industrial and safety-related systems.

Labor Category	Position Description
	Requires Bachelor's degree in appropriate discipline plus 7 years of experience, or Master's with 4 years experience or Doctorate with 0 years experience.
Engineer Manager I	<p>GENERAL SUMMARY Manages, oversees, and plans the activities of engineering, research engineering, and/or project engineering services within an engineering discipline. Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provides direction on engineering matters pertaining to the operations, research, program, projects, and/or designated engineering assignments. 2. Evaluates final results of work and projects to assure accomplishment of technical objectives. 3. Prepares and presents reports outlining the outcome of technical projects and makes recommendations for actions necessary to achieve desired results. 4. Selects, develops, and evaluates personnel to ensure the efficient operation of the function. <p>Requires Bachelor's degree in appropriate discipline plus 10 years of experience, or Master's with 7 years experience or Doctorate with 4 years experience. Preferred a professional license in an engineering discipline, or a license to practice architecture from a recognized licensing board, along with specialized courses in relevant general engineering or an appropriate engineering discipline, specialized course in management, progressive work experience, including supervision.</p>
Engineer Manager II	<p>GENERAL SUMMARY Manages, oversees, and plans the activities of engineering, research engineering, and/or project engineering services within an engineering discipline. Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provides direction on engineering matters pertaining to the operations, research, program, projects, and/or designated engineering activities. 2. Fosters new programs within and among disciplines. 3. Develops and presents milestones and evaluation criteria necessary to achieve desired organizational results. 4. Oversees the selection, development, and evaluation of personnel to ensure operational and laboratory requirements are met. 5. Has overall responsibility for developing and administering budgets, schedules, and performance standards for the organizational unit. Leads process improvement activities. <p>Requires Bachelor's degree in appropriate discipline plus 15 years of experience, or Master's with 12 years experience or Doctorate with 9 years experience. Preferred a professional license in an engineering discipline, or a license to practice architecture from a recognized licensing board, along with specialized courses in relevant general engineering or an appropriate engineering discipline, specialized course in management, progressive work experience, including supervision.</p>
Engineer	GENERAL SUMMARY

Labor Category	Position Description
Technologist I	<p>Uses the principles and theories of engineering, math and science to solve technical problems within discipline in support of engineering and engineering research. Supports engineering/projects in the performance of complex and demanding assignments requiring initiative and independent judgment. Basic knowledge of computer-aided drafting techniques, CAD modeling and design.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Responsible for assigned activities within an engineering discipline in support of facilities, design, operation, maintenance, project and/or research-based engineering. 2. May provide direction to technicians, with oversight. 3. Able to work as part of a team. 4. Utilizes engineering and computer technology to accomplish work. Continuously improves work processes to meet customer needs. <p>Requires Associates degree in engineering, technology, science or math discipline plus 0 years of experience.</p>
Engineer Technologist II	<p>GENERAL SUMMARY</p> <p>Uses the principles and theories of engineering, math and science to solve technical problems within discipline in support of engineering and engineering research. Supports engineering/projects in the performance of complex and demanding assignments requiring initiative and independent judgment. Working knowledge of computer-aided drafting techniques, CAD modeling and design.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Responsible for assigned activities within an engineering or science discipline in support of facilities, design, operation, maintenance, project and/or research-based engineering and science. 2. May provide direction to technicians. 3. Able to work independently and as part of a team. 4. Utilizes engineering and computer technology to accomplish work. 5. Continuously improves work processes to meet customer needs. <p>Requires Associates degree in engineering, technology, science or math discipline and 2 years of relevant experience.</p>
Engineer Technologist III	<p>GENERAL SUMMARY</p> <p>Uses the principles and theories of engineering, math and science to solve technical problems within discipline in support of engineering and engineering research. Supports engineering/projects in the performance of complex and demanding assignments requiring initiative and independent judgment. Expert knowledge of computer-aided drafting techniques, CAD modeling and design.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Responsible for assigned activities within an engineering discipline in support of facilities, design, operation, maintenance, project and/or research-based engineering. 2. May provide direction to technicians.

