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 – Multiple Award Schedule

Federal Supply Group: Professional Services    Class: R706
Contract Number: GS-00F-088CA
Price list current as of Modification -A812, effective April 14, 2020
For more information on ordering from Federal Supply Schedules
Click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering
Contract Period: April 01, 2020 - March 31, 2025

Contractor: Management Support Technology, Inc.
3701 Pender Drive, Suite 505
Fairfax, VA 22030-7471

Business Size: Small Business / Service Disabled Veteran Owned Small Business

Telephone: (703) 385-5841
Extension: 317
FAX Number: (703) 385-5843
Web Site: www.msti-net.com
E-mail: rlowstuter@msti-net.com
Contract Administration: Rose Lowstuter

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>MAS SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541614SVC</td>
<td>Supply and Value Chain Management</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
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</table>

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

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

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

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


7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days. Information for ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards will accept or will not accept above the micro-purchase threshold: Will Accept

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

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

13a. Ordering Address(es): Same as Contractor

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

14. Payment address(es): Same as company address

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

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

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

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

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

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, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov.

25. Data Universal Numbering System (DUNS) number: 783603814

26. Notification regarding registration in System for Award Management (SAM) database: Registered

27. Final Pricing:

<table>
<thead>
<tr>
<th>MAS SIns: 541611, OLM</th>
<th>Option Period 1 Hourly Prices - Contractor Site</th>
</tr>
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<tr>
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<td>Year 6 to Year 7 to Year 8 to Year 9 to Year 10 to</td>
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<tr>
<td>Labor Categories</td>
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<td>Subject Matter Expert</td>
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<tr>
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### Option Period 1 Hourly Prices - Contractor Site

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<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
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<tbody>
<tr>
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</table>

Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 2%; escalation for the option period(s) is subject to re-evaluation when/if the option(s) is exercised.

### Option Period 1 Hourly Prices - Government Site

<table>
<thead>
<tr>
<th>Labor Categories</th>
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<th>Year 8</th>
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<th>Year 10</th>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Clerk I</td>
<td>$37.07</td>
<td>$38.33</td>
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<td>Accounting Clerk III</td>
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<tr>
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Service Contract Act:

MAS SIN: 541614SVC

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<thead>
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<th>SCA Eligible Contract Labor Category</th>
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Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 3.4%; escalation for the option period(s) is subject to re-evaluation when/if the option(s) is exercised.
The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

**LABOR CATEGORY DESCRIPTIONS - MAS SiNs: 541611, OLM**

**Job Title: Program Executive**

**Minimum/General Experience:** The Program Executive (PE) shall have a minimum of more than ten years project experience, including more than six years management experience. The remainder may be specialized or general experience in project development from inception to implementation, with a demonstrated ability to provide guidance and direction in tasks similar to those identified in the Statement of Work. The PE will manage large-scale contracts, usually multi-year, and multiple task contracts. Program directors and project managers may report to program executives on large contracts.

**Functional Responsibility:** The PE shall direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The PE must be able to:

- Manage multiple concurrent analysis and development tasks serve as the contractor's point of contact with the government contracting officer and the government contracting officer's representative
- Formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates
- Manage and control funds and resources
- Monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders

**Minimum Education:** The individual shall possess a Bachelor of Science (BS) degree or higher in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field. A master's degree in any of the above mentioned disciplines can substitute for three years’ experience.

**Job Title: Program Director**

**Minimum/General Experience:** The Program Director (PD) shall have a minimum of ten years project experience, including six years management experience. The remainder may be specialized or general experience in project development from inception to implementation, with a demonstrated ability to provide guidance and direction in tasks similar to those identified in the
Statement of Work. Project Managers, also called Task Order Managers on some contracts) report to the Program Director on large-scale contracts.

**Functional Responsibility:** The PD shall direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The PD must be able to:
- manage multiple concurrent analysis and development tasks
- serve as the Contractor's Point of Contact with the Government Contracting Officer and the Government Contracting Officer's Representative
- formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates
- manage and control funds and resources
- monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders

**Minimum Education:** The individual shall possess a Bachelor of Science (BS) degree or higher in relevant or related field. A master's degree in a relevant or related discipline can substitute for three years' experience.

**Job Title: Project Manager**

**Minimum/General Experience:** The Project Manager (PM), also called Task Order Manager on larger task order contracts, shall have a minimum of seven years of project experience, including three years management experience. The remainder may be specialized or general experience in project development from inception to implementation, with a demonstrated ability to provide guidance and direction in tasks similar to those identified in the Statement of Work.

**Functional Responsibility:** The PM shall direct, plan, organize, control and manage the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The PM must be able to:
- Manage multiple concurrent analysis and development tasks
- Serve as the Contractor's Point of Contact with the Government Contracting Officer and the Government Contracting Officer's Representative
- Formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates
- Manage and control funds and resources
- Monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders

**Minimum Education:** The individual shall possess a Bachelor of Science (BS) degree or higher in Engineering, Computer Science, Management Information Systems, Logistics, Management, or a related field. A master's degree in any of the above mentioned disciplines can substitute for three (3) years’ experience.

**Job Title: Quality Assurance Manager**

**Minimum/General Experience:** The Quality Assurance Manager (QA Manager) must have at least four years quality assurance experience, of which two years’ experience must include federal government contracts.

**Functional Responsibility:** The QA Manager is responsible for all customer contracts. Individual will:
- Review all task orders and contracts for consistency and address all discrepancies in a timely fashion
- Ensure all required reports and deliverables are submitted in a timely fashion
- Assist in the design or development of new or improved contract administration practices, which will result in a high performance level, in compliance with the FAR
- Interface with the corporate and project management to review quality assurance activities for consistency with the company's policy and adherence to the contract's requirements function as contract administrator on the task/project

**Minimum Education:** Individual must have a bachelor's degree in relevant or related field. A Master's degree is preferred, but not required.

