Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule
Federal Supply Group: Professional Services
Contract Number: GS00F356CA

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: September 30, 2015 to September 29, 2025

Price list current as of Modification #PS-0033 effective March 18, 2021
Prices Shown Herein are Net (discount deducted)

Contractor: Ruchman and Associates, Inc.
4425 Fitch Ave, Ste.114
Nottingham, MD 21236

Business Size: Small Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract’s awarded size status for the preponderance NAICS designated in the RFQ is “other than small”.

Telephone: (301) 776-5000
FAX Number: (443) 340-4700
Web Site: [http://www.ruchman.com](http://www.ruchman.com)
E-mail: james@ruchman.com
Contract Administration: Yen-Fu “James” Liang
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>522310</td>
<td>Financial Advising, Loan Servicing and Asset Management Services</td>
</tr>
<tr>
<td>541214</td>
<td>Payroll Services</td>
</tr>
<tr>
<td>541219</td>
<td>Budget and Financial Management Services</td>
</tr>
<tr>
<td>541430</td>
<td>Graphic Design Services</td>
</tr>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541511</td>
<td>Web Based Marketing</td>
</tr>
<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>541820</td>
<td>Public Relations Services</td>
</tr>
<tr>
<td>541850</td>
<td>Exhibit Design and Advertising Services</td>
</tr>
<tr>
<td>541922</td>
<td>Commercial Photography Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</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.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
<th>Unit Price</th>
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<td>Information Resource Assistant</td>
<td>$33.91</td>
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<td>Technical Writer</td>
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<tr>
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<td>Web Technician</td>
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<tr>
<td>541611</td>
<td>Secretary I</td>
<td>$28.13</td>
</tr>
<tr>
<td>541614SVC</td>
<td>Skid Storage</td>
<td>$15.96</td>
</tr>
<tr>
<td>541820</td>
<td>Tour Guide</td>
<td>$28.57</td>
</tr>
<tr>
<td>541850</td>
<td>Exhibit Material Technician</td>
<td>$23.82</td>
</tr>
<tr>
<td>541922</td>
<td>Photographer / Photo Editor</td>
<td>$73.33</td>
</tr>
</tbody>
</table>

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.

Please see Labor Category Descriptions beginning on page 6.

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

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.

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 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

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 and 2-day delivery: Contact Contractor

10d. **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

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 Federal Acquisition Regulation (FAR) 8.405-3.

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

14. **Warranty provision:** Contractor’s standard commercial warranty.

15. **Export Packing 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

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

18a. **Terms and conditions for any other services (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., contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

23. Data Universal Numbering System (DUNS) number: 101456903

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

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

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>Customer/ Contractor Facility</th>
<th>GSA Awarded Hourly Rate</th>
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<td>Supply Technician**</td>
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<tr>
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<td>Min Exp</td>
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<tr>
<td>541922</td>
<td>PHOTOGRAPHER/PHOTO EDITOR**</td>
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<td>0</td>
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<td>$28.13</td>
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</table>

**SCA Applicable
LABOR CATEGORY DESCRIPTIONS

SUPPLY TECHNICIAN

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Performs limited aspects of technical supply management work (e.g., 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. 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 to take or recommend action based upon application or interpretation of established guidelines.

Minimum Experience: 2 years.

MATERIAL COORDINATOR

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: 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. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote control panel board. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

Minimum Experience: 4 years.

MATERIAL HANDLING LABORER

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Performs 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.

Minimum Experience: No minimum experience required.
WAREHOUSE SPECIALIST

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

Minimum Experience: 2 years.

FORKLIFT OPERATOR

Minimum Education: High school diploma or equivalent (GED).

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

Minimum Experience: 2 years.

SHIPPING/RECEIVING CLERK

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Minimum Experience: 2 years.

LEAD WAREHOUSE SPECIALIST

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Oversees and manages a team of Warehouse Specialists, Material Handling Laborers, or other warehouse workers. Ensures that proper procedures are followed in executing warehousing and storage tasks, including receiving, placement in storage, inventory management, retrieval, equipment operation, and
distribution. Ensures that proper safety measures are followed. Calculates the number of warehouse personnel required for specific warehousing tasks and ensures the proper level of staffing is available for all requirements.