Labor Category	Position Description
	<ol style="list-style-type: none"> 3. Able to work independently and as part of a team. 4. Utilizes engineering and computer technology to accomplish work. 5. Continuously improves work processes to meet customer needs. <p>Requires Associates/Bachelor's degree in engineering, technology, science or math discipline and 8 years of relevant experience.</p>
ES&HQ Engineer I	<p>GENERAL SUMMARY</p> <p>Assists in the development, implementation, and evaluation of processes, procedures and applications contributing to the overall objectives of maintaining an effective environmental, safety, health and quality (ESHQ) quality assurance and quality control program including: product and process design/verification, product and process controls, continuous improvement, qualitative methods and tools and design and analysis of experiments. Entry-level position in professional field.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provides resolutions to an assortment of problems of limited complexity where analysis of situations or data requires a review of several factors. 2. Contributes to the fulfillment of projects and organizational objectives. 3. Builds productive internal/external working relationships. Requires little or no responsibility for making contacts outside of the immediate organization. 4. Continually supervised and follows established directions. 5. Receives detailed instructions on new projects or assignments. Work is reviewed for accuracy, soundness of judgment and overall adequacy. 6. Work is reviewed while in progress. 7. Uses judgment within defined practices and procedures to determine appropriate action. <p>Requires Associates degree in engineering, technology, science or math discipline plus 0 years of experience.</p>
ES&HQ Engineer II	<p>GENERAL SUMMARY</p> <p>Participates in the development, implementation, and evaluation of processes, procedures and applications contributing to the overall objectives of maintaining an effective ESHQ quality assurance and quality control program including: product and process design/verification, product and process controls, continuous improvement, qualitative methods and tools and design and analysis of experiments. Fully functioning professional. A seasoned, experienced professional with a full understanding of specialized area plus working knowledge of other related fields. Resolves a wide range of issues in creative ways. This job is the fully qualified, career-oriented level position.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provides resolutions to a diverse range of complex problems where analysis of data requires evaluation of identifiable factors. 2. Contributes to the development of organization's goals and objectives. 3. Requires limited responsibility for making routine contacts on general matters outside of the immediate organization. 4. Works under limited direction; receives general instructions on new assignments.

Labor Category	Position Description
	<p>Work is evaluated upon completion to ensure objectives have been met.</p> <ol style="list-style-type: none"> 5. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. 6. Determines approach to solutions, plans schedule and arranges own activities in accomplishing objectives. <p>Requires Associates degree in appropriate discipline plus 5 years experience, or Bachelor's with 2 years experience.</p>
ES&HQ Engineer III	<p>GENERAL SUMMARY</p> <p>Participates in the development, implementation, and evaluation of processes, procedures and applications contributing to the overall objectives of maintaining an effective environmental, safety, health and quality (ESHQ) quality assurance and quality control program, including: product and process design/verification, product and process controls, continuous improvement, qualitative methods and tools and design and analysis of experiments. Has wide-ranging experience, uses professional concepts and Laboratory objectives to resolve complex issues in creative and effective ways. Frequently contributes to the development of new theories and methods. Considered expert in field within the organization.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Develops resolutions to complex problems that require the frequent use of creativity and where analysis of situations or data requires an in-depth evaluation of variable factors. 2. Work is accomplished without considerable direction. May coordinate activities of other personnel. Exerts significant latitude in determining objectives of assignment, and determines the methods and procedures needed for new assignments. <p>Requires Bachelor's degree in appropriate discipline plus 8 years experience, or Master's with 5 years experience.</p>
ES&HQ Engineer IV	<p>GENERAL SUMMARY</p> <p>Guides the development, implementation, and evaluation of processes, procedures and applications contributing to the overall objectives of maintaining an effective environmental, health, safety and quality (EHSQ) quality assurance and quality control program. Individuals at this level have broad expertise or unique knowledge, uses skills to contribute to development of objectives and principles and to achieve goals in creative and effective ways.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Develops advanced concepts, techniques, and standards based on professional principles and theories. Viewed as an expert in the field within the Laboratory. 2. Works on unusually significant, unique or complex issues. Provides solutions that are highly creative and where analysis of situations or data requires an evaluation of intangibles. 3. Has impact on successes of future concepts, products or technologies. 4. Creates formal networks involving coordination among groups, and other key decision makers. Regular contacts with other resources internal and external to the

