GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

On-line access to contractor 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**

MULTIPLE AWARD, FEDERAL SUPPLY SCHEDULE, 738X for HUMAN RESOURCES AND EEOSERVICES

Contractor:	RiVidium Inc. 10530 Linden Lake Plaza Suite 200 Manassas, VA 20109 **P:** (703) 366-3900 **F:** (703) 366-3910
Contract Number:	GS-02F-183AA *MOD #: : 612TZWB7*
Contract Period:	SEPT 3, 2013 TO SEPT 3, 2018
Business Size:	SBA (8a) Small Business, Veteran Owned, Service-Disabled

ABOUT US:
RiVidium Inc. was established in 2008 and is an SBA (8a) Certified and Center for Veterans Enterprise (**CVE**) certified Service-Disabled Veteran-Owned Small Business (SDVOSB). RiVidium provides end-to-end Human Capital, Administrative Support, Training, Talent Management and Human Resource as a Service (HRaaS) cloud solutions to our clients. RiVidium has over 100 years combined Federal and Commercial Human Capital experience supporting a wide range of Human Resource portfolio.

You will find a complete listing of our services, capabilities, and related information on our web site: http://www.rividium.com.

Contract Administration Point of Contact:

Xio Smith, GSA Contracts Manager
10530 Linden Lake Plaza
Suite 200
Manassas, VA 20109
Phone: (703) 366-3900 ext. 101
Fax #: (703) 366-3910
xio.smith@rividium.com

I. Customer Information

1a.Table of Awarded General SIN-595-21 General Support Services (excludes EEO Services) and includes: Planning, Recruitment and internal Placement, Position Classification, Training; Employee Relations; Outplacement; Review and Integration Services.

1b. Identification of the Lowest Priced Model Number and Lowest Unit Price
Not Applicable

2. Maximum Order:
No maximum order; customers are encouraged through the solicitation to inquire about possible additional concessions when an order for services exceeds $1,000,000 for SIN 595-21 (Human Resource Services).

3. Minimum Order:
$100

4. Geographic Coverage (Delivery Area):
World Wide

5. Points Of Production:
Manassas, Virginia

6. Discounts from list prices:
Basic 5% discount off commercial rates on all labor

7. Quantity Discounts
Basic 6% discount off commercial rates on all labor and an additional

- 2.5% volume discount off of any amount from $100,000.00 to $250,000.00 in task order per customer

- 3.5% volume discount off of any amount from $250,000.00 to $500,000.00 in task order per customer

- 4.5% volume discount off of any amount from $500,000.00 to $800,000.00 in task order per customer

- 5% volume discount off of any amount from $800,000.00 to $1,000,000.00 in task order per customer

8. Prompt Payment Terms:
Discount: 2 % if payment is made within 10 days
Net 30 days.

8a. Government Credit Cards Accepted

8b. No Discounts for Payment by Government Commercial Credit Card

9. Foreign Items:
None

10. Time of Delivery:
Will adhere to delivery schedule specified in agencies' purchase orders, etc.

11. F.O.B. Points:
Destination

12. Ordering Address:
10530 Linden Lake Plaza
Suite 200
Manassas, VA 20109
Phone: (703) 366-3900 ext. 101
Fax #: (703) 366-3910

12. 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:
10530 Linden Lake Plaza
Suite 200
Manassas, VA 20109
Phone: (703) 366-3900 ext. 101
Fax #: (703) 366-3910

14. Warranty Provision:

RiVidium warrants and implies that items delivered hereunder are merchantable and fit for the particular purpose of this contract.

15. Export Packing Charges (if applicable):

N/A

16. Terms and Conditions of Government Purchase Card Acceptance:

Government cards accepted; no discounts apply.