**Minimum Experience:** 3 years.

**GENERAL CLERK I**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing precoded documents in a chronological file or operating office equipment.

**Minimum Experience:** No minimum experience required.

**GENERAL CLERK II**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Follows a number of 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, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

**Minimum Experience:** No minimum experience required.

**GENERAL CLERK III**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

**Minimum Experience:** 2 years.

**GENERAL CLERK IV**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. 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; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to
complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

**Minimum Experience:** 2 years.

**TOUR GUIDE**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Conduct tours of facilities to visitors. May be called upon to conduct occasional behind the scene tours. Greet and welcome visitors. Issue tour tickets and passes. Provide information on exhibits, and continually be aware and keep informed about changes in the exhibits. Provide assistance at the information desk or booth.

**Minimum Experience:** No minimal experience required.

**TEAM LEADER**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Oversee scheduling of personnel in their assigned areas. Ensure that positions are backfilled during leave periods. Prepare statistical reports as required. Perform recruitment assistance as required. Fill in posts during lunch hours or during leave periods. Serve as primary POC to the customer in absence of the Project Leader.

**Minimum Experience:** 2 years.

**WEB DEVELOPER**

**Minimum Education:** BA or BS Degree.

**Functional Responsibility:** Designs and develops web based layout, graphics, and multimedia content for use in internet based and other electronic media; designs, develops and conceptualizes Web interfaces and layout design, makes decisions on selections of illustrative and other graphics material for incorporation into the design; maintains and updates Web sites; ensures consistency, accuracy and compliance with established guidelines; maintains internal posting of policies, forms and related data as provided.

**Minimum Experience:** 2 years.

**WEB TECHNICIAN**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Codes and debugs Web based documents; maintains and updates Website contents; provides accessibility assistance to end users; uploads and maintains multimedia files to web; monitors search sites and ensures that the website is included for publicity; supports web developers in routine web maintenance; performs related duties as assigned.

**Minimum Experience:** 2 years.
PROGRAM MANAGER

Minimum Education: BA or BS Degree.

Functional Responsibility: Coordinates the many aspects of the designing and building of exhibit centers and public information centers. Responsibilities include management of the structural design team in developing the physical structure the exhibit center; management of exhibit designers in developing presentation materials for exhibit to the public; supervision of development consultants in fundraising activities; preparation of briefing material that present the vision and activities of the exhibit center; performance of other administrative functions.

Minimum Experience: 2 years.

MUSEUM SPECIALIST II

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Oversee the proper care, handling, storage, repair, framing, and overall presentation of exhibit artwork; maintenance of the artwork inventory system; maintenance of multimedia imaging files; conduct yearly inventory to record condition of artwork; oversee packaging and handling during the shipment or movement of artwork; restore and repair artwork upon discovery of damage; and frame artwork as required.

Minimum Experience: 2 years.

MUSEUM CURATOR

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Develop the mission, vision and concept behind the exhibit center’s content, including work with the design team to develop the physical structure of the exhibit center, work with the content and exhibit designers to develop a meaningful presentation of the exhibit; prepare briefing materials; oversee the work of the Collections Manager to ensure that exhibit artifacts are properly stored and inventoried; obtain additional artifacts and resources from private owners and/or institutions, which are pertinent to the public significance of the exhibit; contact owners and arrange for acquiring objects through loan or gift; oversee the paperwork generated for establishing the legal status artifacts as loans or gifts; provide tours of the exhibit center upon request for students and others.

Minimum Experience: 2 years.