Labor Category	Position Description
	<p>organization.</p> <ol style="list-style-type: none"> 5. Works under consultative direction toward predetermined long-range targets. Assignments are often self-initiated. Virtually self supervisory. 6. Uses independent judgment for determining course of action to accomplish objectives. 7. Uses wide latitude in the methods, techniques and evaluation criteria for obtaining results. <p>Requires Bachelor's degree in appropriate discipline plus 12 years experience, or Master's with 9 years experience.</p>
Estimator I	<p>GENERAL SUMMARY Supports cost estimating efforts as directed during project and/or proposal activities.</p> <p>FUNCTIONAL RESPONSIBILITIES Assists in historical data analysis and maintenance of historical databases. Executes tasks within well-defined parameters.</p> <p>Requires a Bachelor's degree in appropriate discipline plus a minimum of two years related experience.</p>
Estimator II	<p>GENERAL SUMMARY Supports cost estimating, analysis and control activities as directed for projects or proposals.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Coordinates task execution with other Project Controls personnel or technicians. 2. Assists in historical data analysis and maintenance of historical databases, schedule development and in preparation of graphic presentations by summarizing estimating data. <p>Requires a Bachelor's degree in appropriate discipline plus a minimum of five years related experience.</p>
Fire Protection Engineer I	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents.</p> <p>FUNCTIONAL RESPONSIBILITIES In general terms, an Engineer performs engineering tasks utilizing best practices and standard techniques.</p> <ol style="list-style-type: none"> 1. Performs and reviews calculations and specialized analyses. 2. Gathers, correlates, and interprets technical data. 3. Independently performs technical analysis and engineering studies to develop solutions for projects in accordance with applicable Federal, State and Local codes and standards. 4. Independently prepares, specifications, engineering analyses, reports, design descriptions, and other technical documents. Evaluates suppliers and materials to ensure compliance to authorized design documentation. 5. Prepares purchase requisitions, specifications and other related procurement

Labor Category	Position Description
	<p>documentation.</p> <p>6. Coordinates assigned work with other technical personnel.</p> <p>Requires Bachelor's degree in appropriate discipline plus 0 years of experience.</p>
Fire Protection Engineer II	<p>Same as Fire Protection Engineer I</p> <p>Requires Bachelor's degree in appropriate discipline plus 5 years experience, or Master's with 3 years experience.</p>
Fire Protection Engineer III	<p>Same as Fire Protection Engineer I</p> <p>Requires Bachelor's degree in appropriate discipline plus 10 years of experience, or Master's with 7 years experience or Doctorate with 4 years experience.</p>
Fire Protection Engineer IV	<p>Same as Fire Protection Engineer I</p> <p>Requires Bachelor's degree in appropriate discipline plus 15 years of experience, or Master's with 12 years experience or Doctorate with 9 years experience.</p>
Graphical Support Specialist I	<p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Prepares, edits or modifies documents to provide a clear figures, diagrams, models, and illustrations. 2. Understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product. 3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc. 4. Demonstrates effective oral, analytical, written, and communication skills. 5. Assists with the writing/revision of all types of documents, such as reports, studies, proposals, and program and project plans. <p>Requires Associates degree in appropriate discipline plus 0 years of experience.</p>
Graphical Support Specialist II	<p>Same as Graphical Support Specialist I</p> <p>Requires Associates degree in appropriate discipline plus 5 years experience.</p>
Graphical Support Specialist III	<p>Same as Graphical Support Specialist I</p> <p>Requires Associates degree in appropriate discipline plus 8 years experience.</p>
Material Control Specialist I	<p>GENERAL SUMMARY</p> <p>Specialists are technical professionals who have specialty knowledge, training, or education in particular areas of expertise such as property management and environmental compliance.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Assesses the condition of facilities and develops plans and/or programs as needed to locate or excess materials and inventory. 2. Works with materials and management personnel to improve inventory and material handling processes