**Job Title: Senior Subject Matter Expert**

**Minimum/General Experience:** Six years' experience in a relevant discipline or area of expertise. Possible areas of expertise include but are not limited to information technology, information analysis, system safety, Human Factors, Reliability and Maintainability (R &M), contracting, contract management, Electromagnetic Compatibility (EMC), Quality Assurance, Test & Evaluation, Industrial Process, Manufacturing, Aeronautics, Environmental Protection, Communications, Acquisition Management, financial analysis, financial management or Logistics. Experience in isolating, and resolving problems. Ability to explain issues to others in a manner that facilitates informed decision making. May include experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT) applied to information
architectures/information warfare, including the use of client-server systems, distributed data bases, both wide-area and local-area communications, and a performance-based acquisition process. May include experience in financial analysis and management, cost estimating and analysis, budgeting and performance measurement. Also known as Acquisition Specialist. Functional Responsibility: Plans and executes complex tasks and projects relevant to subject matter. May lead the effort of others. Reduces issues to practical recommended options. Explains recommendation to decision-maker in terms that permit decisions. Performs studies and analyses on subject within the technical scope of work.

**Minimum Education:** Bachelor's degree in mathematics, engineering, business or other disciplines, or equivalent additional experience is required.

**Job Title: Senior Procurement Analyst**

**Minimum/General Experience:** Five (5) years of progressive federal procurement experience including procurement planning, procurement, and contract administration. Must demonstrate in-depth knowledge of federal procurement regulations, policies and procedures. Must have at least three (3) years of experience working with federal contracting officers.

**Functional Responsibility:** At least two (2) years of experience with information technology specifications and source information related to procurements of IT equipment. Must demonstrate the most recent two (2) years of work experience with new models and types of contract types and have demonstrated knowledge and experience of the benefits and difficulties of using various types of contracts. Should have experience of the benefit and difficulties of using various types of contracts. Should have experience negotiating COTS technical support agreements for hardware, software and communications for government clients.

**Minimum Education:** Bachelor's Degree.

**Job Title: Senior Systems Engineer**

**Minimum/General Experience:** The Senior Systems Engineer shall have a minimum of eight years’ experience in the design, development, testing, implementation, and technical management of communications and computer hardware systems and two years management level experience.

**Functional Responsibility:** The Senior Systems Engineer shall act as the project leader for required automated information systems, communication systems, and software to include concept design, architecture, development, and testing. The Senior System Engineer shall interact with the technical staff, functional analysts, field sites, and the customer to ensure engineering requirements for developing and enhancing automated information systems, communication systems, and software are satisfied. This individual shall interact and coordinate directly with the PM for all activities related to the architectural design and development of automated systems. The Senior Systems Engineer must be able to:

- Provide technical leadership and guidance to analysts, engineers, programmers, and technical staff
- Serve as the technical lead for the PM in developing specific architectural capabilities and fielding communications and hardware systems
- Provide architectural/engineering alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities to designated sites
- Interface with users to obtain status and recommendations concerning engineering and architectural enhancements to automated and communication systems

**Minimum Education:** The Senior Systems Engineer shall possess a Bachelors' degree or higher in information systems, computer science, electrical engineering or a related field. A master's degree in any of the above mentioned disciplines can substitute for three years' experience.

**Job Title: Systems Engineer**

**Minimum/General Experience:** The Systems Engineer shall have a minimum of four years’ experience in the design, development, testing, implementation, and technical management of communications and computer hardware systems.

**Functional Responsibility:** The Systems Engineer works with the project leader or Senior Systems Engineer for required automated information systems, communication systems, and software to include concept design, architecture, development, and testing. The System Engineer shall interact with the technical staff; functional analysts, field sites, and the customer to ensure engineering requirements for developing and enhancing automated information systems, communication systems, and software are satisfied. This individual shall interact and coordinate directly with the PM for all activities related to the architectural design and development of automated systems. The Systems Engineer must be able to:

- Work with analysts, engineers, programmers, and technical staff
- Work with senior staff to develop specific architectural capabilities and fielding communications and hardware systems
- Provide architectural/engineering alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities to designated sites
Interface with users to obtain status and recommendations concerning engineering and architectural enhancements to automated and communication system

**Minimum Education:** The Systems Engineer shall possess a Bachelors’ degree or higher in information systems, computer science, electrical engineering or a related field. If individual does not have a degree, eight years of experience may be substituted for a bachelor’s degree, four years for an associate degree.

**Job Title: Senior Systems Analyst**

**Minimum/General Experience:** The Senior Systems Analyst shall have a minimum of eight years’ experience in the design, development, testing, implementation, and technical management of automated information systems and two years management level experience. The individual shall also understand systems design and operations; have knowledge of programming; an ability to analyze the impact of implementing new systems into existing logistics systems; and, the experience to ensure that all system requirements are thoroughly reviewed and documented.

**Functional Responsibility:** The Senior Systems Analyst shall work as the group leader to identify, define and document program requirements. The individual shall be able to analyze, develop, and evaluate, improvements in methods, procedures and techniques for the targeted systems. The Senior System Analyst shall interact with the technical staff and the customer to ensure requirements for developing and enhancing systems are satisfied. This individual shall interface directly with the PM for all activities related to the technical design and development of systems. The Senior Systems Analyst must be able to:

- Serve as the technical lead for the PM in developing specific functional capabilities and fielding systems and/or software to designated sites
- Provide alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interface with users to obtain status and recommendations concerning operations and enhancements to automated systems

**Minimum Education:** The Senior Systems Analyst shall possess a BS degree or higher in information systems, computer science, or a related field. A master’s degree in any of the above mentioned disciplines can substitute for three years’ experience.

**Job Title: Systems Analyst**

**Minimum/General Experience:** The Systems Analyst shall have three to five years’ experience in all aspects of the systems analysis discipline. The individual shall possess specialized experience in system hardware; operating systems; object-oriented analysis, design, and programming methodologies; structured analyses; integrated computer-aided software engineering (CASE) tools; and software development and debugging tools as they relate to the requirements of the specific delivery orders.