COLLECTIONS MANAGER

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Establish and maintain electronic and paper records on all objects in collections utilizing inventory software and current record keeping practices; care for and maintain physical condition of objects in exhibit collections, including creating and maintaining specific environmental conditions; perform basic conservation and preservation of all objects in the care of the exhibit center; process all incoming and outgoing loans and gifts; maintain physical condition of exhibitions, include objects, signage, environmental, and structures (cases, stands, storage units); work with maintenance staff to maintain facilities for storage and exhibition; work with
designers; write label text; assist with installation of exhibits; assist in transfer of archived materials; work with other curators to develop internal collections management policy, procedure and collecting documents.

**Minimum Experience:** 2 years.

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**MUSEUM TECHNICIAN**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Provide research for the production of exhibitions and related materials; Conduct research tasks utilizing libraries, archives and the Internet; Provide written research reports; organize research information and electronic database information, including photo research; provide assistance with the creation of exhibitions; provide collections management assistance.

**Minimum Experience:** 2 years.

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**EXHIBIT MATERIAL COORDINATOR**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Coordinates and expedites flow of exhibits, exhibits accessories within or between departments in accordance with usage schedule. Reviews schedules and confers with customers to determine exhibits required; track and locate any lost exhibits; requisitions exhibit materials as needed; establishes delivery schedule in accordance with event necessity and anticipated availability of exhibit material. Oversees repair and assembly of exhibit material; Maintain storage area for maximum storage space and minimum risk of exhibit damage.

**Minimum Experience:** 4 years.

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**EXHIBIT MATERIAL TECHNICIAN**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Inspect exhibit materials prior to storage; perform simple repairs and part replacements where necessary; procure outside vendors for more complex repairs; utilize existing software to check in and check out exhibits to be shipped for use in various events and public trade shows; assist customers in tracking status of exhibit shipment; track misplaced exhibit items; assist photographer in set up of new exhibits for photo shoot; properly dispose of or return obsolete exhibit items as requested by customer.

**Minimum Experience:** 2 years.

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**SHIPPING/RECEIVING CLERK**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Performs clerical and physical tasks in connection with shipping materials, products or goods. Perform routine day to day tasks and follow established guidelines. In handling unusual non-routine problems, obtain guidance from area lead. May direct and coordinate the activities of other clerks. Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents.
Ensure that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles. Maintain records of goods shipped. Verify the correctness of incoming shipments by comparing items and quantities unloaded against records; check for damaged goods; ensure that goods are appropriately identified. Maintain records of goods received.

Minimum Experience: No minimum experience required.

PHOTOGRAPHER/PHOTO EDITOR

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Photograph exhibit items to be used in web based, electronic and paper-based media; determine proper background and ambience and shooting angle for proper exhibit shoot; scan marketing materials to be used in publicity web sites and other electronic media; utilize existing photo editing software to optimize photos and scans for their particular uses; remove unwanted artifacts in digital and scan photos that deter quality of image; email digital photos of exhibits to customers on a as-needed basis; archive and maintain digital photo database.

Minimum Experience: 4 years.

GRAPHICS DESIGNER

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Utilize graphics software or hand sketch to product illustrations and graphics for use in online, electronic and paper-based media; oversee design and layout of brochures and advertising material; work with Exhibit specialist to sketch design and layout of historical and publicity exhibits; add graphics and clipart into digital photos used in advertisements; maintain clipart and digital graphics library; provide design, or consultation on design of, logos for advertising campaigns; research online sources on trends in design of advertisements.

Minimum Experience: 2 years.

TECHNICAL WRITER

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Write and edits materials for use in online, electronic and paper-based media; consult with customer to produce writing content that exuberates intent of the message; write and edit captions used in exhibits; proofread advertising or publicity materials; assist designers in layout of websites and advertising materials; prepare simple charts and tables that accompany written materials.

Minimum Experience: 2 years.

Corporate Organization Specialist

Minimum Education: BA or BS Degree, 1 year of organizational development training

Functional Responsibility: This position requires in depth understanding of corporate law and general understanding of Federal Regulations. The employee is responsible for designing the organization’s corporate structure that will enable the organization to function efficiently while also complying with Federal Regulations.
The position analyzes processes and identifies any opportunities to enhance service or efficiency through corporate restructuring.