Labor Category	Position Description
	Requires Associates degree in appropriate discipline plus 0 years of experience.
Material Control Specialist II	Same as Material Control Specialist I Requires Associates degree in appropriate discipline plus 5 years experience, or Bachelor's with 3 years experience.
Material Control Specialist III	Same as Material Control Specialist I Requires Associates degree in appropriate discipline plus 15 years of experience, or Bachelor's with 10 years direct experience.
Mechanical Engineer I	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents.</p> <p>FUNCTIONAL RESPONSIBILITIES In general terms an Engineer performs engineering tasks utilizing best practices and standard techniques.</p> <ol style="list-style-type: none"> 1. Performs and reviews calculations and specialized analyses. 2. Gathers, correlates, and interprets technical data. 3. Independently performs technical analysis and engineering studies to develop solutions for projects in accordance with applicable Federal, State and Local codes and standards. 4. Independently prepares, specifications, engineering analyses, reports, design descriptions, and other technical documents. Evaluates suppliers and materials to ensure compliance to authorized design documentation. 5. Prepares purchase requisitions, specifications and other related procurement documentation. 6. Coordinates assigned work with other technical personnel. <p>Requires Bachelor's degree in appropriate discipline plus 0 years of experience.</p>
Mechanical Engineer II	Same as Mechanical Engineer I Requires Bachelor's degree in appropriate discipline plus 5 years experience, or Master's with 3 years experience.
Mechanical Engineer III	Same as Mechanical Engineer I Requires Bachelor's degree in appropriate discipline plus 15 years of experience, or Master's with 10 years experience.
Professional Staff Assistant I	<p>GENERAL SUMMARY Provides professional support for specialized functions, organizations, and/or programs, typically requiring the application of standard and/or established principles, theories, concepts, and techniques.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provides professional business, operational, and/or programmatic support for specialized functions, programs, and/or organizations. 2. Specific duties may include, but are not necessarily limited to: providing resource

Labor Category	Position Description
	<p>and project management; conducting research and assembling data for assigned specialized reports, presentations, and/or planning documents; planning meetings and conferences; and assisting in the analysis, design and implementation of business, operational, and/or programmatic initiatives to ensure organizational objectives.</p> <p>Requires High School Diploma or G.E.D. plus 0 years of experience.</p>
Professional Staff Assistant II	<p>Same as Professional Staff Assistant I</p> <p>Requires High School Diploma or G.E.D., plus 2 years experience.</p>
Professional Staff Assistant III	<p>Same as Professional Staff Assistant I</p> <p>Requires High School Diploma or G.E.D., plus 5 years experience.</p>
Professional Staff Assistant IV	<p>Same as Professional Staff Assistant I</p> <p>Requires High School Diploma or G.E.D., plus 10 years experience.</p>
Project Controls I	<p>GENERAL SUMMARY Supports cost estimating, analysis, and control activities and schedule development, maintenance, reporting, and monitoring activities, as directed.</p> <p>FUNCTIONAL RESPONSIBILITIES For a large project or staff group, duties encompass a variety of tasks, but remain within parameters established by the procedure or process being supported. For a medium projector staff group, duties encompass a variety of tasks that are required to support the project/group.</p> <p>Requires an Associate degree and 2 years related experience.</p>
Project Controls II	<p>GENERAL SUMMARY Performs cost estimating, analysis, and control activities, as directed.</p> <p>FUNCTIONAL RESPONSIBILITIES Performs schedule development, maintenance, and monitoring activities, as directed. Supervises cost engineering and/or planning and scheduling activities, when delegated.</p> <p>Requires an Associate degree and 5 years related experience.</p>
Project Controls III	<p>GENERAL SUMMARY Performs cost estimating, analysis, and control activities. Performs schedule development, maintenance, and monitoring activities.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Supports project organizational and administrative activities. 2. Supervises and provides technical direction for cost engineering and/or planning/scheduling activities, when delegated. 3. Ensures work is completed as scheduled. Identifies trends for management attention. 4. Has wide-ranging experience, uses professional concepts and Laboratory objectives to resolve complex issues in creative and effective ways.

Labor Category	Position Description
	<ol style="list-style-type: none"> 5. Frequently contributes to the development of new theories and methods. Considered expert in field within the organization. 6. Develops resolutions to complex problems that require the frequent use of creativity and where analysis of situations or data requires an in-depth evaluation of variable factors. 7. Work is accomplished without considerable direction. May coordinate activities of other personnel. 8. Exerts significant latitude in determining objectives of assignment, and determines the methods and procedures needed for new assignments. <p>Requires a Bachelor's degree and 8 years of related experience.</p>
Project Controls IV	<p>GENERAL SUMMARY Supervises schedule development, maintenance and monitoring activities. Supervise cost engineering analysis, and control activities.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Prepares and reviews or supervises the preparation and presentation of cost engineering and planning activities. 2. Supports project organizational and administrative activities. Responsible for cost engineering and cost analysis/control and planning and scheduling activities for projects with significant non-routine requirements or for discipline/projects/proposal cost and planning activities which require a high degree of technical skilled experience. 3. Demonstrated skill in identifying, analyzing, and providing innovative solutions to cost engineering and schedule guidance to projects. 4. Ensures work is completed as scheduled. Identification of cost trends for management attention. Has broad expertise or unique knowledge, uses skills to contribute to development of objectives and principles and to achieve goals in creative and effective ways. 5. Develops advanced concepts, techniques, and standards based on professional principles and theories. Viewed as expert in field within the Laboratory. Works on unusually significant, unique or complex issues, provides solutions that are highly creative and where analysis of situations or data requires an evaluation of intangibles. Has impact on success of future concepts, products or technologies. 6. Works under consultative direction toward predetermined long-range targets. Assignments are often self-initiated. Virtually self supervisory. 7. Uses independent judgment for determining course of action to accomplish objectives. Uses wide latitude in the methods, techniques and evaluation criteria for obtaining results. <p>Requires a Bachelor's degree and 12 years related experience.</p>
Project Engineer I	<p>GENERAL SUMMARY Planning, organizing and coordinating resources to successfully complete project goals and objectives.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 8. Manages and coordinates projects from conception through planning, execution,

