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.

Federal Supply Group: Professional Services
Schedule Title: MAS – Multiple Award Schedule
Contract Number: GS-00F-278CA

Price List is current through Mod# PO-0030 dated 8/31/2020

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at https://www.gsa.gov/

Contract Period: August 31, 2015 – August 30, 2025

Contractor: Hurricane Consulting, Inc. dba HCI Integrated Solutions
11325 Random Hills Road, Suite 360
Fairfax, VA 22030-0972
Telephone: (703) 537-3151
Fax: (703) 537-3152
Web: http://www.hc-inc.net
E-mail: aygbuhay@hc-inc.net
Contract POC: Armando Ygbuhay

Business Size: Small, Veteran Owned, Service-Disabled Business
CUSTOMER INFORMATION:

1a. Table of award Special Item Number(s) with appropriate cross reference to page numbers;

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, Business Program and Project Management Services</td>
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<tr>
<td>541614VC</td>
<td>541614VCR</td>
<td>Supply and Value Chain Management</td>
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<td>611430RC</td>
<td>Professional and Management Development Training</td>
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<td>561210FS</td>
<td>561210FSRC</td>
<td>Facilities Support Services</td>
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<td>OLM</td>
<td>OLM</td>
<td>Order Level Materials (OLM)</td>
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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. Janitor $19.36

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. See Labor Category requirements on page 13 below.

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.

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

10a. Time of (Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery date noted in the 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
10c. 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: 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contact and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor

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

12a. Ordering Address(es): Same as Contractor

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in the Federal Acquisitions Regulation (FAR)8.405-3

13. Payment Address(es): Same as company address

14. Warranty provision: Contractor's standard commercial warranty.

15. Export Pricing Charges (if applicable): N/A

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

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

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other service (if applicable): N/A

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

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

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

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. 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.) https://www.hc-inc.net The EIT standards can be found at: www.Section508.gov.
23. Data Universal Numbering System (DUNS) number:  928859529

24. Notification regarding registration in System for Award Management (SAM) database: Registered/Active

**Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

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<th>Labor Category</th>
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<th>Year 7 8/31/21-8/30/22</th>
<th>Year 8 8/31/22-8/30/23</th>
<th>Year 9 8/31/23-8/30/24</th>
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<td>$35.42</td>
<td>$36.34</td>
<td>$37.28</td>
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<td>Salary Range 3</td>
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<td>System Administrator</td>
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<td>Consultant/Engagement Analyst</td>
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<td>Administrative Assistant II**</td>
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<tr>
<td>Planner**</td>
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<td>Material Expeditor**</td>
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<td>Shipping Packer**</td>
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<td>$24.78</td>
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<td>$26.08</td>
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<tr>
<td>Truck Driver, Tractor-Trailer**</td>
<td>$30.34</td>
<td>$31.13</td>
<td>$31.94</td>
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<td>Program/Project Manager</td>
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<td>$111.67</td>
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</table>
## Service Contract Labor Standards (SCLS) Matrix