**Minimum Experience:** 2 years related experience

**Management Consultant III**

**Minimum Education:** BA or BS Degree

**Functional Responsibility:** The duties of the Management Consultant II vary depending on their area of expertise. General duties include but are not limited to:

- Identifying issues, forming hypothesis
- Formulating and implementing recommendations/solutions
- Manages projects from end to end and takes full responsibility for overall customer satisfaction
- Manages programs for client
- Leads and manages a team of experts and analysts

**Minimum Experience:** 5 years related experience

**Management Consultant I**

**Minimum Education:** BA or BS Degree

**Functional Responsibility:** The duties of the Management Consultant I vary depending on their area of expertise. General duties include but are not limited to:

- Carrying out research and data collection
- Conducting analyses
- Assisting in the editing and preparation of briefings and reports
- Preparing presentations

**Minimum Experience:** 1 year related experience

**Technical Writer**

**Minimum Education:** BA or BS Degree in English and Writing; or completion of 2 years training in technical writing

**Functional Responsibility:** Technical Writers interface with specific members of the customer’s team in order to identify technical writing needs and researches technical concepts. This employee creates new or modifies existing technical documents, taking the complex nuances of the document and related issues into consideration. Edits and proofreads technical documents and data for format, style and content in order to ensure quality and content meet the highest standard and are in compliance with parameters, regulatory or otherwise. The Technical Writer also takes responsibility for the physical production of documents.

**Minimum Experience:** 2 years of professional experience

**Program Advisor**

**Minimum Education:** MS degree in economics, business administration or similar discipline
**Functional Responsibility:** The position requires mastery of the theory, principles, concepts, and practices of economics to complete very advanced and difficult assignments; generate and develop new hypotheses and theories; and execute, administer, and/or coordinate studies having significant impact on changes in agency economic policy. The position requires the ability to develop and apply economic techniques and methodologies to develop new economic guidelines; the ability to write clearly and concisely in order to develop policies and standards for agency-wide economic programs and activities; and the ability to deal tactfully and convincingly with others regarding the coordination of policies and procedures.

**Minimum Experience:** 5 years related experience

**Writer/Editor**

**Minimum Education:** BS or BA degree in relevant discipline,

**Functional Responsibility:** Identification and development of new material for a wide range of reports and articles for publication. Drafting and editing articles for a range of internal and external publications. Identification and harvesting of existing material for a range of public communication uses. Editing technical papers for non-technical audiences. Assistance in editing written material for display on the Bureau web site. Coordination of production and dissemination of materials including working with printers and distribution centers.

**Minimum Experience:** 3 years related experience

**Fiscal Advisor**

**Minimum Education:** MS degree in economics, business administration, or relevant discipline

**Functional Responsibility:** Advises Agency personnel on fiscal issues—including as they relate to trade liberalization—in developing and transition economies. In collaboration with regional bureaus and overseas missions, formulates a program of field support that improves Agency understanding of the fiscal issues that developing and transition economies confront. Develops clear technical guidelines for designing, implementing, and evaluating fiscal programs. Assists with the management of funds, contracts and assistance agreements relating to fiscal activities. Also provides administrative or technical services and support as needed. Regularly tracks the impact of mission and regional bureau activities dealing with fiscal reform, including in support of trade liberalization or, more broadly, macroeconomic stabilization. Periodically conducts (or causes to be conducted) analyses or assessments of specific fiscal activities, with the intent of identifying “best practices”. Develops and disseminates information on fiscal reform in developing and transition economies—especially as they relate to trade liberalization. Provides information to Congress upon request and in support of mission and regional bureau requests for funding to support fiscal activities. Participates in the design and review of country program strategies and activities to ensure that economic growth programs take into account prior experience and best practices in the fiscal area. Provides support on strategy and program development, as requested, especially where fiscal activities are an important element of Mission objectives.

**Minimum Experience:** 5 years of experience in the design, implementation, monitoring, and/or evaluation of fiscal activities. Experience should demonstrate familiarity with foreign assistance programs in developing or transition economies and the ability to conduct high level advisory work on fiscal matters—including as they relate to trade liberalization.

