1. About Us

Preferred Staffing Group (PSG) has been servicing the Washington, DC Metropolitan area since 1987. We are a women-owned business that serves the federal, state, municipal governments and private sector industry. Qualified, dependable and professional are some of the key words that describe our employees. Our reputation rests in the hands of our clients, hence we like to maintain and develop relationships to prove our abilities in the administrative and professional staffing arena.

PAST PERFORMANCE:

Preferred Staffing Group (PSG) is uniquely qualified to serve agencies of the United States Government as they seek to address shifting personnel needs in an ever changing environment. A small business with over 20 years of experience, PSG has maintained effective and successful relationships with over 48 federal agencies since its founding in 1987. PSG provides professional, scientific, management and administrative support services varying from clerical support to independent consultants. We currently have contracts in administrative & clerical support, engineering, and consulting.

PROFESSIONAL STAFFING IS OUR BUSINESS:

- Long Term, Short Term and Project Based Staffing
- 24 Hour a Day Availability
- Competitive Rates and Volume Discounts
- GSA Schedule in 12 States
- Efficient Web Based Time Clock
- Attractive & Extensive Associate Benefit Package
- Evaluations and Periodic Reports for Clients
- Background and Reference Checks on all Employees
- Able to staff personnel holding security clearance
- Proven placement methodology to match candidates to the position criteria

OUR TOP FIVE CLIENTS:

The National Institutes of Health
Department of Homeland Security
NASA
FDIC
The Smithsonian Institution

DESIGNATIONS & CERTIFICATIONS:

Legal Business Name: Preferred Temporary Services, Inc.
DBA: Preferred Staffing Group
DUNS #: 175401181 **Cage Code:** 0KKP0
TIN #: 52-1498967 **SIC Code:** 7361
GSA Contract #: GS-07F-0035N
NAICS: 541199, 541611, 541612, 541990, 561110, 561311. 561312. 561320, 561421, 561492, 561499
PSC: R601, R603, R606, R607, R699, R702, R706, R799

2. Contract Overview

PSG has been awarded a GSA Federal Supply Schedule (FSS) contract for:
Temporary Administrative and Professional Staffing, Contract No. GS-07F-0035N.
Ordering period October 1, 2007 through September 30, 2012.

This is an Indefinite Delivery Indefinite Quantity (IDIQ) Multiple Award Schedule contract that provides for task orders to be placed as Firm Fixed-Price (FFP) or time and material (T&M) task orders using the labor categories and ceiling rates defined in the contract. Order type is at the discretion of the ordering agency. There is no dollar value ceiling for this contract. To learn more about using GSA schedule contracts, see the GSA FSS website link located on PSG' website at http://www.goptsinc.com. Our FSS Contracting Officer is Francis A. Wilson. His phone number is 817-574-2388 and his fax number is 817-574-2342. His email is Frank.Wilson@gsa.gov.

3. Contract Terms

1a. Table of Awarded Special Item Numbers (SIN):
- 736 1: Administrative Support and Clerical Occupations
- 736 2: Automatic Data Processing Occupations
- 736 3: General Services and Support Occupations
- 736 4: Information and Arts Occupations
- 735 5: Technical and Professional Occupations

1b. Lowest Price Model Number for each Awarded SIN(s): ..... Not Applicable

1c. Description of Job Title and Responsibilities
Information is provided in Section 5.

2. Maximum Order $100,000

3. Minimum Order $100

4. Geographic Coverage (Delivery Area) is the United States including Puerto Rico.

5. Points of Production ..... Washington, D.C.

6. Discount from List Prices or Statement of Net
Prices shown in the Labor Rates section are net, all discounts deducted, and valid for all areas.

7. Quantity Discounts ..... None

8. Prompt Payment Terms ..... 1% - 30 Days, Net 31 Days

9a. PSG will accept Government Commercial Credit Card below the Micropurchase threshold.

9b. PSG will accept Government Commercial Credit Card above the Micropurchase threshold.

10. Foreign Items ..... Not Applicable

11a. Time of Delivery ..... 0 days from time of award to time of delivery

11b. Expedited Delivery ..... Not Applicable

11c. Overnight and 2-day Delivery ..... Not Applicable

11d. Urgent requirements ..... Not Applicable

12. F.O.B. Points ..... FOB Destination

13a. Ordering Address:
Preferred Staffing Group
1522 K Street, NW, Suite 840
Washington, D.C. 20005
Telephone: 202-289-8555
FAX: 202-289-8551
email: lavin@goptsinc.com

13b. Ordering Procedures: Ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov.schedules).

14. Payment Address:
Wells Fargo Business Credit
PO Box 823280
Philadelphia, PA 19182-3280

Note: PSG is enrolled in the GSA Vendor Express program in order to receive Direct Deposit/Electronic Funds Transfer (DD/EFT).