<table>
<thead>
<tr>
<th>SCA Eligible Category**</th>
<th>SCA Equivalent Code</th>
<th>WD No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Writer/Editor**</td>
<td>30461 - Technical Writer 1</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Training Specialist**</td>
<td>15090 – Technical Instructor</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Support**</td>
<td>01020 - Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Computer Based Training Specialist/Instructor**</td>
<td>15050 – Computer Based Training Specialist/Instructor</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Data Entry Clerk**</td>
<td>01052 – Data Entry Operator II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Hardware Draftsman**</td>
<td>30063 – Drafter/CAD Operator III</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Janitor**</td>
<td>11150 – Janitor</td>
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</tr>
<tr>
<td>Laborer**</td>
<td>23470 - Laborer</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Library Technician**</td>
<td>13047 – Librarian</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Tools and Parts Attendant**</td>
<td>21210 – Tools and Parts Attendant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Computer Specialist (Operator)**</td>
<td>14041 – Computer Operator 1</td>
<td>2015-4281</td>
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<tr>
<td>Computer Systems Analyst I**</td>
<td>14101 – Computer Systems Analyst I</td>
<td>2015-4281</td>
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<tr>
<td>Computer Systems Analyst II**</td>
<td>14102 – Computer Systems Analyst II</td>
<td>2015-4281</td>
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<tr>
<td>Computer Systems Analyst III**</td>
<td>14103 – Computer Systems Analyst III</td>
<td>2015-4281</td>
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<tr>
<td>Forklift Operator**</td>
<td>21020 – Forklift Operator</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Heavy Equipment Mechanic**</td>
<td>23430 – Heavy Equipment Mechanic</td>
<td>2015-4281</td>
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<tr>
<td>Heavy Equipment Operators**</td>
<td>23440 – Heavy Equipment Operators</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technical Instructor**</td>
<td>15090 – Technical Instructor</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Material Coordinator**</td>
<td>21030 – Material Coordinator</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Material Expediter**</td>
<td>21040 – Material Expediter</td>
<td>2015-4281</td>
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<tr>
<td>Motor Vehicle Mechanic**</td>
<td>05190 – Motor Vehicle Mechanic</td>
<td>2015-4281</td>
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<tr>
<td>Shipping Packer**</td>
<td>21110 – Shipping Packer</td>
<td>2015-4281</td>
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<tr>
<td>Shipping/Receiving Clerk**</td>
<td>21130 – Shipping/Receiving Clerk</td>
<td>2015-4281</td>
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<tr>
<td>Stock Clerk**</td>
<td>21150 – Stock Clerk</td>
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<tr>
<td>Labor Category</td>
<td>Code</td>
<td>Description</td>
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<tr>
<td>Supply Technician**</td>
<td>01410 – Supply Technician</td>
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</tr>
<tr>
<td>Technical Writer/Editor**</td>
<td>30461 – Technical Writer 1</td>
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</tr>
<tr>
<td>Truck Driver III**</td>
<td>31363 – Truck Driver, Heavy Truck</td>
<td></td>
</tr>
<tr>
<td>Truck Driver I**</td>
<td>31361 – Truck Driver, Light Truck</td>
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<tr>
<td>Truck Driver II**</td>
<td>31362 – Truck Driver, Medium Truck</td>
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</tr>
<tr>
<td>Truck Driver III**</td>
<td>31364 – Truck Driver, Tractor-Trailer</td>
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</tr>
<tr>
<td>Warehouse Specialist**</td>
<td>21410 – Warehouse Specialist</td>
<td></td>
</tr>
<tr>
<td>Electronics Technician I**</td>
<td>23181 – Electronics Maintenance Technician I</td>
<td></td>
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<tr>
<td>Electronics Technician II**</td>
<td>23181 – Electronics Maintenance Technician II</td>
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<tr>
<td>Electronics Technician III**</td>
<td>23181 – Electronics Maintenance Technician III</td>
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</tr>
<tr>
<td>Administrative Assistant III**</td>
<td>01020 – Administrative Assistant</td>
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<td>01020 – Administrative Assistant</td>
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<tr>
<td>Administrative Assistant I**</td>
<td>01020 – Administrative Assistant</td>
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</tbody>
</table>

The Service Contract Labor Standards (SCLS) is applicable and includes SCLS eligible 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).
Exhibit C-PLC
Requirements

Administrative Assistant I
Minimum Experience:
The individual shall have 1 year experience as an administrative assistant

Minimum Education:
HS Graduate

Duties and Responsibilities:
Administrative Assistant employees perform a variety of administrative duties of a routine analytical nature in support of a department head. Provides clerical and administrative support duties for specific functional areas. Performs a variety of technical tasks relative to assigned area of responsibility. Has knowledge of principles and practices of routine analytical research methods, procedures, and computer hardware and software.

Administrative Assistant II
Minimum Experience:
The individual shall have 5 years’ experience as an administrative assistant

Minimum Education:
HS Graduate

Duties and Responsibilities:
Administrative Assistant employees perform a variety of highly responsible administrative duties of a routine analytical nature in support of a department head. Provides clerical and administrative support duties for specific functional areas and assists with confidential and sensitive projects. Performs a variety of complex technical tasks relative to assigned area of responsibility. Has knowledge of principles and practices of advanced analytical research methods, procedures and computer hardware and software.

Administrative Support
Minimum Experience:
The individual shall have at least 1 year of related experience

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
Directly supports project by maintaining personnel and other files, prepare, correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and support the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.
Applications Engineer (Level I-III)

Minimum Experience:
The individual shall have at least 1 year of related experience
The individual shall have at least 3 years of related experience
The individual shall have at least 5 years of related experience

Minimum Education:
Level I-III: A Bachelor’s Degree in Computer Science / Computer Information

Duties and Responsibilities:
Analyzes functional business applications and design specifications for functional activities. Develops block diagram and logic flow charts. Translates detail design into computer software, Tests; debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency, Provides technical direction to programmers to ensure program deadlines are met.