17. Terms and conditions of rental, maintenance, and repair (if applicable):

N/A

18. Terms and conditions of installation (if applicable):

N/A

19. Terms and conditions of repair parts indicating date of parts pricelists and any discounts from list prices (if applicable):

N/A

20. Terms and conditions for any other services (if applicable):

N/A

21. List of participating dealers (if applicable):

N/A

22. Preventive maintenance (if applicable):

N/A

23. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:

N/A

24. List of Services and Distribution Points:

10530 Linden Lake Plaza
Suite 200
Manassas, VA 20109
Phone: (703) 366-3900 ext. 101
Fax #: (703) 366-3910

25. Data Universal Number System (Duns) Number:

82-7489035

26. Notification Regarding Registration in SAM Central Contractor Registration (CCR) database:

Registered and CAGE CODE: 583E8

Schedule 738X Price List

RiVidium Inc. Federal Agency Pricing for Human Resources Services
CONTRACT: GS-02F-183AA (September 03, 2013 – September 13, 2018)

ITEM NUMBER	LABOR CAREGORY	2013 GSA RATE
595-21-0A	Subject Matter Expert (SME) Level I	$200.93
595-21-0B	Subject Matter Expert (SME) Level II	$180.83
595-21-0C	Subject Matter Expert (SME) Level III	$163.31
595-21-0D	Subject Matter Expert (SME) Level IV	$146.97
595-21-1A	Program Manager Level I	$125.34
595-21-1B	Program Manager Level II	$116.45
595-21-2A	Systems Analyst Level I	$102.52
595-21-2B	Systems Analyst Level II	$89.54
595-21-3A	HR Configuration Management Analyst Level I	$107.98
595-21-3B	HR Configuration Management Analyst Level II	$92.29
595-21-4A	Recruiting Specialist Level I	$104.62
595-21-4B	Recruiting Specialist Level II	$81.87
595-21-4C	Recruiting Specialist Level III	$75.12
595-21-5A	Staffing Specialist Level I	$123.14
595-21-5B	Staffing Specialist Level II	$109.83
595-21-5C	Staffing Specialist Level III	$83.72
595-21-6A	Position Classifications Specialist Level I	$123.00
595-21-6B	Position Classifications Specialist Level II	$111.00
595-21-6C	Position Classifications Specialist Level III	$88.36
595-21-7A	Benefits Specialist Level I	$120.01
595-21-7B	Benefits Specialist Level II	$105.00
595-21-7C	Benefits Specialist Level III	$90.21
595-21-8A	Personnel Actions Level I	$90.99
595-21-8B	Personnel Actions Level II	$80.01
595-21-8C	Personnel Actions Level III	$72.07
595-21-9A	Employee & Labor Relations Level I	$120.38
595-21-9B	Employee & Labor Relations Level II	$110.13
595-21-9C	Employee & Labor Relations Level III	$95.87
595-21-10A	Human Resource Assistant Level I	$52.62
595-21-10B	Human Resource Assistant Level II	$46.37
595-21-10C	Human Resource Assistant Level III	$39.07

Labor Category Descriptions

SME LEVEL I

SME Level I possess at least 15 years of experience in outsourcing services, business process redesign, change management efforts or information systems implementation.

Qualifications: Master's Degree in Human Resource, Program Management, Business Administration or related field. SME Level I has overall accountability for Global HR Architectures, Transformation Strategy, Organization Roadmaps and analysis of clients Domains and Line of Business (LoB). SME Level I are responsible for product delivery of client engagements; performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. SME Level I are also recognized experts in the areas of business process redesign, technical architecture, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems.

SME LEVEL II

SME Level II possess at least 12 years of experience in outsourcing services, business process redesign, change management efforts or information systems implementation.

Qualifications: Bachelor's Degree in Human Resource, Program Management, Business Administration or related field. SME Level II has overall accountability for Global HR Architectures, Transformation Strategy, Organization Roadmaps and analysis of clients Domains and Line of Business (LoB). SME Level II are responsible for product delivery of client engagements; performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. SME Level II are also recognized experts in the areas of business process redesign, technical architecture, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems.