15. Warranty Provision: The contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described for this contract.

16. Export Packing Charges ..... Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance: PSG will accept Government Purchase Card for orders of $2,500 or less. Contact PSG for acceptance of larger orders.

18. Terms and Conditions of Rental, Maintenance and Repair ..... Not Applicable
19. Terms and Conditions of Installation ..... Not Applicable

20. Terms and Conditions of Repair Parts ..... Not Applicable

20a. Terms and Conditions for any other services ..... Not Applicable

21. List of Service and Distribution Points ..... Not Applicable

22. List of Participating Dealers ..... Not Applicable

23. Preventive Maintenance ..... Not Applicable

24a. Special Attributes ..... Not Applicable

24b. Section 508 Compliance Information ..... Not Applicable

25. Data Universal Number System (DUNS) Number 17-540-1181

26. Notification Regarding Registration in Central Contractor Registration (CCR Database): PSG has registered in the CCR Database. CAGE/NCAGE Code: 0KKP0

4. Contract Use

This contract is available for use by all federal government agencies as a source of temporary support. Executive agencies, other federal agencies, mixed ownership government corporations, and the District of Columbia; Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government. *See GSA Order ADM 4800.2E, January 3, 2000, for a complete list of authorized schedule users available from the GSA FSS website links located on PSG's website, http://www.goptsinc.com.*

5. Contract Scope

The Special Item Numbers (SINs) available under this contract provide for services across the spectrum of temporary support. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. PSG' GSA Schedule provides services under the SINs defined below:

SIN 736 1: Administrative Support and Clerical Occupations
SIN 736 2: Automatic Data Processing Occupations
SIN 736 3: General Services and Support Occupations
SIN 736 4: Information and Arts Occupations
SIN 736 5: Technical and Professional Occupations

6. GSA Standard Rates #GS-07F-0035N

SIN 736 1: Administrative Support and Clerical Occupations

SIN 736 1: Administrative Support and Clerical Occupations	
Accounting Clerk I	$28.23
Accounting Clerk II	$31.03
Accounting Clerk III	$39.20
Dispatcher, Motor Vehicle	$32.47
Document Preparation Clerk	$26.91
General Clerk I	$27.93
General Clerk II	$29.99
General Clerk III	$33.79
Data Entry Operator I	$27.17
Data Entry Operator II	$29.16
Purchasing Clerk	$33.95
Messenger	$26.01
Order Clerk I	$28.29
Order Clerk II	$30.39
Personnel Assistant I	$32.90
Personnel Assistant II	$36.19

Personnel Assistant III	$39.73
Court Reporter	$38.50
Receptionist	$27.24
Word Processor I	$29.07
Word Processor II	$32.17
Word Processor III	$35.63
Secretary I	$32.77
Secretary II	$35.98
Secretary III	$43.75
Administrative Assistant	$53.04
Rental Clerk	$30.47
Service Order Dispatcher	$31.12
Survey Worker (Interviewer)	$35.75
Supply Technician	$48.70
Test Proctor	$36.01
Travel Clerk I	$25.51
Travel Clerk II	$27.14
Travel Clerk III	$28.85
Production Control Clerk	$38.79
SIN 736 2: Automatic Data Processing Occupations	
Computer Programmer I	$48.72
Computer Programmer II	$57.09
Computer Programmer III	$67.91
Computer Programmer IV	$84.89
Computer Operator I	$34.07
Computer Operator II	$37.50
Computer Operator III	$41.18
Computer Operator IV	$45.16
Computer Operator V	$49.46
Computer Systems Analyst I	$48.08
Computer Systems Analyst II	$57.03
Computer Systems Analyst III	$70.45
SIN 736 3: Material Handling, Packaging and Mechanical Maintenance, and Repair Occupations	
House Keeping Aide I	$23.29
Grounds Maintenance	$25.18
Janitor	$23.29
Laborer	$28.08
Maid or Houseman	$22.43
Material Coordinator	$38.79

Material Expeditor	$38.79
Material Handling Laborer	$26.33
Order Filler	$28.25
Refuse Collector	$27.63
Shipping Packer	$28.25
Shipping & Receiving Clerk	$28.25
Store Worker I	$23.13
Stock Clerk (Store Worker II; Shelf Stocker)	$30.94
Warehouse Specialist	$32.16
Medical Record Clerk	$31.79
Medical Record Technician	$34.95
SIN 736 4: Information and Arts Occupations	
Photographer I	$30.62
Photographer II	$34.04
Photographer III	$41.28
Photographer IV	$48.85
Photographer V	$56.61
Librarian	$56.80
Library Technician	$35.54
Exhibits Specialist I	$35.49
Exhibits Specialist II	$42.71
Exhibits Specialist III	$51.04
SIN 736 5: Technical and Professional Occupations	
Civil Engineering Technician	$45.56
Contracts Administrator II	$50.33
Engineering Technician I	$40.24
Engineering Technician II	$44.51
Engineering Technician III	$49.18
Engineering Technician IV	$59.62
Engineering Technician V	$71.76
Engineering Technician VI	$85.70
Environmental Technician	$47.08
Graphic Artist	$46.15
Laboratory Technician	$40.94
Paralegal I	$37.77
Paralegal II	$45.65
Paralegal III	$54.62
Paralegal IV	$64.98
Procurement Clerk	$27.83