Applications Programmer (Level I-IV)

Minimum Experience:
Level I: The individual shall have at least 1 year of related experience
Level II: The individual shall have at least 3 years of related experience
Level III: The individual shall have at least 5 years of related experience
Level IV: The individual shall have at least 7 years of related experience

Minimum Education:
Level I-IV: A Bachelor’s Degree in Computer Science / Computer Information

Duties and Responsibilities:
Analyzes functional business applications and design specification for functional areas such as payroll, logistics and contracts. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers as required to ensure program deadlines are met. Creates and/or maintains operating systems, communication software, and data base packages, compilers, assemblers, and utility programs, Modify existing software as well as create special-purpose software to ensure efficiency and integrity between systems and applications.

Business Process Reengineering Specialist (Level I-III):

Minimum Experience:
Level I: The individual shall have at least 3 years of related experience
Level II: The individual shall have at least 5 years of related experience
Level III: The individual shall have at least 7 years of related experience

Minimum Education:
Level I-III: A Bachelor’s Degree in Business or related field

Duties and Responsibilities:
Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Senior Business Process Reengineering Specialist or may work independently.
Communications Network Manager

Minimum Experience:
The individual shall have at least 5 years of related experience in the private sector or military experience directly related to contract performance. In lieu of a BS degree, an additional 8 years of experience (13 years) is required

Minimum Education:
A BS degree is required

Duties and Responsibilities:
This position is paramount to effective communication associated with the automation processes for logistical systems. Reviews computer systems in terms of machine capabilities and machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications. Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removals, and modifications. Add, deletes, and modifies, as required, host, terminal, network devices. Assists and coordinates with communications network specialists in the area of communication software. Analyzes and implements communications standards and protocols according to site requirements. Analyze network and computer communications software characteristics and recommends software procurement, removals, and modifications. Adds, deletes, and modifies, as required, host, terminal and network devices in light of discerned software needs/problems. Assists and coordinates with communications network specialists in the area of communication software. Analyzes network characteristics (e.g., traffic, correct time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and transitions, and cutovers of network components and capabilities. Ensures maintenance of systems. Coordinates requirements with users and suppliers. Provides support on all phases of analysis, design, testing, and Implementation of networks and the telecommunications infrastructure to support EC/EDI functions. Analyzes and security solutions to requirements for a variety of computer and telecommunications issues. Designs, develops, engineers, and implements solutions to requirements. Gathers and organizes technical information about an organizations mission goals and needs, existing security products, and ongoing programs. Performs analyses which also include risk assessment. Develops, analyzes, and implements security architecture(s) as appropriate.

Communications Specialist

Minimum Experience:
The individual shall have at least 1 year of related experience

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes; and throughput) and recommends procurement, removal, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.
Computer Based Training Specialist / Instructor

Minimum Experience:
The individual shall possess at least 5 years private sector or military experience directly related to contract performance

Minimum Education:
A High School Diploma is required

Duties and Responsibilities:
Performs analyses and defines requirements relating to all aspects of the TADDES function (Training Assessment, Designs, Development, Delivery and Support), in accordance with the Systems Approach to Training (SAT); to include but not limited to the following activities: perform fictional and positional analyses; prepare inventory relevant tasks relating to specific functions or positions; organize and facilitate conduct of task selection boards to validate and prioritize tasks; design life cycle training curricula; match tasks to performance conditions and standards; conduct skill perishability analyses; identify Technical Learning Objectives (TLO) and outcome measurements, to include development of test materials and hands-on evaluations; design overarching training curricula and develop specific Programs of Instruction (PoI) within the context of a life cycle training management approach; identify, evaluate and select training delivery modalities; identify and define requirements for systems embedded training; determine TADSS (Training Aids, Devices, Simulations and Simulators) requirements and coordinate development of TADSS materials; develop associates PoI materials (lesson plans, student handouts, instructor manuals, etc.); prepare specialized Training Support Packages (continuing education, remedial training, rapid-train-up, sustainment training, etc.); conduct training evaluation and outcome assessments; and, integrate training development function activities.

Computer Systems Operator (Level I-II)

Minimum Experience:
Level 1: The individual shall possess at least 3 years’ experience
Level 2: The individual shall possess at least 5 years’ experience

Minimum Education:
Level I-II: A High School Diploma is required

Duties and Responsibilities:
Specialized experience necessary to operate logistical computer systems or a multi-server local area networks include knowledge of: scheduling, monitoring and supporting computer processing; coordinating input output, and file media; distributing outputs; and identifying and resolving network problems associates with system operations

Computer System Analyst (Level I-III)

Minimum Experience:
Level I: The individual shall possess at least 5 years of private sector or military experience directly related to contract performance is required. An additional 4 years of experience may be substituted in lieu of an Associate’s Degree

Level II: The individual shall possess at least 7 years of private sector or military experience directly related to contract performance is required. An additional 8 years of experience may be substituted in lieu of an Associate’s Degree.