SME LEVEL III

SME Level III possess at least 8 years of experience in outsourcing services, business process redesign, change management efforts or information systems implementation.

Qualifications: Bachelor's Degree in Human Resource, Program Management, Business Administration or related field. SME Level III has overall accountability for Global HR Architectures, Transformation Strategy, Organization Roadmaps and analysis of clients Domains and Line of Business (LoB). SME Level III are responsible for product delivery of client engagements; performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. SME Level III are also recognized experts in the areas of business process redesign, technical architecture, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems.

SME LEVEL IV

SME Level IV possess at least 5 years of experience in outsourcing services, business process redesign, change management efforts or information systems implementation.

Qualifications: Bachelor's Degree in Human Resource, Program Management, Business Administration or related field. SME Level IV has overall accountability for Global HR Architectures, Transformation Strategy, Organization Roadmaps and analysis of clients Domains and Line of Business (LoB). SME Level IV are responsible for product delivery of client engagements; performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. SME Level IV are also recognized experts in the areas of business process redesign, technical architecture, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems.

Program Manager Level I

Performs a variety of senior level management functions in support of multiple projects. Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and project team activities. Includes areas of administration, program control, and technical supervision. Makes recommendations to the government Project Director for the resolution of divergent viewpoints and inputs to critical decisions resulting from unseen situations which may develop during the life of the delivery order. Establishes processes and procedures to facilitate the program management and task accomplishment. Defines the standards for quality and timeliness and assessing results in terms of schedule, cost, and risk involved. Develops programs based upon a comprehensive analysis of the requirements. Ensures that all personnel assigned to a task meet government qualification standards and receive necessary training. Reviews subcontractor deliverables and invoices and approves for payment. Approves invoices being submitted to the government.

Qualifications: A Master's degree and at least 15 years of directly related Program Management and managing complex programs, or policy analysis/research, or consulting disciplines. Proven prior experience in leading broad organizational, management, program, policy or operational, or research projects requiring skillful planning, oversight, coordination, client interface and detailed knowledge of the subject matter and technical issues associated with the project.

Program Manager Level II

Performs a variety of senior level management functions in support of multiple projects. Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and project team activities. Includes areas of administration, program control, and technical supervision. Makes recommendations to the government Project Director for the resolution of divergent viewpoints and inputs to critical decisions resulting from unseen situations which may develop during the life of the delivery order. Establishes processes and procedures to facilitate the program management and task

accomplishment. Defines the standards for quality and timeliness and assessing results in terms of schedule, cost, and risk involved.

Qualifications: A Bachelor's Degree and at least 10 years of directly related Program Management and managing complex programs, or policy analysis/research, or consulting disciplines. Proven prior experience in leading broad organizational, management, program, policy or operational, or research projects requiring skillful planning, oversight, coordination, client interface and detailed knowledge of the subject matter and technical issues associated with the project.

Systems Analyst Level I

Performs the following duties: designs, analyzes, and programs user-generated projects by analyzing and clarifying data requirements and needs; evaluate, program, convert, and manage integration of HR disciplines and information systems related to the Human Resource activities. Recommends modifications to existing programs to increase operating efficiency and/or adapt to new requirements; work in collaboration with user department personnel and the Information Services Department; instruct personnel in procedures of applications; train user department personnel as needed; assist staff members as needed and perform other related duties as required.

Qualifications: Must have a Bachelor's or Master's degree in business management or related field and ten (10) years' experience as a Systems Analyst or an equivalent combination of job-related education/experience [*substituting each one year of post-secondary education/training for six months of experience*]. Experience with Human Resource as a Service (HRaaS) or PeopleSoft HRMS is ideal.

Systems Analyst Level II

Performs the following duties: designs, analyzes, and programs user-generated projects by analyzing and clarifying data requirements and needs; evaluate, program, convert, and manage integration of HR disciplines and information systems related to the Human Resource activities. Recommends modifications to existing programs to increase operating efficiency and/or adapt to new requirements; work in collaboration with user department personnel and the Information Services Department; instruct personnel in procedures of applications; train user department personnel as needed; assist staff members as needed and perform other related duties as required.