**Program Assistant**

**Minimum Education:** BA or BS Degree
**Functional Responsibility:** Skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature; (2) Knowledge of the theory and principles of management and organization; (3) Ability to use qualitative and quantitative analytical techniques; and (4) Skill in conducting interviews with supervisors and employees to obtain information about organizational missions, functions, and work procedures.

**Minimum Experience:** 1 year related experience

**Sr. Research Strategic Planning Analyst**

**Minimum Education:** BS or BA degree in international relations or a related discipline

**Functional Responsibility:** Provide analysis and guidance to staff on new foreign affairs legislation and its requirements and implications for EGAT resources and programs. Result: “Side by Side Analysis” summarizes House and Senate provisions affecting programs. Work with Regional Bureau representatives to explain new legislation and how best to meet legislative requirements while reaching strategic budgeting decisions in sectors. Review and evaluate programming frameworks for developing, transforming, rebuilding, and other country programs. Provide guidance to technical offices and PAICO in the preparation of Bureau reporting. Review technical office program and budget submissions to ensure that they reflect EGAT and USAID policy and strategic priorities and that program, administrative and staff resources are aligned to accomplish objectives. Assess the impact of declining sector budgets and provide guidance on the impact on administrative and congressional earmarks and directives. Assess and provide recommendations for setting up revised budget planning and reporting databases and processes in the Bureaus and in the Agency

**Minimum Experience:** 15 years of experience in international relations or a related international development field

**Senior Project Manager**

**Minimum Education:** BS or BA Degree

**Functional Responsibility:** Effectively and efficiently plan and organize the operations of the contract. Duties include providing the COTR with status reports, monitoring the contract to ensure that all tasks are being properly executed, making suggestions to the COTR for improvements of the operation and prevention of problems and responding to requests from the COTR whether administrative or technically. Effectively and efficiently manage all employees, ensure that the personnel are fully qualified for the labor categories under which they are assigned and that work is performed efficiently and in the required time frames. Maintain and update standard operating procedures regarding the completion of various tasks and reports as they relate to personnel performance.

**Minimum Education:** 3 years of experience in managing a Federal administrative support services contract, with at least a portion of the tasks relating to accounting and/or financial services.

**Junior Project Manager**

**Minimum Education:** BS or BA Degree

**Functional Responsibility:** Provides assistance to Senior Management in the overall direction, management and supervision of employees. Act as liaison between Management, on-site supervisors/team leaders and all other employees. Provide effective document review, data analysis, on-line data entry support and recommend revisions to user documentation in order to maintain the efficient and effective completion of all tasks assigned.

**Minimum Education:** 2 years of experience in supervising administrative, accounting and/or clerical staff.

**Site Manager**
Minimum Education: BS or BA degree

Functional Responsibility: The Site Manager is responsible for the day to day operational matters, the quality of on-site contract performance, time and attendance, and the overall safety of the contract team at specified locations. The Site Manager oversees a team of financial, accounting and administrative professionals, and ensures performance objectives and contractual compliance are met. The Site Manager performs quality control duties as directed by the Project/Program Manager. The Site Manager provides the Project/Program Manager with status reports and identifies and reports performance issues. The Site Manager assists in staff recruitment and coordinate disciplinary actions with problematic employees. The Site Manager may serve as an onsite liaison. A Site Manager may be assigned to locations where five or more contract employees are posted.

Minimum Education: 4 years of managerial experience.

Financial Analyst

Minimum Education: BS or BA degree in Accounting or related field

Functional Responsibility: Ability to interpret data into a logical format. Knowledgeable with financial requirements including business process review, testing and corrective action implementation plans. Conducts internal control reviews to endure compliance with policy, laws and regulations. Performs financial research and analysis.

Minimum Education: 3 years of experience in performing accounting/financial duties.

Accounting Clerk I

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Performs one or more routine accounting clerical operations such as examining, verifying and correcting accounting transactions to ensure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts. Totaling, balancing and reconciling collection vouchers, posting data to transaction sheets where employee identifies proper accounts and items to be posted and coding documents in accordance with chart of accounts.