**Functional Responsibility:** The Systems Analyst shall perform functional and system analyses of customer requirements and shall be responsible for the development of functional specifications. Responsibilities include:

- Designing, developing and applying systems; performing requirements analysis; analyzing, developing, designing code, testing and modifying software programs
- Supervising and providing direction to programmers and analysts
- Interacting with the technical staff, functional analysts, field sites, and the customer in the technical aspects of the design, development, testing, and implementation of systems
- Participating in system design efforts and software development
- Collecting and analyzing data from legacy systems
- Directing data reduction and processing
- Providing alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interfacing with users to obtain status and recommendations concerning operations and enhancements to automated systems

**Minimum Education:** The Systems Analyst shall possess a BS degree or higher in computer science, management information systems, or a related technical discipline. A master’s degree in any of the above mentioned disciplines can substitute for three years general experience. A minimum of ten years’ experience acquired through progressively responsible positions, such as supervisory, technical, or staff coordination duties can be substituted for a bachelor’s degree.

**Job Title: Junior Systems Analyst**

**Minimum/General Experience:** The Junior Systems Analyst shall have one to three years’ experience in all aspects of the systems analysis discipline. The individual shall possess specialized experience in system hardware; operating systems; object-oriented analysis, design, and programming methodologies; structured analyses; integrated computer-aided software
engineering (I-CASE) tools; and software development and debugging tools as they relate to the requirements of the specific delivery orders.

**Functional Responsibility:** The Junior Systems Analyst shall perform functional and system analyses of customer requirements and shall be responsible for the development of functional specifications. Responsibilities include:

- Designing, developing and applying systems; performing requirements analysis; analyzing, developing, designing code, testing and modifying software programs
- Interacting with the technical staff, functional analysts, field sites, and the customer in the technical aspects of the design, development, testing, and implementation of systems
- Participating in system design efforts and software development
- Collecting and analyzing data from legacy systems
- Directing data reduction and processing
- Providing alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interfacing with users to obtain status and recommendations concerning operations and enhancements to automated systems

**Minimum Education:** The Junior Systems Analyst shall possess an Associate's degree or higher in computer science, management information systems, or a related technical discipline. A master's degree in any of the above mentioned disciplines can substitute for three years general experience. A minimum of ten years’ experience acquired through progressively responsible positions, such as supervisory, technical, or staff coordination duties can be substituted for a bachelor's degree.

**Job Title:** Technician

**Minimum/General Experience:** Three years of progressive experience in personal computer (PC) software installation, upgrade, and repair.

**Functional Responsibility:** Performs direct technical work on projects. Works under general supervision and installs, operates, configures, troubleshoots, and repairs FIP resources.

**Minimum Education:** Individual must have at least a High School Diploma.

**Job Title:** Graphic Artist

**Minimum/General Experience:** Mechanical and drafting skills; good oral and written English language skills. Two years of design work in PC and/or Macintosh environments. Experience in graphic design packages (i.e. Corel Draw, PageMaker, Microsoft Publisher, Microsoft PowerPoint, etc.).

**Functional Responsibility:** Direct the artwork production; provide art preparation, layout and editing; content creation; work with end-user; create graphics using original artwork and clip art. Must have extensive knowledge of page layout and fonts.

**Minimum Education:** Four-year college degree (Bachelor of Fine Arts, Graphic Arts or related area) plus industry experience. Four years industry experience may be substituted for a degree.

**Job Title:** Training Specialist

**Minimum/General Experience:** Must have four years’ experience in training. Experience in developing and providing end-user training in specified tasks. Identify training and documentation requirements. Produce training and documentation plan. Instruct personnel by conducting formal classroom courses, workshops and seminars. Demonstrated ability to communicate orally and in writing.

**Functional Responsibility:** Conducts the research necessary to develop and revise training courses. Develop and revises these courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

**Minimum Education:** The Training Specialist shall possess a Bachelor's Degree or equivalent with a minimum of four (4) years of general experience. Four (4) years of general experience is considered equivalent to a Bachelor's Degree.

**Job Title:** Technical Writer

**Minimum/General Experience:** The Technical Writer must have a minimum of two years’ experience in analyzing, organizing, developing, preparing, writing, editing, and printing manuals, presentations, technical specifications, process or data flow diagrams, and complex analytical reports. Specific experience with documentation in accordance with military or other standards may be required on specific tasks or contracts. The Technical Writer must be well-versed in word processing and presentation software applications and proficient in graphics and spreadsheet applications.
**Job Title: Administrative Assistant**

**Minimum/General Experience:** The Administrative Assistant (Admin) must have two to five years administrative support experience. The Admin must possess good verbal and written skills and must be well versed in word processing software applications and proficient in spreadsheet and presentation applications.

**Functional Responsibility:** General responsibilities include:
- applying principles and practices of business administration, organization, general accounting, program budgeting, and personnel management and employment laws
- working with senior management to achieve goals and objectives
- working independently to plan, organize, schedule, coordinate, and make decisions and judgments relating to assigned projects and other responsibilities
- performing staff assistance on difficult-to-complex projects and programs

The Admin is responsible for general office functions to include screening telephone calls, visitors, and incoming correspondence; filing; word processing; coordinating travel arrangements; distributing outgoing correspondence; obtaining supplies; and preparing calendars, correspondences, forms, charts (i.e., graphics), reports, and tables. The Admin reviews outgoing materials and correspondence to ensure that documents conform to prescribed formats and are processed according to defined procedures.

**Minimum Education:** The Administrative Assistant must have a Bachelor's Degree or two years’ experience performing responsible general administrative work. A high school diploma and four years’ experience may also be substituted for a degree.

**Job Title: Senior Facilitator**

**Minimum/General Experience:** The senior facilitator will have a minimum of five years facilitation experience and a minimum of five years’ experience managing or assisting groups in achieving organizational goals; or an equivalent combination of the two. The senior facilitator's experience will include planning, conducting, and reporting the results of facilitation sessions. He/she will possess substantial experience leading sessions addressing complex, sensitive, and/or controversial issues, as well as dealing with senior level or high conflict groups.