Technical Writer I	$38.74
Technical Writer II	$46.21
Technical Writer III	$54.79
Mathematical Technician	$49.41
Drafter I	$36.09
Drafter II	$39.76
Drafter III	$43.70
Drafter IV	$52.55

7. Labor Category Descriptions

GSA has approved the following labor categories and associated qualifications for temporary staffing services. The following job descriptions were derived from the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division.

SIN 736 1: ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

Accounting Clerk I
This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

Accounting Clerk II
This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

Accounting Clerk III
The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

Dispatcher, Motor Vehicle
Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

Document Preparation Clerk
Prepares documents such as brochures, books, periodicals, catalogs and pamphlets for copying or photocopying, photographic, and other reproducing Office machine. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling.

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

General Clerk II
This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

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

Data Entry Operator I
This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

Data Entry Operator II
This position requires the application of experience and judgment in selecting procedures to be followed,

and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

Messenger
Delivers messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.

Order Clerk I
Handles orders involving items, which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

Order Clerk II
Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

Personnel Assistant I
This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.

Personnel Assistant II
This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc.). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

Personnel Assistant III
This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

Secretary I

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;

b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms:

c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;

d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;

e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and maintains office files.

Secretary II

LR-2 handles differing 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:

a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;

b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;

c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;

d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;

e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

Secretary III

LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following: a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;

b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered.

c. Read publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;

d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;

e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.
The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

Administrative Assistant
In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Service Order Dispatcher
Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments using radiotelephone equipment.

Survey Worker (Interviewer)
Interviews people to obtain information on topics such as public issues or consumer buying habits. Contacts people at home or place of business or by telephone following specified sampling procedures, or approaches them at random on street. Asks questions relative to items on form or questionnaire, records answers, and assists persons in filling out forms. May review, sort, classify and file forms according to specified procedures and criteria. May participate in federal, state or local census surveys.

Test Proctor
Administers, supervises or proctors tests. Administers make-up tests in conjunction with civilian institution programs when it has been clearly established that the student could not be present for normal in-class testing because of duty conflict or health reasons. Testing materials are controlled items and will be handled, stocked safeguarded and administered in strict compliance with applicable regulations.

Travel Clerk I
Under close supervision or following specific procedures and detailed instructions arranges travel on one and sometimes two modes of transportation. Travel is almost always recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

Travel Clerk II
Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated through the use of readily obtainable timetables or guides.
Travel is frequently recurrent. A substantial number of problems arise as a result of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance, so there may be major problems of scheduling or accommodations.
Travel involves special transportation privileges or special allowances and requires authorization or

planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination.
Within general guidelines, employees select and apply appropriate travel guides, methods, techniques and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

Travel Clerk III
At this level, all major modes of transportation are used, and most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips, requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information. The incumbent is characterized by independence of action, with very little instruction, guidance and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and responsible as the principal point of liaison with other elements and with carriers and other facilities.

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

Rental Clerk
This position performs clerical duties concerned with rental and management of public housing projects answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. The Rental Clerk receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. This Clerk receives security deposits and prepares tenant receipts, prepares bank deposits, maintains tenant files, and follows up on income re-certifications.

Supply Technician
This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in

difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:
(a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

SIN 736 2: AUTOMATIC DATA PROCESSING OCCUPATIONS

Computer Programmer I

Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments (as described in Level II) under close supervision. May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and a supervisor must authorize any deviation. Work is closely monitored in progress and reviewed in detail upon completion.

Computer Programmer II

Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear-cut and complete specifications. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc. May evaluate simple interrelationships in the immediate programming area. Confers with user representatives to gain a sufficient understanding of the situation to formulate the needed change and implements the change upon approval of the supervisor or higher-level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired, and the inputs, outputs, and record formats. Uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.

Computer Programmer III

As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area, such as a record keeping operation, a well-defined statistical or scientific problem, or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked
to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. Duties may include: develop, modify, and maintain assigned programs; design and implement modifications to the interrelation of files and records within programs in consultations with higher level staff; monitor the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implement and/or maintain assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. Tests, documents work, writes and maintains operator instructions for

assigned programs. Confers with other EDP personnel to obtain or provide factual data. May carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes. Works independently under specified objectives. Applies judgment in devising program logic. Obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers. May supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher-level staff or supervisor. May assist higher-level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.

