



GENERAL SERVICES ADMINISTRATION

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 are available through GSA Advantage!, a menu-driven database system.

The INTERNET address GSA Advantage! is: www.gsaadvantage.gov.

Multiple Award Schedule (MAS)

Contract Number – GS-02F-0259X

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period. September 30, 2021 through September 29, 2026

SciTech Services, Inc.

2129 Pulaski Hwy Ste 100
Havre De Grace, MD 210782141
(443) 303-3623
www.scitechinc.com

Business size Small – Minority Owned



SciTech Services, Inc.
MAS Schedule
GS-02F0259X

Table of Contents

1	Customer Information	1
2	Labor Rate Table	4
3	Labor Category Descriptions –.....	5



1 Customer Information

1a. Table of awarded special item number(s)	<p>SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</p> <p>SIN 611430 Professional and Management Development Training</p> <p>SIN 541715 Engineering Research and Development and Strategic Planning</p> <p>SIN 541330ENG Engineering Services</p> <p>SIN 541420 Engineering System Design and Integration Services</p> <p>SIN 541380 Testing Laboratory Services</p> <p>SIN 611512 Training</p>														
1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.	See Labor Rate Table														
1c. corresponding commercial job titles	See Labor Category Table														
2. Maximum order.	<table> <tr><td>SIN 541611</td><td>\$1,000,000</td></tr> <tr><td>SIN 611430</td><td>\$1,000,000</td></tr> <tr><td>SIN 541715</td><td>\$1,000,000</td></tr> <tr><td>SIN 541330ENG</td><td>\$1,000,000</td></tr> <tr><td>SIN 541420</td><td>\$1,000,000</td></tr> <tr><td>SIN 541380</td><td>\$250,000</td></tr> <tr><td>SIN 611512</td><td>\$1,000,000</td></tr> </table>	SIN 541611	\$1,000,000	SIN 611430	\$1,000,000	SIN 541715	\$1,000,000	SIN 541330ENG	\$1,000,000	SIN 541420	\$1,000,000	SIN 541380	\$250,000	SIN 611512	\$1,000,000
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SIN 541420	\$1,000,000														
SIN 541380	\$250,000														
SIN 611512	\$1,000,000														
3. Minimum order.	\$100.00														
4. Geographic coverage (delivery area).	World Wide														
5. Point(s) of production (city, county, and State or foreign country).	USA														
6. Discount from list prices or statement of net price.	None														
7. Quantity discounts.	None														
8. Prompt payment terms.	None														
9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.	Yes														
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.	Yes														
10. Foreign items (list items by country of origin).	USA														
11a. Time of delivery. (Contractor insert number of days.)	30 days ARO														
11b. Expedited Delivery.	7 days ARO														
11c. Overnight and 2-day delivery.	Non Applicable														
11d. Urgent Requirements.	7 days ARO														
12. F.O.B. point(s).	Destination														
13a. Ordering address(es).	<p>SciTech Services, Inc.</p> <p>2129 Pulaski Hwy Suite 100</p> <p>Havre De Grace, MD, 21078-2141</p>														
13b. Ordering procedures:	Call (443) 303-3623														



14. Payment address(es).	SciTech Services, Inc. 2129 Pulaski Hwy Suite 100 Havre De Grace, MD, 21078-2141
15. Warranty provision.	Standard Commercial
16. Export packing charges, if applicable.	Non Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).	None
18. Terms and conditions of rental, maintenance, and repair (if applicable).	Non Applicable
19. Terms and conditions of installation (if applicable).	Non Applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).	Non Applicable
20a. Terms and conditions for any other services (if applicable).	Non Applicable
21. List of service and distribution points (if applicable).	Non Applicable
22. List of participating dealers (if applicable).	Non Applicable
23. Preventive maintenance (if applicable).	Non Applicable
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).	Non Applicable
24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/ .	www.scitechinc.com
25. Data Universal Number System (DUNS) number.	609463799
26. Notification regarding registration in Central Contractor Registration (CCR) database.	Registered with CCR



SciTech Services, Inc.