**Functional Responsibility:** The Senior Facilitator will: Plan, lead, and provide documentation for facilitated discussions and meetings; Assist groups in productively discussing key and/or sensitive issues; Provide interpretation and recommendations to aid client in understanding and responding to meeting/session outcomes; Be particularly adept at leading sessions with senior level staff or highly sensitive issues. The Senior Facilitator will:
- Consult with clients to gain an understanding of the objectives, issues, and organizational context.
- Develop agenda and or protocol to guide discussion.
- Develop, when needed; plan to identify appropriate participants (e.g. sampling plan) to meet client needs.
- Lead discussions in a manner that helps participants productively address key issues and stay on schedule.
- Assist participants in delving into sensitive issues.
- Manage conflict such that it facilitates productive discussion of the issues.
- Summarize, reflect, and maintain a record of key issues & comments raised during the meeting.
- Provide a summary of meeting/session themes, issues, results, and/or plans.

**Minimum Education:** The individual must possess a Master's or equivalent degree, or an equivalent combination of education and experience.

**Job Title: Facilitator**
Minimum/General Experience: The Facilitator shall have a minimum of two years of facilitation experience and a minimum of four years of organizational experience assisting groups in achieving organizational goals. The Facilitator’s experience will include all phases of the facilitation process (i.e., planning, conducting, reporting, assisting with follow-up, etc.)

Functional Responsibility: The Facilitator will plan, lead, and provide documentation for facilitated discussions and meetings; Assist groups in productively discussing key and/or sensitive issues; and Provide interpretation and recommendations to aid client in understanding and responding to meeting/session outcomes. The Facilitator will:
- Consult with clients to gain an understanding of the objectives, issues, and organizational context.
- Develop agenda and or protocol to guide discussion.
- Develop, when needed; plan to identify appropriate participants (e.g., sampling plan) to meet client needs.
- Lead discussions in a manner that helps participants productively address key issues and stay on schedule.
- Assist participants in delving into sensitive issues.
- Manage conflict such that it facilitates productive discussion of the issues.
- Summarize, reflect, and maintain a record of key issues & comments raised during the meeting.
- Provide a summary of meeting/session themes, issues, results, and/or plans.

Minimum Education: The individual shall possess a Bachelors’ degree from a four-year college or university.

Job Title: Associate Facilitator

Minimum/General Experience: The Associate Facilitator will have at least one year of experience assisting in facilitated sessions and/or relevant educational experience (e.g. group dynamics). He/she will also have a minimum of one year of organizational experience.

Functional Responsibility: The Associate Facilitator assists more senior facilitators in efficiently and effectively conducting and documenting facilitation sessions. The Associate Facilitator plays an integral role in capturing, integrating, and reporting data from facilitated sessions. In addition, the Associate Facilitator facilitates sessions where there will be limited discussion of controversial issues. Under the supervision of more senior facilitators, the Associate Facilitator will:
- Assist in collecting, recording and summarizing data from facilitated sessions.
- Consult with clients to gain an understanding of objectives, issues, and organizational context.
- Develop agenda and or protocol to guide discussion.
- Lead discussions in a manner that helps participants productively address key issues and stay on schedule.
- Manage conflict such that it facilitates productive discussion of the issues.

Minimum Education: The Associate Facilitator shall possess a Bachelors’ degree from a four-year college or university.

LABOR CATEGORY DESCRIPTIONS – MAS SINS: 541614SVC

Job Title: Accounting Clerk I
The position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. Completed work will be reviewed for accuracy and compliance with procedures. The candidate must have a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Job Title: Accounting Clerk II
This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy. Requires a high school diploma or its equivalent and 3-5 years of related experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
Job Title: Accounting Clerk III
Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent and at least 6 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Job Title: Accounting Clerk IV
The Accounting Clerk IV maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes. The candidate must have a Bachelors' Degree with at least 7 or more years’ experience within a specific business or technical management discipline and experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Job Title: Dispatcher, Motor Vehicle
This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollys, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies. Requires a high school diploma or its equivalent and 2-5 years of related experience.

Job Title: Document Preparation Clerk
This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule. Requires a high school diploma or its equivalent and 2-5 years of related experience.

Job Title: Messenger (Courier)
The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. Requires a high school diploma or its equivalent and 2-5 years of related experience.

Job Title: General Clerk I
This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task. Requires a high school diploma or its equivalent and 0-2 years
of related experience.

**Job Title: General Clerk II**

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others. Requires a high school diploma or its equivalent and 3-5 years of related experience.

**Job Title: General Clerk III**

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. May also direct lower level clerks. Requires a high school diploma or its equivalent and 6 or more years of related experience.

**Job Title: General Clerk IV**

Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or higher with at least 8 or more years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Order Clerk I**

This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order. Requires a high school diploma or its equivalent and 0-2 years of related experience.

**Job Title: Order Clerk II**

This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations. Requires a high school diploma or its equivalent and 3-5 years of related experience.

**Job Title: Production Control Clerk**

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll. Requires a high school diploma or higher with at least 2-5 or more years of experience in the field or in a related area. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Scheduler, Maintenance**

This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services. Requires a high school diploma or its equivalent and 0-2 years of related experience.
Job Title: Secretary I
Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Job Title: Secretary II
Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with 3-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Job Title: Secretary III
Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Job Title: Secretary IV
Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Job Title: Supply Technician
This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines. Requires a high school diploma with 2-4 years of experience in the field or in a related area.

Job Title: Switchboard Operator-Receptionist
Operates a switchboard or telephone console to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Job Title: Word Processor I
This position produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides
and equipment manuals. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures. Requires a high school diploma or its equivalent and 1-2 years of related experience.

**Job Title: Word Processor II**
This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: a) Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations, and b) Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects, may lead lower level word processors. Requires a high school diploma or its equivalent and 3-5 years of related experience.