Qualifications: Bachelor's degree in Business Management or related field and five (5) years' experience as a Systems Analyst or an equivalent combination of job-related education/experience [*substituting each one year of post-secondary education/training for six months of experience*]. Experience with Human Resource as a Service (HRaaS) or PeopleSoft HRMS is ideal.

HR Configuration Management Analyst Level I

Provides expert analyst support and accounts for configuration management issues associated with maintaining and controlling all HR disciplines and change management

within the HR activity, documentation, Laws and Regulations changes, and HR configuration management. Responsible for maintaining HR configuration items. Works closely with the Executives, Program Manager and HR Configuration Control Board in defining and implementing procedures for releasing new HR policies in planning, recruitment and internal placement, position classification, personnel actions, and employee relations throughout the entire life cycle. Provides change management and product configuration management guidance.

Qualifications: Must have a Master's degree in Business Management or related field and ten (10) years' experience as a Configuration Management professional. Certification required in CM Principles & Implementation Certification (CMPIC).

HR Configuration Management Analyst Level II

Provides expert analyst support and accounts for configuration management issues associated with maintaining and controlling all HR disciplines and change management within the HR activity, documentation, Laws and Regulations changes, and HR configuration management. Responsible for maintaining HR configuration items. Works closely with the Executives, Program Manager and HR Configuration Control Board in defining and implementing procedures for releasing new HR policies in planning, recruitment and internal placement, position classification, personnel actions, and employee relations throughout the entire life cycle. Provides change management and product configuration management guidance.

Qualifications: Bachelor's degree in Business Management or related field and five (5) years' experience as a Configuration Management professional. Required certification in CM Principles & Implementation Certification (CMPIC).

Position Classification Specialist Level I

Provides expert advice to Federal agencies on a full range of position classification/management and/or compensation issues, many of which are of a highly complex nature. Provides expert assistance to Federal agencies in carrying out their authority to classify and manage positions. The Senior Specialist maybe responsible for performing a variety of more difficult and complex assignments in various phases of position classification and/or compensation administration. May conduct special occupational or job analysis studies. Responsibilities include analysis recommendations for classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with the more complex and dynamic organizations in terms of reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of considerable judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies. Receives and reviews a variety of the more complex and difficult classification requests; discusses duties and responsibilities of positions under review by field audit; advises departmental officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action. Performs

a variety of special assignments of a comprehensive nature relating to classification or pay; also performs detailed studies and analyses that are complex in nature with responsibility for providing recommendations for final action and verbal presentation of findings to departmental officials.

Qualifications: A Bachelor's degree and at least ten years of directly related progressively responsible and in-depth Federal position classification/management and/or compensation experience performing the foregoing types of functions. An additional four years of directly related Federal position classification or similar experience may be substituted for the Bachelor's degree.

Position Classification Specialist Level II

Provides support to Federal agencies in carrying out their position classification/management and/or compensation responsibilities. For example: Provides technical support to agencies in exercising their authority to conduct occupational or job analysis studies, and may be assigned to provide classification service for groups of organizations within the agency. Responsibilities include analysis and the rendering of advisory opinions on classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies. Receives and reviews a variety of classification requests; discusses duties and responsibilities of positions under review by field audit; advises officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action. Performs a variety of assignments of a comprehensive nature relating to classification or pay; also performs studies and analyses with responsibility for providing recommendations for final action and verbal presentation of findings to officials.

Qualifications: A Bachelor's degree and at least five years of position classification/management and/or compensation experience for the Federal government performing the foregoing types of functions. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.