Minimum Education: 1 year of experience in performing accounting or related duties.

Accounting Clerk II

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Uses a knowledge of double entry bookkeeping performing one or more of the following: Posts actions to journals, identifies subsidiary accounts affected and debit and credit entries to be made and assigns proper codes; reviews computer printouts against manually maintained journals, detects and corrects erroneous postings and prepares documents to adjust accounting classifications and other data. Reviews lists of transactions rejected by an automated system, determines reasons for rejections and prepares necessary correcting material.

Minimum Education: 2 years of experience in performing accounting or related duties.

Accounting Clerk III
Minimum Education: Bachelor’s degree in Accounting/Finance

Functional Responsibility: Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system). Analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies and taking action to ensure that accounts balance).

Minimum Education: 3 years of experience in performing accounting, financial or related duties.

General Clerk I

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Follows a number of 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, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts.

Minimum Education: 1 year general administrative experience.

Date Entry Operator I

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Work is routing and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

Minimum Education: 1 year general administrative experience, preferably as a data entry clerk.

Date Entry Operator II

Minimum Education: High school diploma or equivalent (GED).

Functional Responsibility: Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routing work as described for Level I.

Minimum Education: 1 year data entry experience.

Computer Operator III

Minimum Education – High school diploma or equivalent (GED).

Functional Responsibility: Processes a range of scheduled transactions and routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on system stoppage and error conditions not fully
covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.

Minimum Experience: 3 years of experience.

**Word Processor II**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as: editing and reformatting written or electronic drafts, transcribing scientific reports, lab analyses, 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.

Minimum Education: 2 years general administrative/secretarial experience.

**Word Processor III**

**Minimum Education** – High school diploma or equivalent (GED).

**Functional Responsibility:** Requires 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 financial documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

Minimum Experience: 3 years of general administrative experience.

**Secretary I**

**Minimum Education** – High school diploma or equivalent (GED).

**Functional Responsibility:** Handles situations, problems, and deviations in the work of the office according to the supervisor's specific instructions, priorities, duties, policies, and program goals. Duties include or are comparable to the following: screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, non-technical correspondence in own or supervisor's name. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed. Collects information from the files or staff for routine inquiries on office programs or periodic reports.

Minimum Experience: No minimum experience required.
**Secretary II**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** Handles different situations, problems, and deviations in the work of the office according to the supervisor’s general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following: screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routing, non-technical correspondence in own or supervisor’s name. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor’s procedures; assures that proper clearances have been obtained, when needed. Collects information from the files or staff for routing inquiries on office programs or periodic reports. Refers non-routing requests to supervisor or staff. Explains subordinate staff supervisor’s requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

**Minimum Education:** 2 years general administrative experience, preferably in performing secretarial duties.

**Budget/Data Analyst**

**Minimum Education:** BS or BA degree, preferably in Accounting/Finance

**Functional Responsibility:** Assist organizations in allocating financial resources. Develop, analyze, and execute budgets, as well as estimate future financial needs for the organization. Examine the budget and seek new ways to improve efficiency and increase profits. Determine most efficient way to distribute funds and other resources among various departments and programs. In addition to managing an organization's budget, the analyst may be involved in program performance evaluation, policy analysis, and the drafting of budget-related legislation. The analyst may also conduct training sessions for company or government personnel regarding new budget procedures.