SciTech Services, Inc. (SciTech) is an established engineering, business management and technical services company. The SciTech corporate experience is built on and around DoD and defense programs.

Headquartered in Havre De Grace, MD, SciTech employs over 75 professional and technical staff specializing in Federal Acquisition, acquisition management, training (acquisition and project management focused), information technology (IT), analytical processes, and testing. SciTech has won repeat task order contracts from DoD agencies on the basis of its performance.

The meritorious services performed by SciTech have earned the company recognition and commendation from the Aberdeen Test Center as an “outstanding” company. SciTech was nominated by DTRA for the Department of Defense Small Business Prime Contractor of the Year Award and received the Small Business Administration (SBA) “Administrator’s Award of Excellence”.

SciTech has a policy to team with small and large businesses in order to provide the best complement of capabilities for responding to the client’s needs and requirements. SciTech’s team is comprised of individuals with extensive experience in management, technical and professional services relating to Federal Acquisition Policies, acquisition management and information systems. SciTech offers multidisciplinary capabilities reflecting a combination of technical expertise and years of practical experience. Technical staff’s experience ranges from entry level to over 40 years. This experience incorporates all phases of program activities from planning, regulatory compliance, and logistics to full scale execution.



2 Labor Rate Table

Labor Category	Year 1 Sep 30, 2021 - Sep 29, 2022	Year 2 Sep 30, 2022 - Sep 29, 2023	Year 3 Sep 30, 2023 - Sep 29, 2024	Year 4 Sep 30, 2024 - Sep 29, 2025	Year 5 Sep 30, 2025 - Sep 29, 2026
Program Manager	\$207.02	\$213.23	\$219.63	\$226.22	\$233.00
Project Manager	\$186.32	\$191.91	\$197.66	\$203.59	\$209.70
QA/QC	\$108.74	\$112.00	\$115.36	\$118.82	\$122.39
Executive Consultant	\$347.37	\$357.79	\$368.53	\$379.58	\$390.97
Consultant 1	\$193.24	\$199.04	\$205.01	\$211.16	\$217.49
Consultant 2	\$159.27	\$164.05	\$168.97	\$174.04	\$179.26
Consultant 3	\$150.30	\$154.81	\$159.46	\$164.24	\$169.17
Consultant 4	\$108.46	\$111.72	\$115.07	\$118.52	\$122.08
Subject Matter Expert II	\$207.02	\$213.23	\$219.63	\$226.22	\$233.00
Subject Matter Expert I	\$178.86	\$184.23	\$189.76	\$195.45	\$201.31
Financial Analyst II	\$166.93	\$171.94	\$177.10	\$182.41	\$187.89
Financial Analyst I	\$115.57	\$119.04	\$122.61	\$126.29	\$130.08
Engineer VI	\$241.92	\$249.17	\$256.65	\$264.35	\$272.28
Engineer V	\$177.07	\$182.38	\$187.86	\$193.49	\$199.30
Engineer IV	\$116.85	\$120.36	\$123.97	\$127.68	\$131.52
Engineer III	\$107.31	\$110.53	\$113.84	\$117.26	\$120.77
Engineer II	\$84.35	\$86.88	\$89.48	\$92.17	\$94.93
Engineer I	\$69.16	\$71.24	\$73.37	\$75.57	\$77.84
Technician IV	\$109.72	\$113.01	\$116.40	\$119.90	\$123.49
Technician III	\$84.35	\$86.88	\$89.48	\$92.17	\$94.93
Technician II	\$70.02	\$72.12	\$74.29	\$76.52	\$78.81
Technician I	\$55.03	\$56.69	\$58.39	\$60.14	\$61.94
Software Engineer III	\$186.32	\$191.91	\$197.66	\$203.59	\$209.70
Software Engineer II	\$116.85	\$120.36	\$123.97	\$127.68	\$131.52
Software Engineer I	\$91.86	\$94.62	\$97.46	\$100.38	\$103.39
Web Developer	\$72.58	\$74.75	\$77.00	\$79.31	\$81.69
Project Support	\$102.14	\$105.20	\$108.36	\$111.61	\$114.96
Payroll Support	\$81.18	\$83.62	\$86.12	\$88.71	\$91.37
Human Resources Support	\$73.29	\$75.49	\$77.75	\$80.09	\$82.49
Program Support 1	\$75.54	\$77.80	\$80.14	\$82.54	\$85.02
Program Support 2	\$61.18	\$63.02	\$64.91	\$66.86	\$68.86
Project Coordinator	\$67.32	\$69.34	\$71.42	\$73.56	\$75.77
Administrative Support II	\$86.22	\$88.81	\$91.47	\$94.21	\$97.04
Administrative Support I	\$52.15	\$53.72	\$55.33	\$56.99	\$58.70