Position Classification Specialist Level III

Provides support to Federal agencies in carrying out their position classification/management and/or compensation responsibilities. For example: Provides technical support to agencies in exercising their authority to conduct occupational or job analysis studies, and may be assigned to provide classification service for groups of organizations within the agency. Responsibilities include analysis and the rendering of advisory opinions on classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with reorganizations, realignments or the need to classify positions where

there is little classification and pay precedent. Duties require the exercise of judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies. Receives and reviews a variety of classification requests; discusses duties and responsibilities of positions under review by field audit; advises officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action. Performs a variety of assignments of a comprehensive nature relating to classification or pay; also performs studies and analyses with responsibility for providing recommendations for final action and verbal presentation of findings to officials.

Qualifications: An Associate's or Bachelor's degree and at least two years of position classification/management and/or compensation experience for the Federal government performing the foregoing types of functions. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.

Recruiting Specialist Level I

Provides expert advice to Federal agencies on a full range of Recruitment issues and assists in carrying out their authority to recruit – i.e., conducts job searches, and structured interview (behavioral interview) questions for use by agency officials. Applies advanced skills and knowledge of Federal HR business processes to administer HR processes in recruitment. Provides HR process services and interacts with recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions on USAJOBS; mining association data bases; and, planning, coordinating and conducting outreach activities at Association Meetings/Conferences and Job Fairs. May check references, extend formal job offers, work with outside agencies and vendors, etc. Senior Recruitment evaluate employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral.

Qualifications: A Bachelor's degree and at least five years of directly related progressively responsible and in-depth recruitment experience performing the foregoing types of functions. An additional four years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

Recruiting Specialist Level II

Provides assistance to clients in carrying out their authority to recruit – i.e., assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials. Applies skills and knowledge of Federal HR to administer HR processes in recruitment. Provides HR process services and interacts with clients to assist with recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web

sites; posting positions on USAJOBS; mining association data bases; and, planning, coordinating and conducting outreach activities at Association Meetings/Conferences and Job Fairs. . For example, may be asked to perform some of the following tasks: prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. May check references, extend formal job offers, work with outside agencies and vendors, etc.

Qualifications: A Bachelor's degree and at least three years of directly related progressively responsible and in-depth recruitment experience performing the foregoing types of functions. An additional three years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

Recruiting Specialist Level III

Provides assistance to clients in carrying out their authority to recruit – i.e., assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials. Applies skills and knowledge of Federal HR to administer HR processes in recruitment. Provides HR process services and interacts with clients to assist with recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions on USAJOBS; mining association data bases; and, planning, coordinating and conducting outreach activities at Association Meetings/Conferences and Job Fairs. For example, may be asked to perform some of the following tasks: prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. May check references, extend formal job offers, work with outside agencies and vendors, etc.

Qualifications: An Associate's or Bachelor's degree and at least 1-2 years of directly related progressively responsible and in-depth recruitment experience performing the foregoing types of functions. An additional three years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

Benefits Specialist Level I

Provides expert assistance to Federal agencies in carrying out their authority in the area of employee benefits. Recognized expert on a full range of Employee benefits actions that provides support to the organization. Provide expertise oversight and support to Federal agencies with administering retirement/benefits; provide management and administration of a progressive and comprehensive program that incorporates federal employee benefits, retirement, work life programs, life insurance, thrift savings plan, performance appraisals, and leave related issues such as the Voluntary Leave Transfer Program (VLTP), the Family Friendly Leave Act, etc. May identify problems and trends in retirement and benefits; Provides support for incentive awards and performance appraisal programs. Provide employees and/or their survivors with definitive answers involving complex benefits questions on the Civil Service Retirement System (CSRS), CSRS Offset

and Federal Employees' Retirement System (FERS), Thrift Savings Plan (TSP), Federal Employees Health Benefits Program (FEHB), and Federal Employees Group Life Insurance (FEGLI). Provides independent support with data entry, complete forms, and prepare a variety of reports using a personal computer and office automation software; develop retirement estimates and process retirement actions. Prepares and conducts benefits orientation briefings.