**Minimum Education:** 2 years of experience in related field.

**Fiscal Advisor**

**Minimum Education:** BS or BA degree in economics, business administration, or related discipline

**Functional Responsibility:** Advises Agency personnel on fiscal issues—including as they relate to trade liberalization—in developing and transition economies. In collaboration with regional bureaus and overseas missions, formulates a program of field support that improves Agency understanding of the fiscal issues that developing and transition economies confront. Develops clear technical guidelines for designing, implementing, and evaluating fiscal programs. Assists with the management of funds, contracts and assistance agreements relating to fiscal activities. Also provides administrative or technical services and support as needed. Regularly tracks the impact of mission and regional bureau activities dealing with fiscal reform, including in support of trade liberalization or, more broadly, macroeconomic stabilization. Periodically conducts (or causes to be conducted) analyses or assessments of specific fiscal activities, with the intent of identifying “best practices”. Develops and disseminates information on fiscal reform in developing and transition economies—especially as they relate to trade liberalization. Provides information to Congress upon request and in support of mission and regional bureau requests for funding to support fiscal activities. Participates in the design and review of country program strategies and activities to ensure that economic growth programs take into account prior experience and best practices in the fiscal area. Provides support on strategy and program development, as requested, especially where fiscal activities are an important element of Mission objectives.
**Minimum Experience**: 5 years of experience in the design, implementation, monitoring, and/or evaluation of fiscal activities. Experience should demonstrate familiarity with foreign assistance programs in developing or transition economies and the ability to conduct high level advisory work on fiscal matters—including as they relate to trade liberalization.

**Senior Benefits Administrator**

**Minimum Education**: BS or BA Degree

**Functional Responsibility**: The Senior Benefits Analyst recommends and implements employee benefits strategies and policies that serve to enhance employee value proposition. The analyst will require a detailed working knowledge of benefits administration, policies, and procedures and the ability to manage processes and projects to completion.

Duties include:
- Collaborate with trust managers to resolve plan issues as it relates to impact on trust funding.
- Analyze plan cost/utilization on trust and trends to provide recommendations for plan design revisions that are consistent with benefit objectives and strategies.
- Provide reporting and benchmark data to identify utilization trends.

**Minimum Experience**: 5 years of experience in related field.

**Benefits Plan Accountant**

**Minimum Education**: BS or BA Degree in Accounting or related field

**Functional Responsibility**: Responsible for initiating and managing the VEBA Trust, and assisting with the financial reporting of the VEBA in accordance with IRS tax codes. Essential Job Functions: Oversee payroll funding of the VEBA plan. Prepare monthly journal entries and intercompany invoices for VEBA contributions. Prepare quarterly and annual general ledger account reconciliations for VEBA accounts. Reconcile statements from the fund manager and trustee for the VEBA. Preparation of trial balance, audit work papers and financial statements for IRS filing. VEBA plan financial statement preparation. Work closely with internal and external audit.

**Minimum Experience**: 3 years related experience.

**Payroll Specialist**

**Minimum Education**: High school diploma or equivalent (GED).

**Functional Responsibility**: The Payroll Specialist performs general payroll and payroll related duties, including: Processing payroll for exempt and non-exempt employees; conduct payroll compliance checks; Review payroll coding; reconciliation of payroll deposits, tax withholdings, garnishments and other deductions; track and determine regular and overtime pay; screens employees hours worked for calculating or coding errors; coding to appropriate general ledger; accurately enter payroll deductions, direct deposits, 401K payments and wage garnishments; input and track PTO accruals, time off tracking; process new hire paperwork; ensure that payroll related transactions are in compliance with external and internal policies; review and process payroll adjustments; answers employee questions related to payroll matters and resolves discrepancies in a timely manner; perform other special projects as assigned.
Minimum Education: 4 years related experience

**Accounting Specialist**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** The Accounting Specialist will support the Finance department by performing vendor invoice auditing processing, expense report processing, corporate credit card payment processing and reconciliation, payroll and invoice reconciliation, and other duties necessary to assist the department to achieve accurate record keeping of all Accounts Payable transactions.

Minimum Education: 2 years related experience

**Project Manager**

**Minimum Education:** BS or BA Degree.

**Functional Responsibility:** The project Manager has strong interpersonal, oral and written skills along with a proficiency with computerized systems. The ability to organize, creat project management plan, and manage multiple tasks. Successful management experience required.

Minimum Education: 3 years experience in managing a administrative support services contract.