Labor Category	Position Description
	<p>construction, start-up, and close-out.</p> <ol style="list-style-type: none"> 9. Develops and maintains formal customer contact, negotiates scope, schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 10. Develops and maintains Engineering Work Plans. 11. Directs and supervises all activities for assigned projects. 12. Coordinates the development of detailed scopes, budgets, and schedules. Monitors progress and initiates action to assure project objectives and schedules are met and work is performed within budget. 13. Plans, organizes, leads, and monitors effort of multiple discipline teams to accomplish project objectives. 14. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate codes, standards, procedures, and specifications. <p>Requires Bachelor's degree in appropriate discipline plus 5 years of experience.</p>
Project Engineer II	<p>Same as Project Engineer I</p> <p>Requires Bachelor's degree in appropriate discipline plus 10 years experience, or Master's with 5 years experience.</p>
Project Engineer III	<p>Same as Project Engineer I</p> <p>Requires Bachelor's degree in appropriate discipline plus 15 years of experience, or Master's with 10 years experience.</p>
Jr. Project Manager I	<p>GENERAL SUMMARY Planning, organizing and coordinating resources to successfully complete project goals and objectives.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget. 4. Provides leadership for the development and maintenance of high performance project teams. 5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives. 6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications. 7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. 8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the

Labor Category	Position Description
	<p>contract and that change orders are timely.</p> <p>9. Prepares or directs the preparation of progress and special reports to customers and management.</p> <p>Requires Bachelor's degree in appropriate discipline plus 0 years of experience.</p>
Jr. Project Manager II	<p>Same as Junior Project Manager I</p> <p>Requires Bachelor's degree in appropriate discipline plus 3 years experience.</p>
Jr. Project Manager III	<p>Same as Junior Project Manager I</p> <p>Requires Bachelor's degree in appropriate discipline plus 5 years of direct experience.</p>
Project Manager I	<p>GENERAL SUMMARY Planning, organizing and coordinating resources to successfully complete project goals and objectives.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget. 4. Provides leadership for the development and maintenance of high performance project teams. 5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives. 6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications. 7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. 8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely. 9. Prepares or directs the preparation of progress and special reports to customers and management. <p>Requires Bachelor's degree plus 8 years of project management experience, or Master's with 5 years of project management experience or Doctorate with 3 years of project management experience.</p>
Project Manager II	<p>Same as Project Manager I</p> <p>Requires Bachelor's degree plus 10 years of project management experience, or Master's with 7 years of project management experience or Doctorate with 5 years of project management experience.</p>
Project Manager III	<p>Same as Project Manager I</p>