Qualifications: A Bachelor's degree and at least ten years of directly related progressively responsible and in-depth knowledge of Federal employee relations/benefits or similar (e.g., labor relations, alternative dispute resolution, mediation, labor relations, fact-finding/misconduct investigations, arbitration) experience performing the foregoing types of functions. An additional four years of directly related Federal employee relations and benefits or similar experience may be substituted for the Bachelor's degree.

Benefits Specialist Level II

Assists clients in carrying out employee benefits functions. Provide support to Federal agencies with administering retirement/benefits; provide management, administration and oversight of a progressive and comprehensive program that incorporates federal employee benefits, retirement, work-life programs. Prepares retirement estimates to include calculating estimated annuity based on the employee projected retirement date; review of the employee OPF; counsels employees on Social Security retirement offsets, retirement annuity, associated benefits, annual and sick leave; and assists employee with preparing the package. Provide employees and/or their survivors with definitive answers involving complex benefits questions on the Civil Service Retirement System (CSRS), CSRS Offset and Federal Employees' Retirement System (FERS), Thrift Savings Plan (TSP), Federal Employees Health Benefits Program (FEHB), and Federal Employees Group Life Insurance (FEGLI). Prepares and conduct benefits orientation briefings.

Qualifications: A Bachelor's degree and five years of related employee relations/benefits or similar experience for the Federal government performing the foregoing functions. An additional three years of related employee relations and benefits or similar experience in the public or private sector may be substituted for the Bachelor's degree.

Benefits Specialist Level III

Assists clients in carrying out employee benefits functions. Provide support to Federal agencies with administering retirement/benefits; provide management, administration and oversight of a progressive and comprehensive program that incorporates federal employee benefits, retirement, work-life programs. Prepares retirement estimates to include calculating estimated annuity based on the employee projected retirement date; review of the employee OPF; counsels employees on Social Security retirement offsets, retirement annuity, associated benefits, annual and sick leave; and assists employee with preparing the package. Provide employees and/or their survivors with definitive answers involving complex benefits questions on the Civil Service Retirement System (CSRS), CSRS Offset and Federal Employees' Retirement System (FERS), Thrift Savings Plan (TSP), Federal Employees Health Benefits Program (FEHB), and Federal Employees Group Life Insurance (FEGLI). Prepares and conduct benefits orientation briefings.

Qualifications: An Associate's or Bachelor's degree and two years of related employee relations/benefits or similar experience for the Federal government performing the

foregoing functions. An additional three years of related employee relations and benefits or similar experience in the public or private sector may be substituted for the Bachelor's degree.

Staffing Specialist Level I

Provides expert advice to Federal agencies on a full range of Staffing and Internal Placement issues and assist in carrying out their authority to Staff – i.e., develops and post vacancy announcements, develops crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. Applies advanced skills and knowledge of Federal HR business processes to administer HR processes in staffing. Provides HR process services and interacts with clients to provide HR advisory services to Federal HR policy and operations. Manages internal placement programs which include merit promotion, reassignment, temporary promotion, transfer of function, change to lower grade, reduction-in force, etc. For example, may be asked to perform some or all of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Prepares rating on applicants, and provides applicants with information as needed. May check references, extend formal job offers, etc. Senior Staffing Specialists evaluate employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral.

Qualifications: A Bachelor's degree and at least ten years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional four years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

Staffing Specialist Level II

Provides assistance to clients in carrying out their authority staff – i.e., creates and post vacancy announcement, develops crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. Applies skills and knowledge of Federal HR to administer HR processes in staffing. Provides HR process services and interacts with clients to provide HR advisory assistance with Federal HR policy and operations. For example, may be asked to perform some of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants, and provides applicants with information as needed. May check references, extend formal job offers, etc.