**Job Title: Word Processor III**
Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems. Requires a high school diploma or its equivalent and 6 or more years of related experience.

**Job Title: Computer Systems Analyst I**
The Computer Systems Analyst I shall have 1 to 3 years' experience in all aspects of the systems analysis discipline. The individual shall possess specialized experience in system hardware; operating systems; object-oriented analysis, design, and programming methodologies; structured analyses; integrated computer-aided software engineering (I-CASE) tools; and software development and debugging tools as they relate to the requirements of the specific delivery orders. The Computer Systems Analyst I shall perform functional and system analyses of customer requirements and shall be responsible for the development of functional specifications. Responsibilities include:
- Designing, developing and applying systems; performing requirement analysis; analyzing, developing, designing code, testing and modifying software programs
- Interacting with the technical staff, functional analysts, field sites, and the customer in the technical aspects of the design, development, testing, and implementation of systems
- Participating in system design efforts and software development
- Collecting and analyzing data from legacy systems
- Directing data reduction and processing
- Providing alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interfacing with users to obtain status and recommendations concerning operations and enhancements to automated systems

The Computer Systems Analyst I shall possess an Associate's degree or higher in computer science, management information systems, or a related technical discipline. A master's degree in any of the above mentioned disciplines can substitute for three years general experience. A minimum of 10 years' experience acquired through progressively responsible positions, such as supervisory, technical, or staff coordination duties can be substituted for a bachelor's degree.

**Job Title: Computer Systems Analyst II**
The Computer Systems Analyst II shall have 4 to 6 years' experience in all aspects of the systems analysis discipline. The individual shall possess specialized experience in system hardware; operating systems; object-oriented analysis, design, and programming methodologies; structured analyses; integrated computer-aided software engineering (I-CASE) tools; and software development and debugging tools as they relate to the requirements of the specific delivery orders.

The Computer Systems Analyst II shall perform functional and system analyses of customer requirements and shall be responsible for the development of functional specifications. Responsibilities include:
- Designing, developing and applying systems; performing requirements analysis; analyzing, developing, designing code, testing and modifying software programs
- Supervising and providing direction to programmers and analysts
- Interacting with the technical staff, functional analysts, field sites, and the customer in the technical aspects of the design, development, testing, and implementation of systems
- Participating in system design efforts and software development
- Collecting and analyzing data from legacy systems
- Directing data reduction and processing
- Providing alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interfacing with users to obtain status and recommendations concerning operations and enhancements to automated systems

The Computer Systems Analyst II shall possess a BS degree or higher in computer science, management information systems, or a related technical discipline. A master’s degree in any of the above mentioned disciplines can substitute for three years general experience. A minimum of 10 years’ experience acquired through progressively responsible positions, such as supervisory, technical, or staff coordination duties can be substituted for a bachelor’s degree.

**Job Title: Computer Systems Analyst III**

The Computer Systems Analyst III shall have a minimum of 8 years’ experience in the design, development, testing, implementation, and technical management of automated information systems and two years management level experience. The individual shall also understand systems design and operations; have knowledge of programming; an ability to analyze the impact of implementing new systems into existing logistics systems; and, the experience to ensure that all system requirements are thoroughly reviewed and documented. The Computer Systems Analyst III shall work as the group leader to identify, define and document program requirements. The individual shall be able to analyze, develop, and evaluate, improvements in methods, procedures and techniques for the targeted systems. The Computer Systems Analyst III shall interact with the technical staff and the customer to ensure requirements for developing and enhancing systems are satisfied. This individual shall interface directly with the PM for all activities related to the technical design and development of systems. The Computer Systems Analyst III must be able to:

- Serve as the technical lead for the PM in developing specific functional capabilities and fielding systems and/or software to designated sites
- Provide alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interface with users to obtain status and recommendations concerning operations and enhancements to automated systems

The Computer Systems Analyst III shall possess a BS degree or higher in information systems, computer science, or a related field. A master's degree in any of the above mentioned disciplines can substitute for 3 years’ experience.

**Job Title: Mobile Equipment Servicer**

Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas. Requires a high school diploma or its equivalent and 5 or more years of related experience.

**Job Title: Motor Vehicle Mechanic**

The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent. Requires at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and

**Job Title: Motor Vehicle Mechanic Helper**

The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas. Requires a high school diploma or its equivalent and 1-2 years of related experience.
Job Title: Material Coordinator
The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyors, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records. Requires a high school diploma or its equivalent and 2-5 years of related experience.

Job Title: Material Expediter
The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with materials at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal. Requires a high school diploma or its equivalent and 2 or more years of related experience.

Job Title: Material Handling Laborer
This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. Requires a high school diploma or its equivalent and 0-2 years of related experience.

Job Title: Order Filler
The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties. Requires a high school diploma or its equivalent and 2 or more years of related experience.

Job Title: Forklift Operator
The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment. Requires a high school diploma or its equivalent and 0-2 years of related experience.

Job Title: Shipping/Receiving Clerk
The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received. Requires a high school diploma or its equivalent and 2 or more years of related experience.
Job Title: Shipping Packer
Someone in this position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container. Requires a high school diploma or its equivalent and 0-2 years of related experience.

Job Title: Stock Clerk
The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order. Requires a high school diploma or its equivalent and 2 or more years of related experience.

Job Title: Warehouse Specialist
As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties. Requires a high school diploma or its equivalent and 2 or more years of related experience.

Job Title: Electronics Technician Maintenance I
The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy. Requires high school diploma or its equivalent and may require 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Job Title: Electronics Technician Maintenance II
The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician. Requires high school diploma or its equivalent and 3-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

Job Title: Electronics Technician Maintenance III
The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering; changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians. Requires an Associates' Degree or Certificate and at
least 6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.

**Job Title: General Maintenance Worker**

The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor. Requires high school diploma or its equivalent and 2-5 years of experience in the field or in a related area.