Level III: The individual shall possess at least 9 years of private sector or military experience directly related to contract performance is required. An additional 8 years of experience may be substituted in lieu of an Associate’s Degree.
Minimum Education:
Level I-III: An Associate’s Degree is required

Duties and Responsibilities:
Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated logistic systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance training, analyze workload and computer usage, maintain interfaces; with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Consultant / Functional Specialist
Minimum Experience:
The individual shall have 15 years of experience in government and/or industry organizations and at least 4 years of task functional specialist experience

Minimum Education:
A Bachelor Degree in applicable subject matter.

Duties and Responsibilities:
Works with upper management on larger contract issues and creates and/or reviews monthly reports on the status of particular tasks. Will oversee, assist, or perform project functions involving either internal or external operations, deliverables, objectives, or efficiencies. Works directly with functional project teams.

Consultant / Engagement Analyst
Minimum Experience:
The individual shall have 15 years of experience in government and/or industry organizations

Minimum Education:
A Bachelor Degree in applicable subject matter

Duties and Responsibilities:
Works with upper management on larger contract issues and creates and/or reviews monthly reports on the status of particular tasks. Will oversee, assist, or perform project functions involving either internal or external operations, deliverables, objectives, or efficiencies. Works directly with engagement project teams.

Cost Analyst (I-II)
Minimum Experience:
Level I: The individual shall possess at least 1 year experience
Level II: The individual shall possess at least 3 years’ experience
Level III: The individual shall possess at least 5 years’ experience

Minimum Education:
Level I-III: A Bachelor’s Degree in Accounting is required
Duties and Responsibilities:
Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, any risks as a net change to the functional baseline cost the cost of doing business now in the future. Ensures that cross-functional, security, and other integration issues are addressed.

Database Management Specialist (I-II)
Minimum Experience:
Level I: The individual shall possess at least 5 years’ experience

Level II: The individual shall possess at least 7 years’ experience. An additional 3 years’ experience can be used in lieu of an Associate’s Degree.

Minimum Education:
Level I: A High School Diploma is required
Level II: An Associate’s Degree is required

Duties and Responsibilities:
Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Define file organization, indexing methods, and security procedure for specific user applications.

Data Entry Clerk
Minimum Experience:
The individual shall possess at least 1 year experience

Minimum Education:
A High School Diploma is required

Duties and Responsibilities:
Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

Electronics Technician, Maintenance (Level I-III)
Minimum Experience:
Level I: The individual shall possess at least 1 year experience
Level II: The individual shall possess at least 3 years’ experience
Level III: The individual shall possess at least 5 years’ experience

Minimum Education:
Level I-III: A High School Diploma is required

Duties and Responsibilities:
Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and 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. Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers’ manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing circuitry, evaluating electromagnetic radiation; isolating malfunctions and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationships
of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex instruments such as high frequency pulse generators, and frequency synthesizers.

Executive Consultant / Subject Matter Expert

**Minimum Experience:**
The individual shall have 30 years of experience in government and/or industry organizations, especially in executive-level management/leadership positions

**Minimum Education:**
A PhD is required

**Duties and Responsibilities:**
Perform high-level analysis related to MOBIS tasks. Holds primary responsibility for program progress. Advise the executive staff and oversees large and/or complex MOBIS projects. Will oversee, assist, or perform project functions involving either internal or external operations, deliverables, objectives, or efficiencies. Directs the efforts of multiple managers to complete tasks within estimated time frames and budget constraints. Develops technical approaches for solving complex problems. Prepares and communicates program status, progress and results. Works directly with the executive staff.

Forklift Operator

**Minimum Experience:**
The individual shall possess at least 1 year experience

**Minimum Education:**
A High School Diploma or Equivalent is required

**Duties and Responsibilities:**
Operates a manually controlled gasoline, electric, r liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

Hardware Draftsman

**Minimum Experience:**
The individual shall possess at least 1 year experience

**Minimum Education:**
An Associate’s Degree is required. In lieu of an Associate’s Degree, an additional 4 years of experience (total of 5 years) is required.

**Duties and Responsibilities:**
Develops engineering drawings, using computer based drawing packages such as Aptitude. Develops engineering drawings for site plans, electrical interconnections, and mechanical plans for specialized hardware. Associates Degree in a related field is required. 1 year of related experience is required. In lieu of an Associate’s Degree, an additional 4 years of experience (total of 5-1 years) is required.
Hardware Specialist

Minimum Experience:
The individual shall possess at least 1 year experience

Minimum Education:
A High School Diploma is required

Duties and Responsibilities:
Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user’s requirements.