Qualifications: A Bachelor's degree and at least five years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional three years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

Staffing Specialist Level III

Provides assistance to clients in carrying out their authority staff – i.e., creates and post vacancy announcement, develops crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. Applies skills and knowledge of Federal HR to administer HR processes in staffing. Provides HR process services and interacts with clients to provide HR advisory assistance with Federal HR policy and operations. For example, may be asked to perform some of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants, and provides applicants with information as needed. May check references, extend formal job offers, etc.

Qualifications: An Associate's or Bachelor's degree and at least 2 years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional three years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

Personnel Action Specialist Level I

Provides expert technical assistance and/or support to HR or other administrative professionals in one or more functional areas of human resources (e.g., HR planning, recruitment/staffing, position classification, employee relations, outplacement, HR reviews, etc.). For example: In the recruitment and staffing area may provide intake support such as logging requests for recruitment action searching files for existing relevant materials, developing announcements, rating and ranking applications, preparing certificates etc. for routine occupations and positions, preparing/updating SF50, SF52 and other related documents.

Also, may assist in conducting and/or performing duties in the review of OPFs, development and review of eOPFSs and in processing personnel actions. In the classification area may perform classification support or technician support work for routine positions such as technical and clerical positions, completes OF-8s and other documentary evidence, maintains classification files and assists consultants in the performance of their duties. In the employee relations area may perform technical support work through the establishment, maintenance and retrieval of employee relations case files and materials, update case tracking logs, and/or perform routine internet or other research to support employee relations specialists.

Qualifications: An Associate's or bachelor's degree and at least six years of experience in areas such staffing, classification, HR records management or employee benefits, in addition to working knowledge of office support hardware and software and document preparation. An additional three years of related or similar experience in the public or private sector may be substituted for the Bachelor's degree.

Personnel Action Specialist Level II

Provides technical assistance and/or support to HR or other administrative professionals in one or more functional areas of human resources (e.g., HR planning,

recruitment/staffing, position classification, employee relations, outplacement, HR reviews, etc.). For example: In the recruitment and staffing area may provide intake support such as logging requests for recruitment action searching files for existing relevant materials, developing announcements, rating and ranking applications, preparing certificates etc. for routine occupations and positions, preparing/updating SF50, SF52 and other related documents. Also, may assist in conducting and/or performing duties in the review of OPFs, development and review of eOPFSs and in processing personnel actions. In the classification area may perform classification support or technician support work for routine positions such as technical and clerical positions, completes OF-8s and other documentary evidence, maintains classification files and assists consultants in the performance of their duties. In the employee relations area may perform technical support work through the establishment, maintenance and retrieval of employee relations case files and materials, update case tracking logs, and/or perform routine internet or other research to support employee relations specialists.

Qualifications: An Associate's or Bachelor's degree and at least three years of experience in areas such as staffing, classification, HR records management or employee benefits, in addition to working knowledge of office support hardware and software and document preparation.

Personnel Action Specialist Level III

Provides technical assistance and/or support to HR or other administrative professionals in one or more functional areas of human resources (e.g., HR planning, recruitment/staffing, position classification, employee relations, outplacement, HR reviews, etc.). For example: In the recruitment and staffing area may provide intake support such as logging requests for recruitment action searching files for existing relevant materials, developing announcements, rating and ranking applications, preparing certificates etc. for routine occupations and positions, preparing/updating SF50, SF52 and other related documents. Also, may assist in conducting and/or performing duties in the review of OPFs, development and review of eOPFSs and in processing personnel actions. In the classification area may perform classification support or technician support work for routine positions such as technical and clerical positions, completes OF-8s and other documentary evidence, maintains classification files and assists consultants in the performance of their duties. In the employee relations area may perform technical support work through the establishment, maintenance and retrieval of employee relations case files and materials, update case tracking logs, and/or perform routine internet or other research to support employee relations specialists.

Qualifications: An Associate's or Bachelor's degree and at least 1-2 years of experience in areas such as staffing, classification, HR records management or employee benefits, in addition to working knowledge of office support hardware and software and document preparation.