**Job Title: Heavy Equipment Mechanic**

The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines. Requires an Associates or its equivalent and 2-5 or more years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

**Job Title: Heavy Equipment Operator**

The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scraper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment. Requires a high school diploma or its equivalent and 2 or more years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

**Job Title: Laborer**

The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawn mowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash. Requires a high school diploma or its equivalent and 0-2 years of related experience.

**Job Title: Machinery Maintenance Mechanic**

The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Requires an Associates or its equivalent and 2-5 or more years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

**Job Title: Drafter/CAD Operator**

This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment
needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include: a.) Revisions to the original drawings of a plumbing system by increasing pipe diameters. b.) Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale. c.) Drawing simple land profiles from predetermined structural dimensions and reduced survey notes. d.) Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies. e.) Preparing a computer model of a room, building, structure from data, prints, photos. Requires an Associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Job Title: Drafter/CAD Operator II
This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product. Typical assignments include: a.) Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout. b.) Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings. c.) Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations. Requires an Associate's degree or its equivalent and 3-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Job Title: Drafter/CAD Operator III
This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include: a.) Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment. b.) From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards. c.) From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required. d.) Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design. Require an Associate's degree or its equivalent and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others.

Job Title: Drafter/CAD Operator IV
This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly,
installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects. Requires an Associate's degree or its equivalent and at least 7 years of experience in the field or in a related area.

Job Title: Graphic Artist
The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development. Requires a Bachelor's degree or its equivalent and 2-4 years of experience in the field or in a related area.

Job Title: Technical Instructor
The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents. Requires a bachelor's/master's degree in area of specialty and 2-4 years of experience in the field or in a related area.

Job Title: Technical Writer
The Technical Writer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items. Requires a Bachelors' Degree with at least four years of experience in the field or related area.

Job Title: Bus Driver
The Bus Driver drives bus to transport passengers over established routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route. The Bus Driver will have a High School Diploma with one years' experience. Must have appropriate license to operate a bus and a "satisfactory" driving record.

Job Title: Shuttle Bus Driver
The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central area according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip, may operate radio or similar
device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks. May require a high school diploma or its equivalent and 0-2 years of related experience.

Job Title: Driver, Light Vehicle
General experience driving vehicles and have a valid driver’s license. Drives an automobile or light vehicle as required to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. Shall load or unload vehicle with or without helpers, make minor mechanical repairs, and keep vehicle in good working order. May also perform duties of Executive Driver to drive designated Government Executives to destinations identified by the Agency and accurately maintain a vehicle log that will reflect all use of government credit card. Requires a High School Diploma and 0-2 years’ experience.

Job Title: Driver, Medium Vehicle
General experience driving vehicles and have a valid driver’s license or CDL driver’s license as required. Drives an automobile or medium vehicle as required to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. Shall load or unload vehicle with or without helpers, make minor mechanical repairs, and keep vehicle in good working order. May also perform duties of Executive Driver to drive designated Government Executives to destinations identified by the Agency and accurately maintain a vehicle log that will reflect all use of government credit card. Requires High School Diploma and 3-5 years’ experience.

Job Title: Driver, Heavy Vehicle
General experience driving vehicles and have a valid CDL driver’s license. Drives an automobile or heavy vehicle as required to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. Shall load or unload vehicle with or without helpers, make minor mechanical repairs, and keep vehicle in good working order. May also perform duties of Executive Driver to drive designated Government Executives to destinations identified by the Agency and accurately maintain a vehicle log that will reflect all use of government credit card. Requires High School Diploma or at least two years college and 6 year or more experience, with specialized training in areas of responsibility.

Job Title: Recycling Worker
The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled. May require a high school diploma or its equivalent and 0-2 years of related experience.

Job Title: Program Manager I
Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have a Bachelors' Degree with 10 years’ experience within a specific business or technical management discipline and at least 4 years’ experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Job Title: Program Manager II
Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have a Bachelor’s Degree with 12 years’ experience within a specific business or technical management discipline and at least 4 years’ experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.
Job Title: Program Manager III
Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have a Bachelors/Masters’ Degree with 15 years’ experience within a specific business or technical management discipline and at least 6 years’ experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Job Title: Program Manager IV
Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have a Masters’ Degree with 15 years’ experience within a specific business or technical management discipline and at least 10 years’ experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Job Title: Program Manager V
Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have a PhD with 20 years’ experience within a specific business or technical management discipline and at least 10 years’ experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Job Title: Project Supervisor I
Responsible for managing a work force in any of the business disciplines or logistics functions. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulate and enforce standards, assign schedules, review work production and supervise personnel. The candidate must have a Bachelors’ Degree with 6 years of experience in a specific logistics discipline and 2 years’ experience as a team leader or supervisory. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Job Title: Project Supervisor II
Responsible for managing a work force in any of the business disciplines or logistics functions. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulate and enforce standards, assign schedules, review work production and supervise personnel. The candidate must have a Bachelors’ Degree with 10 years of experience in a specific logistics discipline and 4 years’ experience as a team leader or supervisory. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Job Title: Project Supervisor III
Responsible for managing a work force in any of the business disciplines or logistics functions. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulate and enforce standards, assign schedules, review work production and supervise personnel. The candidate must have a Bachelors/Masters’ Degree with 12 years of experience in a specific logistics discipline and 6 years’ experience as a team leader or supervisory. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Job Title: Logisticians I
Works as fully contributing member of cross-functional-integrated team. Requires only general supervision to attain task objectives. Collects and analyses data to develop accurate logistics information in support of operational, developmental, system acquisition and deployment objectives. Plans, analyses and supports requirements definition and develops administrative, managerial and technical solutions. Develops recording and reporting processes and supports client management and project review activities. Eight (8) years of related experience providing assistance and consulting services in logistics support functions, including provisioning, logistic support analysis, life cycle cost, test and evaluation, system analysis and design, support equipment, maintenance planning and development and validation of provisioning, sustainment, and support technical
documentation. Familiar with client requirements, documentation, including specifications, standards and acquisition and sustainment regulations, practices and policies. A Bachelors’ degree or equivalent is required. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Logistician II**