Heavy Equipment Mechanic

Minimum Experience:
The individual shall possess at least 1 year experience

Minimum Education:
A High School Diploma is required

Duties and Responsibilities:
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. Operates and inspects machines or equipment to diagnosis defects. Dismantles and reassembles equipment, using hoist and hand tools. Examines parts for damage or excessive wear, using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to ensure operating efficiency. Welds broken parts and structural members. May direct woks engaged in cleaning parts and assisting with assembly and dissembling of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drifting and cutting machines and continuous mining machines.

Heavy Equipment Operator

Minimum Experience:
The individual shall possess at least 2 years’ experience

Minimum Education:
A High School Diploma is required

Duties and Responsibilities:
The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.

Help Desk Manager

Minimum Experience:
The individual shall possess at least 5 years private sector or military experience directly related to contract performance. In lieu of an Associate’s Degree, an additional 4 years of experience (total of 9+ years) is required.

Minimum Education:
An Associate’s Degree is required
Duties and Responsibilities:
Provides daily supervision and direction to staff that are responsible for phone and in-person support in areas of e-mail, directories, standard Windows desktops applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

Help Desk Specialist
Minimum Experience:
The individual shall possess at least 5 years of related experience

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Imaging Specialist
Minimum Experience:
The individual shall possess at least 1 year of related experience

Minimum Education:
A High School Diploma is required

Duties and Responsibilities:
Provides highly technical and specialized solutions to complex imaging, Multi- Media, interactive Video Disk and other electronic media problems. Performs analyses, studies, and reports related to imaging and Multi-Media interactive Video Disk and other electronic media requirements/problems.

Inspector
Minimum Experience:
The individual shall possess at least 5 years of related experience

Minimum Education:
A High School Diploma or equivalent is required

Duties and Responsibilities:
Ensures that goods, materials, etc. are in proper working order and/or condition.

Janitor
Minimum Experience:
The individual shall possess at least 1 year of related experience

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, restrooms.
Laborer
Minimum Experience:
The individual shall possess at least 1 year of related experience
Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
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: Loads and unloads trucks, and other conveyances; move supplies and material to proper location by wheelbarrows or hand-truck; stacks materials for storage; collects refuse and salvageable materials, digs, fills, and tamp sand excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush, operate power lawnmowers. Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following task: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers, and edging tools. Prunes shrubs and trees to shape and improve growth. Sprays lawn, shrub, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guard rails and outbuildings. Assists in repair of roads, walks, buildings and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

Library Technician
Minimum Experience:
The individual shall possess at least 1 year of related experience
Minimum Education:
A High School Diploma or Equivalent is required
Duties and Responsibilities:
Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographical, such as Library of Congress catalog. Performs routine cataloging of library material. Files cards in catalog drawers according to system used.

Logistical Analyst (Level I- IV)
Minimum Experience:
Level I: The individual shall possess at least 1 year experience
Level II: The individual shall possess at least 2 years’ experience
Level III: The individual shall possess at least 5 years’ experience of private sector or military experience directly related to contract performance is required.
Level IV: The individual shall possess at least 7 years’ experience of private sector or military experience directly related to contract performance is required.
Minimum Education:
Level I-IV: A Bachelor’s Degree is required
Duties and Responsibilities:
Performs required standard studies and analyses specified in the applicable Task Orders. Participates in preparing briefings and presentations. Participates in preparing written reports and in performing post project evaluations. Coordinates with the Project Manager, and client agency managers to ensure solution and user satisfaction for logistical technical matters. Prepares and delivers presentations to peers, subordinates, and user representatives. Determines functional and cross-functional logistical requirements, includes superior
knowledge in a specific functional area; knowledge of: analyzing functional processes to identify required tasks and the interrelationships among tasks; identifying resource requirements for each task; developing functional requirements for complex integration logistical systems; or developing recommendations for functional process improvement. Performs required studies and analyses of logistical network/system support specified in the applicable task order. Participates in preparing briefings and presentations. Participates in preparing written reports and in performing post-project evaluations; possesses knowledge of the policies and regulations governing the life cycle management of automated management information systems and the procedures and techniques used for their design, analysis, development, validation, deployment and maintenance; familiar with personal computer operations and office automation applications, to include spreadsheets, databases, graphics, programming languages and word processing; skilled in merging logistics and accounting automated files, analyzing the data, and producing comprehensive reports, briefings and diagrams representative of that data; familiar with the Department of the Army Finance and Accounting Systems, the budget process and forecasting.