Labor Category	Position Description
	Requires Bachelor's degree plus 12 years of project management experience, or Master's with 9 years of project management experience or Doctorate with 7 years of project management experience.
Sr. Project Manager I	<p>GENERAL SUMMARY Planning, organizing and coordinating resources to successfully complete project goals and objectives.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Manages and coordinates projects from conception through planning, engineering, procurement, execution, start-up, and close-out. 2. Develops and maintains formal customer contact, negotiates schedules and milestones, coordinates the participation of responsible entities and defines the major task areas. 3. Supervises the development of detailed budgets and schedules, monitors progress and initiates action to assure project objective and schedules are met and work is performed within budget. 4. Provides leadership for the development and maintenance of high performance project teams. 5. Plans, organizes, leads, and monitors effort of multiple teams to accomplish project objectives. 6. Leads teams to ensure project completion in a safe manner, within budget, on schedule, and in conformance with appropriate standards and specifications. 7. Initiates and directs the planning and development of the project execution plans, scope definition, project procedures, budgets, and project schedules. 8. Monitors and controls all contractual commitments to ensure that all work is being performed in accordance with the specifications, drawings, and terms of the contract and that change orders are timely. 9. Prepares or directs the preparation of progress and special reports to customers and management. <p>Requires Bachelor's degree plus 15 years of project management experience, or Master's with 12 years of project management experience or Doctorate with 10 years of project management.</p>
Sr. Project Manager II	<p>Same as Senior Project Manager I</p> <p>Requires Bachelor's degree plus 20 years of project management experience, or Master's with 17 years of project management experience, or Doctorate with 15 years of project management experience.</p>
Sr. Project Manager III	<p>Same as Project Manager I</p> <p>Requires Bachelor's degree plus 25 years of project management experience or Master's with 22 years of project management experience or Doctorate with 20 years of project management experience.</p>
Sr. Project Manager IV	<p>Same as Senior Project Manager I</p> <p>Requires Bachelor's degree in appropriate discipline plus 30 years, or Master's with 27 years</p>

Labor Category	Position Description
	experience or Doctorate with 25 years experience.
Project Planner I	<p>GENERAL SUMMARY Planning, organizing and coordinating resources to successfully complete project goals and objectives.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Develops project and project support planning documentation and provides oversight assessments of project management processes to determine effectiveness in selected areas. 2. Researches and validates requirements that lead to the development and publication of various project management and administrative documents and reports. <p>Requires Bachelor's degree in appropriate discipline plus 0 years of experience.</p>
Project Planner II	<p>Same as Project Planner I</p> <p>Requires Bachelor's degree in appropriate discipline plus 5 years experience, or Master's with 3 years experience.</p>
Project Planner III	<p>Same as Project Planner I</p> <p>Requires Bachelor's degree in appropriate discipline plus 15 years experience, or Master's with 10 years experience or Doctorate with 7 years experience.</p>
Project Specialist I	<p>GENERAL SUMMARY Specialists are technical professionals who have specialty knowledge of the tools typically utilized by project managers in execution of a project.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Researches and validates requirements that lead to the development and publication of various project management and administrative documents and reports. 2. Prepares, edits or modifies project documents to provide a clear figures, diagrams, models, and illustrations while understanding the technical terminology related to the documents. 3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc., and extracts data from reference material, compiles, analyzes and prepares or helps prepare information for studies or reports. 4. Develops all documentation to support assessments and participate as a subject matter expert on assess teams. 5. Project schedules, project planning, project closeout, project documentation, project lessons learned 6. Prepares Project management training and certification 7. Configuration management, planning; identification, base line, change control, verification of configuration items, 8. Requirements management planning 9. Scheduling and earned value processes

Labor Category	Position Description
	Requires BS/BA degree plus 0 years of experience, or Associates degree and 3 years experience in related project management functions.
Project Specialist II	Same as Project Specialist I Requires BS/BA degree plus 3 years experience in related project management functions.
Quality Manager	<p>GENERAL SUMMARY Directs, manages and performs a wide variety of tasks to facilitate the management and implementation of effective quality assurance programs, including development of QA programs and procedures, implementation and coordination of QA programs, and independent verification of compliance and effectiveness with applicable QA documents. Has extensive assurance experience and applies judgment toward solving complex issues.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Manage teams that develop, maintain, and update QA program documents. 2. Coordinate QA program activities. 3. Manage audits, surveillances, inspections and reviews. 4. May perform other activities as assigned. <p>Requires BS/BA degree plus 15 years experience in related QA functions.</p>
Safety Analysis/AB	<p>GENERAL SUMMARY Tests and analyzes environments, equipment, chemicals or structures to ensure the safety of workers and civilians.</p> <p>FUNCTIONAL RESPONSIBILITIES Using a variety of tools, equipment and regulatory guidelines, safety analysts take measurements and samples, record data and inspect work areas or structures to ensure safety.</p> <p>Requires BS/BA degree plus 5 years experience in related project management functions.</p>
Specialized Engineer I	<p>GENERAL SUMMARY Responsible for assigned activities within a specialized engineering discipline in support of nuclear facility design, operation and/or maintenance. Applies specific knowledge of engineering principles and practices in the preparation of complex engineering analyses. Includes specialized mechanical, electrical, civil, structural, fire protection, industrial, and nuclear engineers. Level I relies on limited experience and judgment to plan and accomplish goals.</p> <p>Requires Bachelor of Science degree in engineering or science plus 2 years experience.</p>
Specialized Engineer II	<p>GENERAL SUMMARY Responsible for assigned activities within a specialized engineering discipline in support of nuclear facility design, operation and/or maintenance. Applies specific knowledge of engineering principles and practices in the preparation of complex engineering analyses. Includes specialized mechanical, electrical, civil, structural, fire protection, industrial, and nuclear engineers.</p> <p>Requires Bachelor of Science degree in engineering or science plus 5 years experience or a</p>