Works as fully contributing member of cross-functional integrated team. Requires only general supervision to attain task objectives. Collects and analyses data to develop accurate logistics information in support of operational, developmental, system acquisition and deployment objectives. Plans, analyses and supports requirements definition and develops administrative, managerial and technical solutions. Develops recording and reporting processes and supports client management and project review activities. Up to 12 years of related experience providing assistance and consulting services in logistics support functions, including provisioning, logistic support analysis, life cycle cost, test and evaluation, system analysis and design, support equipment, maintenance planning and development and validation of provisioning, sustainment and support technical documentation. Familiar with client requirements, documentation, including specifications, standards and acquisition and sustainment regulations, practices and policies. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. A Bachelors’ degree or equivalent is required. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Logistician III**

Works as fully qualified technical contributor. May lead cross-functional-integrated teams. Requires minimal supervision. Designs, plans and implements data collection and analysis processes to develop accurate and sufficient Logistics and system sustainment information in support of client operational, test and evaluation, developmental, system acquisition and deployment objectives. Plans and manages all components of integrated logistics support to ensure successful system acquisition, production, deployment and life cycle sustainment. Prepares project/program management reports and project/program review activities. Fifteen (15) years of related experience providing assistance and consulting services in logistics and sustainment support functions, including provisioning, Logistic Support Analysis, life cycle cost, test and evaluation, system analysis and design, data management, support equipment, maintenance planning and development and validation of provisioning, sustainment and support technical documentation. Thorough understanding of client requirements, documentation, including specifications, standards and acquisition and sustainment technical regulations, practices and policies. A Bachelors’ Degree or equivalent; advanced degree/professional Logistician certification desirable. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: ILS Specialist I**

Creates and helps execute plans for the integrated logistics support (ILS) of complex systems. Analyzes the adequacy and effectiveness of current and proposed logistics support provisions for complex systems. Where required, supervises other logistics personnel in executing assigned tasks. Experience includes, but is not limited to, performing supply management functions in an automated logistics management environment. Duties may include providing technical and administrative direction for personnel performing logistics automation functions, and performing supply management functions in an automated logistics environment. The ILS Specialist education level will consist of a Bachelors’ Degree with at least 8 years of experience in the related area.

**Job Title: ILS Specialist II**

This classification performs multiple facets of Integrated Logistics Support (ILS) programs for client hardware programs in all phases of acquisition as well as throughout the life cycle. Routine work is performed without supervision. Senior personnel will monitor more complex tasks. The ILS Specialist education level will consist of a Bachelors/Masters’ Degree with at least 12 years of experience in the related area. Other combinations of experience and education that meet the minimum qualifications may be substituted. Essential functions/knowledge areas are:

- Researches and writes new or revised ILS Plan
- Conducts ADHOC studies and analyses as directed
- Attends ILS progress meetings
- Prepares written procedures and directives; ILS data processing systems; ILS facets including provisioning, manuals, training, analyses, and transportation
- Understands design and layout of critical path
- Understands principles and techniques of program planning
➢ Understands block diagramming and detailed flow-charting
➢ Understands methods and systems analysis
➢ Understands principles and application of statistical methods

Job Title: ILS Specialist III
This classification performs multiple facets of Integrated Logistics Support (ILS) programs for client hardware programs in all phases of acquisition as well as throughout the life cycle. Most work is performed without supervision. May supervise the work of other contractor logistics personnel. The ILS Specialist education level will consist of a Masters’ Degree with at least 15 years of experience in the related area. Other combinations of experience and education that meet the minimum qualifications may be substituted. Essential functions/knowledge areas are:
➢ Researches and writes new or revised ILS Plan
➢ Conducts ADHOC studies and analyses as directed
➢ Attends or chairs ILS progress meetings
➢ Prepares written procedures and directives; ILS data processing systems; ILS facets including provisioning, manuals, training, analyses, and transportation
➢ Design and layout of critical path
➢ Principles and techniques of program planning
➢ Block diagramming and detailed flow-charting
➢ Methods and systems analysis
➢ Principles and application of statistical methods

Job Title: Hazardous Material Specialist I
Identify, investigate and enforce compliance with Federal, State, and local EPA and DOT regulations dealing with the proper collection, storage, and shipment of hazardous material. Incumbents also monitor the handling, packaging, and transportation of hazardous materials. Additionally, responsible for the recycling program with responsibility for monitoring participation levels to assess overall program effectiveness. Must have a Bachelors’ Degree with current hazardous material training and certifications in accordance with Title 49 CFR and 4 years’ experience working in this discipline.

Job Title: Hazardous Material Specialist II
Identify, investigate, and enforce compliance with Federal, State, and local EPA and DOT regulations dealing with the proper collection, storage, and shipment of hazardous material. Incumbents also monitor the handling, packaging, and transportation of hazardous materials. Additionally, responsible for the recycling program with responsibility for monitoring participation levels to assess overall program effectiveness. Must have a Bachelors’ Degree with current hazardous material training and certifications in accordance with Title 49 CFR and 8 years’ experience working in this discipline.

Job Title: Hazardous Material Specialist III
Identify, investigate, and enforce compliance with Federal, State, and local EPA and DOT regulations dealing with the proper collection, storage, and shipment of hazardous material. Incumbents also monitor the handling, packaging, and transportation of hazardous materials. Additionally, responsible for the recycling program with responsibility for monitoring participation levels to assess overall program effectiveness. Must have a Masters’ Degree with current hazardous material training and certifications in accordance with Title 49 CFR and 12 years’ experience working in this discipline.