3 Labor Category Descriptions –

Labor Category	Minimum Education	Minimum Experience	Functional Requirements
Program Manager	BS	10	Oversees major programs or performs independent work of significant technical value for government and industry customers. Has outstanding knowledge and competence in one or more specific technical areas and is recognized internally and externally as exceedingly well qualified to conceptualize, manage, coordinate, and carry out complex projects and programs. External reputation may be national or international within area of expertise. Applies expert knowledge of scientific concepts, principles, and practices in his/her field of expertise and contributes to advancing that field. Manages resources and activities or defines technical approaches to be implemented by others. Prepares and delivers presentations to colleagues, subordinates, and government representatives. Responsible for the cost, schedule, and technical performance of the company on assigned program from inception through completion. Manages technical and administrative staff and provides ongoing direction in the performance of the assigned program. Develops and monitors program plan including time and cost estimates. Ensures project outputs are delivered on schedule and within funding. Establishes milestones and monitors adherence to program plan and schedule, identifies program problems, and obtains solutions, such as allocation of resources or changing contractual specifications. Prioritizes workload and determines staffing levels and any adjustments in staffing. Maintains a staffing level to ensure technical quality and appropriate experience levels are consistent with current and projected project activities. Reviews reports and briefings prepared by technical staff for quality. Leads technical discussions for project reviews. Prepares and delivers formal briefings. Ensures that appropriate training is delivered to program staff. Establishes and maintains effective relationships with customer, subcontractors, other prime contractors and other outside agencies. Acts as primary customer contact for program activities. Regularly meets with and updates the customer on project status. Leads program review sessions with customer to discuss cost, schedule, and technical performance.
Project Manager	BS	8	Manages the project in order to expand participation, anticipating and meeting customer needs; directs the tactical activities of the program including, but not limited to, engineering, finance and operations General experience includes working with all phases of the development life cycle as well as obtaining increasing levels of management experience. Technical experience shall include the specific engineering discipline, system, products, or field of study applicable to the assigned task/project. Responsible for performing engineering activities for the assigned task or project. Responsible for some or all of staffing, cost, and quality performance for the assigned project and task areas. Responsible for the resolution of technical issues. Analyzes engineering requirements and directs/conducts engineering design activities. Conducts engineering analysis, design, and development for areas requiring a moderate degree of experience, training, and skill.

Labor Category	Minimum Education	Minimum Experience	Functional Requirements
QA/QC	BS	6	Responsible for the design and implementation of policies and procedures to ensure that quality standards are met during production. Oversees testing of processes and products. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department.
Executive Consultant	MS	10	Manages multiple client or customer accounts. Recommends strategies and develops plans that satisfy client-customer needs and employer's business values and strategies. Manages technical aspects of complex projects through subordinate project managers and senior professionals. Ensures outcomes that conform to employer's values and strategies. Networks with business partners, vendor, and independent consultants to remain current with industry and technology developments. Represents employer at trade shows and conferences. Provides leadership and direction in coordinating engineering or analytical activities and other support personnel on a specific program of moderate scope. Demonstrated ability making decisions and recommendations in solving complex technical and administrative problems often involving multiple customers and multiple subcontractors. Responsible for program planning, execution, and performance.
Consultant 1	MS	7	Technical and project leadership is expected from this individual. Familiarity and fluency with advanced scientific concepts within the particular discipline is also expected. Independently performs a project assignment that involves complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks scope or solves problems which require investigation of a number of variables. Data analysis, interpretation and presentation as well as technical writing skills are expected to be developed to an advanced level in this position. Specific responsibilities include: Manage and advise staff members on research endeavors. Direct involvement in research projects. Report writing and statistical analysis of data. Actively participate with field work as required. Manage projects based on approval by management. May serve as Study Director or Principal Field Investigator for projects. As Principal Field Investigator, she/he will be involved in field trials and will serve as project manager as necessary to ensure proper development and conduct with, but not limited to: protocol development, site selection, instrumentation, application, sampling, documentation and report preparation.