Employee & Labor Relations Specialist Level I

Provides employee labor relations (ELR) services across all disciplines and organization. The Sr. ELR Specialist will have 8-10 years' experience and provides advice and assistance in the areas of complex conduct and discipline issues; administers employee relations programs, functions, and in-house training; insures work performance conforms to established policies. Investigates problems, including disciplinary actions and working

conditions; provides guidance and recommendations for problem resolution. Assists employees and management in resolution of work related conflicts; provides recommendations for solutions. Provides information to employees regarding government/agency rules, regulation and procedures. Prepares reports; gathers information; provides trends analysis; monitors compliance. Maintains and updates personnel benefits records.

Minimum Education: Bachelor's Degree or equivalent experience.

Employee & Labor Relations Specialist Level II

Provides employee labor relations (ELR) services across all disciplines and organization. The Mid. ELR Specialist will have 3-5 years' experience and provides advice and assistance in the areas of complex conduct and discipline issues; administers employee relations programs, functions, and in-house training; insures work performance conforms to established policies. Investigates problems, including disciplinary actions and working conditions; provides guidance and recommendations for problem resolution. Assists employees and management in resolution of work related conflicts; provides recommendations for solutions. Provides information to employees regarding government/agency rules, regulation and procedures. Prepares reports; gathers information; provides trends analysis; monitors compliance. Maintains and updates personnel benefits records.

Minimum Education: Bachelor's Degree or equivalent experience

Employee & Labor Relations Specialist Level III

Provides employee labor relations (ELR) services across all disciplines and organization. The Jr. ELR Specialist will have 1-3 years' experience and provides advice and assistance in the areas of complex conduct and discipline issues; administers employee relations programs, functions, and in-house training; insures work performance conforms to established policies. Investigates problems, including disciplinary actions and working conditions; provides guidance and recommendations for problem resolution. Assists employees and management in resolution of work related conflicts; provides recommendations for solutions. Provides information to employees regarding government/agency rules, regulation and procedures. Prepares reports; gathers information; provides trends analysis; monitors compliance. Maintains and updates personnel benefits records.

Minimum Education: Associate's Degree or equivalent experience

Human Resource Assistant Level I

Provides advanced office support. The Sr. Human Resource Assistant will have 3-5 years' experience and plans and organizes administrative operations, assists with program planning and development. Creates and manages documentation in electronic and hard copy formats. Prepares required reports; arranges travel for staff; assembles material for meetings; orders supplies, Develops spreadsheets and reports to track budgets, expenditures. Provides formatting and editing for reports, proposals and presentations. Maintains departmental calendar; schedules meetings and training and administrative duties.

Minimum Education. Associates Degree or BA/BS degree in Human Resources,

Business or related field or equivalent experience.

Human Resource Assistant Level II

Provides advanced office support. The Mid. Human Resource Assistant will have 1-3 years' experience and plans and organizes administrative operations, assists with program planning and development. Creates and manages documentation in electronic and hard copy formats. Prepares required reports; arranges travel for staff; assembles material for meetings; orders supplies, Develops spreadsheets and reports to track budgets, expenditures. Provides formatting and editing for reports, proposals and presentations. Maintains departmental calendar; schedules meetings and training and administrative duties.

Minimum Education. Associates Degree or BA/BS degree in Human Resources, Business or related field or equivalent experience.

Human Resource Assistant Level III

Provides advanced office support. The Mid. Human Resource Assistant will have 0-2 years' experience and plans and organizes administrative operations, assists with program planning and development. Creates and manages documentation in electronic and hard copy formats. Prepares required reports; arranges travel for staff; assembles material for meetings; orders supplies, Develops spreadsheets and reports to track budgets, expenditures. Provides formatting and editing for reports, proposals and presentations. Maintains departmental calendar; schedules meetings and training and administrative duties.

Minimum Education. Associates Degree or BA/BS degree in Human Resources, Business or related field or equivalent experience.