Job Title: Transportation Manager
Duties include short and long-range transit planning, developing routes, coordinating scheduling systems, developing and monitoring a fleet maintenance program, supervising drivers, clerical and trainee staff, and vehicle safety programs. Receives transportation requests from eligible clients, supervises the scheduling of driver assignments, and dispatches drivers and vehicles. Analyses client needs and makes recommendations for developing, implementing, improving, and expanding transportation services, programs, and policies; Updates mileage, usage, transportation, vehicle, and other related reports and records; maintains liaison with other agencies in order to avoid duplication of services. Enforces city and state policies, rules, and regulations pertaining to the transportation program. Three years of administrative experience in transportation system operations, which includes two years directing planning and operations activities including fleet specification development, vehicle maintenance, and supervision of drivers and a Bachelor’s degree in Transit Planning or related field. Must have current hazardous material training and certifications in accordance with Title 49 CFR. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Job Title: Supply Analyst I
Include workers who analyze management, operational problems, develop business methods and procedures, including accounting systems, file systems, office systems, logistics systems, and production schedules. Analyze specific problems or aspects of automated supply maintenance/operations working with applicable files, reports, and interfacing with other logistics personnel. Performs significant portions of technical functions similar to those of senior Supply Analysts. The Supply Analyst I shall have a minimum of 2 years of experience in a combination of management information systems software programming, design and/or analysis of logistics automated information systems. Shall possess an Associate Degree in Business Administration, Management, or related business discipline. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Supply Analyst II**

Responsible for overseeing tasking requirements, evaluating current supply operations and functions, and instructing subordinates. Prepares written reports/presentations to management indicating solutions or possible alternatives in rank of desirability and probability of success. Develops, analyzes, and conducts operational audits. Prepares follow-up reports evaluating effectiveness of system implementations. Determines topics, target audiences, and resources necessary to develop and present automated supply systems courses. Shall have a minimum of 4 years of experience in automated supply, logistics, inventory, and financial management and the functionality of logistics and/or supply AIS. Shall possess a Bachelor's Degree in Business Administration, Management, or related business discipline. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Supply Analyst III**

Responsible for overseeing tasking requirements, evaluating current supply operations and functions, and instructing subordinates. Prepares written reports/presentations to management indicating solutions or possible alternatives in rank of desirability and probability of success. Develops, analyzes, and conducts operational audits. Prepares follow-up reports evaluating effectiveness of system implementations. Determines topics, target audiences, and resources necessary to develop and present Navy automated supply systems courses. The Supply Analyst III shall have 8 years of experience in automated supply, logistics, inventory management, financial management and the functionality of the automated supply systems; and 2 years of experience as a senior-level analyst and a supervisor or team leader. Senior-level analysis is defined as technical performance wherein work is subject to limited direct supervision as products/recommendations are generally accepted as submitted. Shall possess a Bachelor's Degree in Business discipline. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Functional Analyst I**

Must have 10 years' experience as a functional analyst and possess functional knowledge of automated logistics systems and processes. Responsibilities may include proposed and current logistics programs, program changes, work schedules and operations, logistics technical characteristics/specifications, automated data processing, funds control, industrial production, inventory management, maintenance, procurement, property use and disposal, quality assurance, storage and distribution and transportation. May apply logistical functional knowledge that may include identification of activities into a comprehensive logistics plan; monitoring of progress made in accomplishing the logistics plan, identification of the causes and effects of delays and other problems. Requires a Bachelor's degree in Business, Engineering, or Sciences. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Functional Analyst II**

Must have 15 years' experience as a functional analyst and possess functional knowledge of automated logistics systems and processes. Responsibilities may include proposed and current logistics programs, program changes, work schedules and operations, logistics technical characteristics/specifications, automated data processing, funds control, industrial production, inventory management, maintenance, procurement, property use and disposal, quality assurance, storage and distribution and transportation. May apply logistical functional knowledge that may include identification of activities into a comprehensive logistics plan; monitoring of progress made in accomplishing the logistics plan, identification of the causes and effects of delays and other problems. Requires a Bachelor's Degree in Business, Engineering, or Sciences. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Functional Analyst III**

Must have 20 years' experience as a functional analyst and possess functional knowledge of automated logistics systems and processes. Responsibilities may include proposed and current logistics programs, program changes, work schedules and operations, logistics technical characteristics/specifications, automated data processing, funds control, industrial production, inventory management, maintenance, procurement, property use and disposal, quality assurance, storage and distribution and
transportation. May apply logistical functional knowledge that may include identification of activities into a comprehensive logistics plan; monitoring of progress made in accomplishing the logistics plan, identification of the causes and effects of delays and other problems. Requires a Masters’ Degree in Business, Engineering, or Sciences. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Packaging Engineer I**

Provide design, evaluation, costing, and implementation of packaging. Responsible for the fulfillment of key milestones, accuracy of estimates, simultaneous management of multiple projects, and accurate and timely communication with regard to packaging and special projects. Frequent interaction with engineering (equipment and packaging), marketing, customers, and senior management will occur. Requires a Bachelors’ Degree in Packaging Engineering with a minimum of 4 years project management experience. Must possess AUTOCAD 14 or 2000 experience. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Packaging Engineer II**

Provide design, evaluation, costing, and implementation of packaging. Responsible for the fulfillment of key milestones, accuracy of estimates, simultaneous management of multiple projects, and accurate and timely communication with regard to packaging and special projects. Frequent interaction with engineering (equipment and packaging), marketing, customers, and senior management will occur. Requires a Bachelors’ Degree in Packaging Engineering with a minimum of 8 years project management experience. Must possess AUTOCAD 14 or 2000 experience. Other combinations of experience and education that meet the minimum qualifications may be substituted.

**Job Title: Packaging Engineer III**

Provide design, evaluation, costing, and implementation of packaging. Responsible for the fulfillment of key milestones, accuracy of estimates, simultaneous management of multiple projects, and accurate and timely communication with regard to packaging and special projects. Frequent interaction with engineering (equipment and packaging), marketing, customers, and senior management will occur. Requires a Bachelors’ Degree in Packaging Engineering with a minimum of 10 years project management experience. Must possess AUTOCAD 14 or 2000 experience. Other combinations of experience and education that meet the minimum qualifications may be substituted.