Labor Category	Minimum Education	Minimum Experience	Functional Requirements
Consultant 2	MS	5	This position will provide project leadership in addition to bringing technical/scientific experience and research capabilities to this post. Independently performs a project assignment that involves complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks of limited scope or solves problems which require investigation of a limited number of variables. Duties include: Leadership of staff and team members. Manage projects based on approval by a Group Officer and the client. Project management including scheduling, budgeting, invoicing, and other project details. Lead report writing for projects as needed. Assure project details (research, etc.) are conducted per scope. Active participation in field work. Provide support for field and office staff performing work on managed projects. Work with other team leaders or project staff to ensure adequate training is provided for team members and staff concerns are communicated to management.
Consultant 3	BS	7	Responsible for bringing experience and research capabilities to this post. Duties will include: Leadership role in project work and development. Project Management to ensure scheduling, budgeting, invoicing, and other project details are on schedule and within scope. Lead report writing for projects managed. Assure literature, phone, and internet research is conducted per project scope. Provide support for field staff. Work with other team leaders or project staff to ensure adequate training is provided for team members and staff concerns are communicated to management. Provide support on other projects as necessary and appropriate. Independently performs a project assignment that involves few complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks of limited scope or solves problems which require investigation of a limited number of variables.
Consultant 4	BS	5	Responsible for assisting with projects as needed. This includes, but is not limited to: Assisting with report writing and generation. Literature, phone and internet research. In-house and field technical support. Performs a project assignment that involves few complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks of limited scope or solves problems which require investigation of a limited number of variables. Tasks may be executed without the direct supervision of senior staff, but support and direction will be given. As needs arise, the Staff Consultant will be adequately trained through on-site instruction and/or course work to insure proficiency for completion of tasks, and, if applicable, to meet government compliance.

Labor Category	Minimum Education	Minimum Experience	Functional Requirements
Subject Matter Expert II	BS	8	An organizational expert in the mechanical, electrical, chemical, components of civil engineering, aerospace, nuclear, bioengineering, science or marine architecture fields. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of science and engineering disciplines with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. May have authored and published articles or books in field of expertise.
Subject Matter Expert I	BS	5	An organizational expert in the mechanical, electrical, chemical, components of civil engineering, aerospace, nuclear, bioengineering, science or marine architecture fields. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of science and engineering disciplines with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. May have authored and published articles or books in field of expertise.
Financial Analyst II	BS	5	Develops, analyzes, forecasts and reports on programmatic and financial operating data. Establishes and maintains contract cost and schedule performance baseline, monitors performance, supports development of Work Breakdown Structures (WBS), supports development of estimates to complete and has thorough understanding of related financial policies. Supports contractual scheduling as required, implements earned value methodologies (as applicable), and performs related variance analyses. Prepares written and verbal reports regarding cost and performance schedule variances. Ensures that job cost information is accurately reported and timely. Handles routine and large projects and functions on a division or operation level.
Financial Analyst I	BS	3	Develops, analyzes, forecasts and reports on programmatic and financial operating data. Establishes and maintains contract cost and schedule performance baseline, monitors performance, supports development of Work Breakdown Structures (WBS), supports development of estimates to complete and has thorough understanding of related financial policies. Supports contractual scheduling as required, implements earned value methodologies (as applicable), and performs related variance analyses. Prepares written and verbal reports regarding cost and performance schedule variances. Ensures that job cost information is accurately reported and timely. Handles routine and large projects and functions on a division or operation level.