Labor Category	Position Description
	Master of Science degree in engineering or science and 2 years experience. Professional Engineer license desired.
Specialized Engineer III	<p>GENERAL SUMMARY Responsible for assigned activities within a specialized engineering discipline in support of nuclear facility design, operation and/or maintenance. Applies specific knowledge of engineering principles and practices in the preparation of complex engineering analyses. Includes specialized mechanical, electrical, civil, structural, fire protection, industrial, and nuclear engineers.</p> <p>Requires Bachelor of Science degree in engineering or science plus 9 years experience or a Master of Science degree in engineering or science and 6 years experience. Professional Engineer license desired.</p>
Specialized Engineer IV	<p>GENERAL SUMMARY Responsible for assigned activities within a specialized engineering discipline in support of nuclear facility design, operation and/or maintenance. Applies specific knowledge of engineering principles and practices in the preparation of complex engineering analyses. Includes specialized mechanical, electrical, civil, structural, fire protection, industrial, and nuclear engineers. Level IV relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Requires Bachelor of Science degree in engineering or science plus 13 years experience or a Master of Science degree in engineering or science and 10 years experience. Professional Engineer license desired.</p>
Specialized Engineer V	<p>GENERAL SUMMARY Responsible for assigned activities within a specialized engineering discipline in support of nuclear facility design, operation and/or maintenance. Applies specific knowledge of engineering principles and practices in the preparation of complex engineering analyses. Includes specialized mechanical, electrical, civil, structural, fire protection, industrial, and nuclear engineers. Level V relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Requires Bachelor of Science degree in engineering or science plus 17 years experience or a Master of Science degree in engineering or science and 15 years experience. Professional Engineer license desired.</p>
Structural Engineer I	<p>GENERAL SUMMARY Apply technical and scientific knowledge in order to develop studies, evaluations, specifications, reports, design descriptions, and other engineering technical service documents.</p> <p>FUNCTIONAL RESPONSIBILITIES In general terms an Engineer performs engineering tasks utilizing best practices and standard techniques.</p> <ol style="list-style-type: none"> 1. Performs and reviews calculations and specialized analyses. 2. Gathers, correlates, and interprets technical data. 3. Independently performs technical analysis and engineering studies to develop solutions for projects in accordance with applicable Federal, State and Local codes and standards.

Labor Category	Position Description
	<ol style="list-style-type: none"> 4. Independently prepares, specifications, engineering analyses, reports, design descriptions, and other technical documents. Evaluates suppliers and materials to ensure compliance to authorized design documentation. 5. Prepares purchase requisitions, specifications and other related procurement documentation. 6. Coordinates assigned work with other technical personnel. <p>Requires Bachelor's degree in appropriate discipline plus 0 years of experience.</p>
Structural Engineer II	<p>Same as Structural Engineer I</p> <p>Requires Bachelor's degree in appropriate discipline plus 5 years experience, or Master's with 3 years experience.</p>
Structural Engineer III	<p>Same as Structural Engineer I</p> <p>Requires Bachelor's degree in appropriate discipline plus 15 years of experience, or Master's with 10 years experience or Doctorate with 7 years experience.</p>
Technical Work Manager I	<p>GENERAL SUMMARY Supervises and monitors the daily work activities of employees who provide technical support for engineering and engineering research.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Establishes work plans/schedules, resolves technical issues, reviews and approves workflow documentation. 2. Serves as a primary point of contact for all work. Coordinates work efforts with other functional support entities, such as Procurement, Environmental groups, etc. 3. Provides cross-discipline technical knowledge of engineering work, procedures, standards and requirements. 4. Integrates technical support activities to ensure overall goals and deliverables are met. Identifies and resolves work process issues. <p>Requires high school diploma or G.E.D. and 4 years of experience in engineering technical support or engineering technology.</p>
Technical Work Manager II	<p>GENERAL SUMMARY Supervises and monitors the daily work activities of employees who provide technical support for engineering and engineering research.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Establishes multiple-team work plans/schedules, resolves complex work issues, develops and implements workflow processes. 2. Acts as primary interface for all engineering/technical matters. 3. Participates as a member of the management team. 4. Serves as a technical representative/liaison for the group/division. 5. Manages technical support activities to ensure group/division goals and deliverables are met. 6. Leads team in executing strategy and objectives for the organization. <p>Requires Associates degree and 6 years of experience in an engineering technology</p>