**Project Information Specialist**

**Minimum Education:** Associates Degree

**Functional Responsibility:** The Project Information Specialist possesses strong computer skills (database, word processing, and data entry skills), excellent written and verbal communication skills and a commitment to innovative and quality customer service. This specialist has the ability to organize and manage multiple tasks. Their educational pursuits in information management, international studies, or other relevant areas and/or equivalent experience are a plus.

Minimum Education: 2 years related experience in performing library support services, research & development tasks or other related duties.

**Information Resource Specialist**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** The Information Resource Specialist is responsible for the management of electronic data files and the overall management of the organization’s information system(s); delegates responsibility to other information resource professionals.

Minimum Experience: 1 year of experience in performing related information management duties.

**Information Resource Associate**

**Minimum Education:** High school diploma or equivalent (GED).
**Functional Responsibility:** Complete tasks assigned by the Information Resource Specialist to ensure that the integrity of electronic data files are maintained and that the organization’s information system(s) functions efficiently and effectively.

**Minimum Experience:** 1 year of experience in performing related information management duties.

**Information Resource Assistant**

**Minimum Education:** Associates Degree

**Functional Responsibility:** Possesses strong computer skills (database, word processing, and data entry skills), excellent written and verbal communication skills and a commitment to innovative and quality customer service. This specialist has the ability to organize and manage multiple tasks. Their educational pursuits in information management, international studies, or other relevant areas and/or equivalent experience are a plus.

**Minimum Education:** 2 years of related experience in performing library support services, research & development tasks or other related duties.

**Receptionist**

**Minimum Education:** High school diploma or equivalent (GED).

**Functional Responsibility:** The Receptionist greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitors passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the receptionist’s time.

**Minimum Education:** 1 year of experience in performing office administrative duties to include phone reception responsibilities.

**Procurement Technician**

**Minimum Education:** BS or BA Degree

**Functional Responsibility:** A procurement technician works in an office setting with several other technicians. As a procurement tech, an individual may be assigned to certain commodity or service group. The tech typically reports to a procurement manager or supervisor. The procurement tech always analyzes cost and quality of goods and services and establishes vendor relationships. A procurement tech must have outstanding oral and written communication skills. Knowledge of computer applications is a must. Strong math skills are needed to analyze cost and savings when ordering goods/services.

**Minimum Education:** 1 year of experience in performing contracts management duties, preferably with Federal contracts
<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Technician</td>
<td>01400 - Supply Technician</td>
<td>2015-4281</td>
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<tr>
<td>Material Coordinator</td>
<td>21030 - Material Coordinator</td>
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<tr>
<td>Material Handling Laborer</td>
<td>21050 - Material Handling Laborer</td>
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<tr>
<td>Warehouse Specialist</td>
<td>21410 - Warehouse Specialist</td>
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<tr>
<td>Forklift Operator</td>
<td>21020 - Forklift Operator</td>
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<tr>
<td>Shipping/Receiving Clerk</td>
<td>21130 - Shipping/Receiving Clerk</td>
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<tr>
<td>General Clerk I</td>
<td>01111 - General Clerk I</td>
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<tr>
<td>General Clerk II</td>
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<tr>
<td>General Clerk III</td>
<td>01113 - General Clerk III</td>
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<tr>
<td>General Clerk IV</td>
<td>01270 – Production Control Clerk</td>
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<tr>
<td>Tour Guide</td>
<td>99350 - Park Attendant (Aide)</td>
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<tr>
<td>Museum Specialist II</td>
<td>13012 - Exhibits Specialist II</td>
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<td>Exhibit Material Coordinator</td>
<td>21020 - Material Coordinator</td>
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<td>Exhibit Material Technician</td>
<td>21040 - Material Handling Laborer</td>
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<td>13071 - Photographer I</td>
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<td>Graphic Designer</td>
<td>21150 - Graphic Artist</td>
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<td>29480 - Technical Writer</td>
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<tr>
<td>Program Assistant</td>
<td>01020 - Administrative Assistant</td>
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<td>01612 – Word Processor II</td>
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<tr>
<td>Receptionist</td>
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</tr>
</tbody>
</table>

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).