Maintenance Management Specialist
Minimum Experience:
The individual shall possess at least 3 years’ experience

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
The Maintenance Management Specialist (MMS) will possess thorough knowledge of the sources, responsibilities and various means for providing advice or assistance in resolving Army maintenance problems. The MMS will be familiar with the various levels of Army maintenance and the level of skill required at each of those levels, to include division and installation DOL operations. The MMS will have knowledge of the regulations and policies governing source of repair determinations, depot maintenance cycles and maintenance work order requirements. This person will require competent oral and written communication skills necessary for presenting analyses, reports and briefings in a comprehensive manner.

Management Consultant (Level I-IV)
Minimum Experience:
Level I: The individual shall possess at least 3 years of related experience is required
Level II: The individual shall possess at least 5 years of related experience is required
Level III: The individual shall possess at least 7 years of related experience is required
Level IV: The individual shall possess at least 10 years of related experience is required
Level IV: The individual shall possess at least 15 years of related experience is required

Minimum Education:
Level I-IV: A Bachelor’s Degree in related field is required

Duties and Responsibilities:
Performs a variety of logistics engineering/consulting tasks concerned with the design, implementation, operation and performance of logistics functions to include: supply chain, acquisition, distribution and transportation, Supervises personnel from concept development to completion.
Manager (Level I-III)
Minimum Experience:
Level I: The individual shall possess at least, 5 years of private sector or military experience directly related to contract performance is required.

Level II: The individual shall possess at least, 7 years of private sector or military experience directly related to contract performance is required.

Level III: The individual shall possess at least, 9 years of private sector or military experience directly related to contract performance is required.

Minimum Education:
Level I: An Associates Degrees is required
Level II-III: A Bachelor’s Degree is required

Duties and Responsibilities:
Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interfaces with Government management personnel including, but not limited to, the Contracting Officer and Contracting Officer’s Technical Representative. Reports in writing and orally to contractor management and Government representatives.

Material Coordinator
Minimum Experience:
The individual shall possess at least 3 years’ experience

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.
Material Expediter
Minimum Experience:
The individual shall possess at least 3 years’ experience
Minimum Education:
A High School Diploma or Equivalent is required

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

Motor Vehicle Mechanic
Minimum Experience:
The individual shall possess at least 1 year experience
Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Works involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required placing worn or broken parts such as piston ring, bearing, 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 equivalent training and experience.

Operations Research Analyst
Minimum Experience:
The individual shall possess at least 5 years’ experience as it directly relates to contract performance.
Minimum Education:
An AS in Business Management is required

Duties and Responsibilities:
Uses Operational Research Analysis processes as approaches f01: improving organization performance and services needed to implement new or revisited business of functional processes. Includes the examination of organization goals, objectives, structures/hierarchies, culture, systems, and roles for the purpose of executing a ground-up redesign for achieving the long term, full scale integration required; the review of current processes, data, and systems, and the identification of non-value added activities as well as ways to streamline and integrate value-added activities in order to achieve short term integration; identification of organizational, management, work flow, information flow, personnel, information technology, and decision support problems that exist in current business processes or practices which impede the accomplishment of missions, goals, and objectives.
Effectively integrate workforce and information technology, including cultural change management.
Planner
Minimum Experience:
The individual shall have at least 5-8 years private sector or military experience as it directly relates to contract performance

Minimum Education:
A BS (5 years’ experience) or AS (8 years’ experience) in Business Management is preferred, but at a minimum

Duties and Responsibilities:
Serves as a functional planner in the development and implementation of strategic, operational, and/or tactical level plans (Operational, Exercises, etc.). Reviews plans, orders and/or directives from higher and lateral organizations to identify specified, implied, and assumed tasks. Analyzes missions and functions of a variety of limits to identify mission essential tasks. Prepares essential input to a variety of planning documents, operations orders, exercise directives and or other references. Coordinates, monitors the conduct, and evaluates performance and outcomes of planning efforts. Plans comprehensive programs designed to practice and assess multi-level organizational mobilization planning and execution capability. Participates in planning, preparation and delivery of collateral multi-discipline, staff training to help better prepare target organizations to obtain maximum benefit from participation in training or other functional activities. Developed generic and specific exercise scenarios, control instructions and task implementers. Manages specific activities relating to employment of exercise observers/controller, capture of lessons learned, and conduct of after action review, and identification of remedial action program requirements. Oversees the application of deliberate planning and the development and introduction of crisis management team planning. Monitors and evaluates actual execution in support of the time sensitive plans. Prepare and delivers formal and informal presentations of planning actions and or responsibilities.