Labor Category	Position Description
	discipline.
Technical Writer I	<p>GENERAL SUMMARY Preparing, planning, organizing, controlling, administering activities associated with the day-to-day business goals of the organization, project or task. Typically involves aspects such as correspondence control; organization and maintenance of documents, records, and files; preparing reports, correspondence, and agendas; and assisting others to accomplish tasks.</p> <p>FUNCTIONAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Prepares, edits or modifies technical documents to provide a clear and concise text. 2. Understands technical terminology related to Engineering, Construction or Operation and Maintenance and possesses the ability to become familiar with a technical process or product. 3. Compiles and logically organizes information to be included in documents such as calculations, specifications, formal reports etc. 4. Demonstrates effective oral, analytical, written, and communication skills. 5. Assists with the writing/revision of all types of documents, to include specifications, engineering work plans and other technical documents. <p>Requires Bachelor's degree in appropriate discipline plus 0 years of experience.</p>
Technical Writer II	<p>Same as Technical Writer I Requires Bachelor's degree in appropriate discipline plus 5 years experience.</p>
Technical Writer III	<p>Same as Technical Writer I Requires Bachelor's degree in appropriate discipline plus 10 years experience.</p>

For all Navarro positions, experience may be used in lieu of education. One year experience shall substitute for one year of education. For example, an employee with no degree may meet the requirement of a bachelor's degree by utilizing 4 years of experience. An employee with an associate's degree may meet the requirement of a bachelor's degree by utilizing their associates degree plus two years experience. Master's degree requirement may be met by utilizing 6 years experience if no degree; an associates plus 4 years experience; or a bachelor's degree plus 2 years experience. Ph.D. requirements may be met with eight years of experience with no degree; an Associate's degree plus 6 years experience; a bachelor's degree plus 4 years experience; or a master's degree plus 2 years of experience. Any experience utilized to fulfill educational requirements cannot also count towards the position's required number of years of experience.

Engineers, Scientists, and Technical Subject Matter Experts cannot use experience to fulfill the requirement for a Bachelors Degree.

**** Service Contract Act (SCA) Matrix**

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant I	01113 - General Clerk III	05-2493
Administrative Assistant II	01020 - Administrative Assistant	05-2493
Administrative Assistant III	01020 - Administrative Assistant	05-2493
Administrative Assistant IV	01020 - Administrative Assistant	05-2493
Administrative Assistant	01312 - Secretary II	05-2493
Administrator I	01311 - Secretary I	05-2493
Administrator II	01312 - Secretary II	05-2493
Administrator III	01313 - Secretary III	05-2493
Design/Drafter Technician I	30061- Drafter/CAD Operator I	05-2493
Design/Drafter Technician II	30062- Drafter/CAD Operator II	05-2493
Design/Drafter Technician III	30063- Drafter/CAD Operator III	05-2493
Design/Drafter Technician IV	30064- Drafter/CAD Operator IV	05-2493
Design/Drafter Technician V	30064- Drafter/CAD Operator IV	05-2493
Technician I	30081 - Engineering Technician I	05-2493
Technician II	30082 - Engineering Technician II	05-2493
Engineering Technologist I	30081 - Engineering Technician I	05-2493
Engineering Technologist II	30082 - Engineering Technician II	05-2493
Engineering Technologist III	30083 - Engineering Technician III	05-2493

The Service Contract Act (SCA) is applicable to this contract and it includes an SCA applicable labor category. The price for the SCA labor category is based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix. The price offered is based on the preponderance of where work is performed and should the contractor perform in an area with a lower SCA rate, resulting in a lower wage being paid, the task order price will be discounted accordingly.