Labor Category	Minimum Education	Minimum Experience	Functional Requirements
Engineer VI	BS	15	Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials. Applies knowledge of and experience with engineering principles and techniques to develop moderately complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture and test of components, equipment and systems, including application of equipment to new uses. Creates and analyzes moderately complex engineering designs.
Engineer V	BS	10	Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials. Applies knowledge of and experience with engineering principles and techniques to develop moderately complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture and test of components, equipment and systems, including application of equipment to new uses. Creates and analyzes moderately complex engineering designs.
Engineer IV	BS	8	Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials. Applies knowledge of and experience with engineering principles and techniques to develop moderately complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture and test of components, equipment and systems, including application of equipment to new uses. Creates and analyzes moderately complex engineering designs.



Labor Category	Minimum Education	Minimum Experience	Functional Requirements
Engineer III	BS	6	Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials. Applies knowledge of and experience with engineering principles and techniques to develop moderately complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture and test of components, equipment and systems, including application of equipment to new uses. Creates and analyzes moderately complex engineering designs.
Engineer II	BS	3	Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials. Applies knowledge of and experience with engineering principles and techniques to develop moderately complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture and test of components, equipment and systems, including application of equipment to new uses. Creates and analyzes moderately complex engineering designs.
Engineer I	AS	0	Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials. Applies knowledge of and experience with engineering principles and techniques to develop moderately complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture and test of components, equipment and systems, including application of equipment to new uses. Creates and analyzes moderately complex engineering designs.
Technician IV	BS	8	Designs components, equipment, and test sets and executes procedures and processes in conjunction with requirements and specifications developed by engineering staff. Conducts or supports the development of new designs, methods, materials and processes; obtains, correlates, and analyzes complex technical information needed to accomplish assigned tasks; prepares detailed engineering reports, charts, graphs, and other documentation; maintains safety and security programs and assists in inspections and follow up reporting; monitors facility support systems; oversees and/or completes emergency repairs and routine maintenance; monitors operational procedures and recommends changes and enhancements.



Labor Category	Minimum Education	Minimum Experience	Functional Requirements
Technician III	HS	6	Designs components, equipment, and test sets and executes procedures and processes in conjunction with requirements and specifications developed by engineering staff. Conducts or supports the development of new designs, methods, materials and processes; obtains, correlates, and analyzes complex technical information needed to accomplish assigned tasks; prepares detailed engineering reports, charts, graphs, and other documentation; maintains safety and security programs and assists in inspections and follow up reporting; monitors facility support systems; oversees and/or completes emergency repairs and routine maintenance; monitors operational procedures and recommends changes and enhancements.
Technician II	HS	4	Obtains, correlates, and analyzes standard technical information needed to accomplish assigned tasks; prepares routine engineering reports, charts, graphs, and other documentation; maintains safety and security programs and assists in inspections and follow up reporting; monitors facility support systems; oversees and/or completes emergency repairs and routine maintenance. Obtains, correlates, and analyzes standard technical information needed to accomplish assigned tasks; prepares routine engineering reports, charts, graphs, and other documentation; maintains safety and security programs and assists in inspections and follow up reporting; monitors facility support systems; oversees and/or completes emergency repairs and routine maintenance.
Technician I	HS	0	Works under the supervision of more experienced staff, performing routine technical support in the conduct of analysis, experiments, and tests. Calibrates and/or operates standard laboratory equipment. Sets up or installs materials, equipment and apparatus for use in experiments and tests. Observes experiments, records test data, performs routine analyses and maintenance, prepares charts and graphs, and complies with safety and security procedures in the performance of work.
Software Engineer III	BS	8	Designs and develops software applications. Performs coding, debugging, testing and troubleshooting throughout the application development process. May direct a few junior level software engineers. Typically reports to a manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature.
Software Engineer II	BS	5	Designs and develops software applications. Performs coding, debugging, testing and troubleshooting throughout the application development process. Typically reports to a manager. Gaining exposure to some of the complex tasks within the job function. Occasionally directed in several aspects of the work.
Software Engineer I	BS	2	Designs and develops software applications. Performs coding, debugging, testing and troubleshooting throughout the application development process. Typically reports to a manager. Works on projects/matters of limited complexity in a support role. Work is closely managed.