Principal Consultant / Senior Engagement Manager
Minimum Experience:
The individual shall have 25 years of experience in government and/or industry organizations, especially in senior-level management/leadership positions

Minimum Education:
A Master’s Degree

Duties and Responsibilities:
Perform high-level analysis related to MOBIS tasks. Advise executive staff and oversee large and/or complex MOBIS projects. Will oversee, assist, or perform project functions involving either internal or external operations, deliverables, objectives, or efficiencies. Prepares and communicates program status, progress and results. Directs the completion of tasks within estimated time frames and budget constraints. Works directly with upper management.

Procurement Specialist (Level I-III)
Minimum Experience:
Level I-II: The individual shall possess at least 1 year experience performance

Minimum Education:
Level I-II: A High School Diploma or Equivalent is required
Level III: A High School Diploma or Equivalent is required

Duties and Responsibilities:
Includes efforts involved in the buying of goods and services, Receives requests for purchase of parts or repair of material. Locates sources of supply, requests quotes from vendors, evaluate bids, and selects most qualified source. Issues purchase orders, tracks status, and expedite orders according to customer requirements.
Communication with customers is in person, electronic, or by phone. Automated and internet based systems are used for most functions.

Program Analyst
Minimum Experience:
The individual shall have at least 5 years private sector or military experience as it directly relates to contract performance

Minimum Education:
A BS in Business Management is preferred, but at a minimum

Duties and Responsibilities:
Analyzes client needs to determine functional requirements as they apply to client systems or solutions. Under the direction of a Project Manager and/or Principal Program Analyst, performs complex, enterprise-wide engagements, client problem solving, and recommendation development. Works in a team with other program analysts to incorporate functional requirements into new or existing management systems and may remain involved through the design and final implementation of the resulting systems. Upon implementation, the Associate Program Analyst may be on site with client agencies to support reports and analysis derived from new system applications.

Program / Project Manager
Minimum Experience:
The individual shall have at least 8 years private sector or military experience as it directly relates to contract performance

Minimum Education:
A BS in Business Management is preferred, but at a minimum

Duties and Responsibilities:
Serves as senior corporate representative responsible for overall contract performance. Directly supervise a number of managers depending on scope/size of contract. Directs all technical, financial management and administrative activities. Coordinates staffing and resources to meet contract requirements, including schedule, budget & quality. Provides technical, organizational & business leadership. Determines a course of action and sets priorities for project completion.

Quality Assurance Analyst
Minimum Experience:
The individual shall have 3 years private sector or military experience as it directly relates to contract performance

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Managers and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, as needed, for approval of major systems installations. prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representative.
Quality Assurance Manager
Minimum Experience:
The individual shall have 5 years private sector or military experience as it directly relates to contract performance.

Minimum Education:
an AS in Management is required.

Duties and Responsibilities:
Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large logistical computer-based organization. Develops and defines major and minor characteristics of quality including quality materials and scoring parameters and determines requisite quality control resources for an actual ID/IQ. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development cycle.

Senior Consultant / Senior Functional Specialist
Minimum Experience:
The individual shall have 20 years of experience in government and/or industry organizations.

Minimum Education:
Bachelor Degree or higher in applicable subject matter.

Duties and Responsibilities:
Perform analysis related to MOBIS functional specialist tasks. Oversee large to mid-size MOBIS projects and serve as facilitators. Will oversee, assist, or perform project functions involving either internal or external operations, deliverables objectives, or efficiencies. Prepares and communicates program status, progress and results. Works directly with upper management.

Senior Consultant / Engagement Manager
Minimum Experience:
The individual shall have 20 years of experience in government and/or industry organizations.

Minimum Education:
A Bachelor Degree or Higher in applicable subject matter.

Duties and Responsibilities:
Perform analysis related to MOBIS engagement management tasks. Oversee large to mid-size MOBIS projects and serve as facilitators. Will oversee, assist, or perform project functions involving either internal or external operations, deliverables, objectives, or efficiencies. Works directly with upper engagement management.

Shipping Packer
Minimum Experience:
The individual shall possess at least 3 years' experience.

Minimum Education:
A High School Diploma or Equivalent is required.

Duties and Responsibilities:
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. Exclude packers who also make wooden boxes or crates.

**Shipping/Receiving Clerk**

**Minimum Experience:**
The individual shall have 1 year of related experience is required

**Minimum Education:**
A High School Diploma or Equivalent is required

**Duties and Responsibilities:**
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, follow established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: Verifying that orders are accurately filled comparing terms and quantities of goods gathered for shipment against documents; ensuring 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: Verify tying 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; ensuring that goods are appropriately identified for routing to departments within the establishments; preparing and keeping records of goods received.

**Stock Clerk**

**Minimum Experience:**
The individual shall have 1 year experience

**Minimum Education:**
A High School Diploma or Equivalent is required

**Duties and Responsibilities:**
Receives, stores, and issues equipment; materials, supplies, merchandise, foodstuff; or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, 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. Requisition articles to fill incoming orders. Compiles reports on use do stock handling equipment, adjustments of inventory of stock. Requisition articles to fill incoming orders. Compiles reports on use of stock handling equipment; adjustments of inventory counts and stock records, spoilage of or damage to stock, locations changes, and refusal of shipments. May mark identification codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustment repairs to reticles in stock. May cut stock to site to fill order.
Supply Management Specialist
Minimum Experience:
The individual shall have 5 years related experience

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
The Supply Management Specialist (SMS) will have a strong working knowledge of all aspects of U.S. Army supply. The SMS will have expertise in requisitioning under the Military Standard Requisitioning and Issues/MILITARY system. Warehousing, receiving, materials handling, issuing and transporting. The SMS will be familiar with the standard automated Army supply systems such as SARSS, cess SDS, ULLS, MRDB, and LIF. The SMS will have knowledge of the process of inventory accounting, physical inventory, location survey, preservation and packaging of materials designated for issue. This person will possess strong interpersonal skills necessary for influencing others accomplish the organizational missions and encouraging teamwork.

Supply Technician
Minimum Experience:
The individual shall have 5 years of related experience is required

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
Performs limited aspects of technical supply management work such as inventory management, storage management, cataloging, 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.

System Administrator
Minimum Experience:
The individual shall have 5 years private sector or military experience as it directly relates to contract performance

Minimum Education:
A BS degree is required

Duties and Responsibilities:
Supervises and manages the daily activities of configuration and operations of logistical business/computer systems. Optimizes system operations and resources utilization and performs systems capacity analysis and planning. Provides assistance to users in accessing and using business/computer systems. Monitors and supports computer processing. Coordinates input, output, and file. Distributes output and controls computer operation.

Technical Writer/Editor
Minimum Experience:
The individual shall have 5 or more years work experience in a related area

Minimum Education:
A Bachelor’s degree in English, technical writing, journalism, or related area.

Duties and Responsibilities:
Gathers, analyzes, and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

**Tools and Parts Attendant**

**Minimum Experience:**
The individual shall have 1 year of related experience required

**Minimum Education:**
A High School Diploma or Equivalent is required

**Duties and Responsibilities:**
Receives, stores, and issues hand-tools, machines tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issues to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measure with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment; using electric marking tool.

**Training Specialist {Level I-II}**

**Minimum Experience:**
Level I: The individual shall have 3 years of related experience is required  
Level II: The individual shall have 5 years of related experience is required

**Minimum Education:**
Level I-II: A Bachelor’s Degree in related field is required

**Duties and Responsibilities:**
Conducts the research necessary to develop and revise logistical training courses and prepares appropriate training catalogs. Prepares all instructors materials (course manuals, workbooks, handbooks completion certificates, and course critique forms). Trains pet'Sori11el by conducting final classroom courses, workshops, and seminars. Present or otherwise orchestrate the actual delivery of training via multiple modalities (d. 5 years of related experience is required workshops, correspondence, distant learning, etc.) Administer proctor tests and examinations, evaluate student performance, identify remedial training needs, and counsel/mentor students.

**Truck Driver {Level I-III}**

**Minimum Experience:**
Level I: A High School Diploma or Equivalent is required, 1 year of related experience is required.  
Level II: A High School Diploma or Equivalent is required, 3 years of related experience is required  
Level III: A High School Diploma or Equivalent is required, 5 years of related experience is required

**Minimum Education:**
Level I-III: A High School Diploma or Equivalent is required

**Duties and Responsibilities:**
Drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load
or unload truck with or without helpers, make minor mechanical repairs, and keep trucks in good working order.

**Truck Driver, Tractor-Trailer (Lead)**

Minimum Experience:
The individual shall possess at least 3 years’ experience

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Sales route and over-the-road drivers are excluded. An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle:  A trailer has a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.

**Warehouse Specialist**

Minimum Experience:
The individual shall have 3 years of related experience is required

Minimum Education:
A High School Diploma or Equivalent is required

Duties and Responsibilities:
As directed, performs a variety of warehousing duties that require an understanding of the establishment 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 deteriorations and damage; removing material from storage and moved and an angles heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walkways, picks up leaves and trash.