Labor Category	Minimum Education	Minimum Experience	Functional Requirements
Web Developer	BS	4	Designs, develops, and implements software packages for websites. Troubleshoots debugs and implements software code. Has knowledge of standard concepts, practices, and procedures within a particular field (i.e., SQL, C++, HTML, CGI and JavaScript). Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude required. Typically reports to a project leader or manager.
Project Support	BS		Coordinates project activities to ensure the project is on schedule. Provides administrative and logistical support including meeting arrangement, progress tracking, and documentation. Reports to a project leader or manager. Gaining or has attained full proficiency in a specific area of discipline. Works under moderate supervision.
Payroll Support	BS	3	Maintains production records, timesheets, and the payroll system. May be responsible for computing, withholding, and deductions associated with net earnings. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.
Human Resources Support	BS	3	Administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.
Program Support 1	BS	3	Performs office support functions for the organization. Arrange and types a variety of materials including technical reports, letters, memorandum, statistical data, and other office correspondence. Composes and types routine correspondence for supervisor's approval. Takes dictation (manually or via Dictaphone); transcribes and types correspondence, memoranda, and reports. Gathers, tabulates, or otherwise manipulates data. Types and distributes periodic reports. Coordinates travel arrangements for supervisors and staff members. Responds to routine telephone requests and refers calls and visitors to appropriate staff. Reviews mail and ensures timely staff response. Sets up and maintains files. Additional office duties may include but are limited to: answering the phone, distribution of the mail, clerical errands, filing, typing correspondence, photocopying, assisting the in preparation of materials for conferences and meetings. Assumes supervisor's administrative duties for office efficiency.

Labor Category	Minimum Education	Minimum Experience	Functional Requirements
Program Support 2	HS	3	Performs office support functions for the organization under general supervision. Arrange and types a variety of materials including technical reports, letters, memorandum, statistical data, and other office correspondence. Composes and types routine correspondence for supervisor's approval. Takes dictation (manually or via Dictaphone); transcribes and types correspondence, memoranda, and reports. Gathers, tabulates, or otherwise manipulates data. Types and distributes periodic reports. Coordinates travel arrangements for supervisors and staff members. Responds to routine telephone requests and refers calls and visitors to appropriate staff. Reviews mail and ensures timely staff response. Sets up and maintains files. Additional office duties may include but are limited to: answering the phone, distribution of the mail, clerical errands, filing, typing correspondence, photocopying, assisting the in preparation of materials for conferences and meetings. Assumes supervisor's administrative duties for office efficiency.
Project Coordinator	BS	4	The Project Coordinator must have detailed knowledge of, and can articulate the structure and content of the Programs, including requirements, curriculum, policies, procedures, standards, philosophy, and current and future developments. The Program Coordinator is a significant contributor to the weekly staff meetings, and is involved in program development, recruitment, and retention. This employee is responsible for coordinating programs to which they are assigned. He/she will act as a liaison between the agencies and the participants in order to reduce the educational and social deficiencies which may result from excessive mobility, gender and language barriers. The position requires the following skills: Experience with complex administrative processes Archiving, records management, and information systems. Well organized and able to work independently Knowledge about and interest in the programs, e.g., social justice, issues of race, class, and gender, ecological literacy, etc. Excellent interpersonal, oral and written communication skills, as well as, ability to work collaboratively with participants and colleagues. Flexible and dependable; Ability to coordinate diverse tasks with minimal supervision.
Administrative Support II	AS	3	Working under general supervision, provides secretarial, clerical, and administrative support to technical and managerial staff.
Administrative Support I	HS	1	Working under general supervision, provides secretarial, clerical, and administrative support to technical and managerial staff.

****NOTE**** Experience can be substituted for education on a ratio of one year of experience for one year of college.