Computer Programmer IV

Applies expertise in programming procedures to complex programs. Recommends the redesign of programs. Investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, finance management, human resources, and material management) or a computer system for a project in engineering, research, accounting, etc. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. Duties may include: develop, modify, and maintain complex programs; design and implement the interrelations of files and records within programs which will effectively fit into the overall design of the project; work with problems or concepts, develop programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed. Occasionally may develop special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts. Performs such programming analysis as investigating the feasibility of alternate program design approaches to determine the best-balanced solution. On typical maintenance projects and new, limited, smaller scale projects, assists user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program. On large or more complicated projects, participates as a team member along with other EDP personnel and users and having responsibility for a portion of the project. Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.

Computer Operator I

Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

Computer Operator II

Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

Computer Operator III

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines. 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.

Computer Operator IV

Adapts to a variety of nonstandard problems, which require extensive operator intervention. In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems.

Computer Operator V

Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

Computer System Analyst I

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.

Computer System Analyst II

This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.

The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include

the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.
In this position, the incumbent works independently under overall project objectives and requirements, and apprises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.

Computer System Analyst III
The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems. The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

Court Reporter
This position records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in a court of law by manual or machine shorthand. The Court Reporter reads portions of transcript during trial at the judge's request, and asks speakers to clarify inaudible statements. The Court Reporter transcribes recorded material using a typewriter, or dictates material into a recording machine.

Receptionist
This position 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 visitor 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 worker's time.

Word Processor I
Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from

established procedures.

Word Processor II
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: Editing and reformatting of 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; familiarity with office terminology and practices. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

Word Processor III
Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports, which include tables, graphs, charts or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

SIN 736 3: GENERAL SERVICES AND SUPPORT OCCUPATIONS

House Keeping Aide I
Provides and supports patients with personal care. Assists and trains patient/client and family in activities of daily living such as bathing, grooming, toileting and elimination, and adequate nutritional intake. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. May be expected to meet certain state certifications, and be CPR certified. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a registered nurse.

Janitor
Cleans and maintains buildings/facilities. May be expected to make basic repairs. May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.

Laborer
Performs physical tasks including but not limited to lifting, loading, and unloading of materials.

Maid or Houseman
Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.

Material Coordinator
Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications. Direct and coordinate production, processing, distribution, and marketing activities of industrial organization. Develop budgets and approve expenditures for supplies, materials, and human resources, ensuring that materials, labor and equipment are used efficiently to meet production targets.

Material Expeditor
Facilitates and expedites the flow of materials to and from various departments. Deals directly with

vendors to ensure prompt and accurate delivery of goods to appropriate locations. Inspects goods upon delivery to verify delivered goods match order specifications. Handles any delivery inconsistencies or delays. Requires a high school degree and 0-2 years experience. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

Material Handling Laborer
Performs physical tasks to transport or store materials or merchandise. May include manually loading or unloading freight cars, trucks, or other transporting devices; unpack shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Order Filler
Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May keep records of outgoing orders, requisition additional stock or report short supplies to supervisor.

Refuse Collector
Collect and dump refuse or recyclable materials from containers into truck. May drive truck. Communicate with dispatchers concerning delays, unsafe sites, accidents, equipment breakdowns, and other maintenance problems. Dismount garbage trucks to collect garbage and remount trucks to ride to the next collection point. Drive to disposal sites to empty trucks that have been filled.

Shipping Packer
Prepares finished products for shipment or storage by placing them in shipping containers. Work requires the placing of items in shipping containers and may involve knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.

Shipping and Receiving Clerk
Performs clerical and physical tasks in connection with shipping and receiving goods of the establishment in which employed. 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 verifying that orders are accurately filled; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped. Receiving duties typically involve 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.

Store Worker Level I
Performs tasks in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. May determine display or sale requirements from existing inventory; keep inventory forms of merchandise stocked and merchandise returned to storage.

Stock Clerk (Store Worker II; Shelf Stocker)
Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock.

Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records.

Warehouse Specialist
Receives, unpacks, checks, and stores merchandise or materials. Fills requisitions and orders. Packs, crates, and ships products and materials to distribution center, departments, or assembly line. May operate forklift. Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager.

Medical Record Clerk
The Medical Record Clerk compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys, prepares folders and maintains records of newly admitted patients. reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure, reviews inpatient and emergency room records to insure presence of required reports and physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration, checks list of discharged patients to insure receipt of all current records, compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. This technician will also record diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms maintain death log, type and process birth certificates, assist other workers with coding of records, make copies of medical records, using duplicating equipment, and may schedule and post results of laboratory tests to records.

Medical Record Technician
The Medical Record Technician (Medical Record Administrator) maintains medical records of hospital and clinic patients, reviews medical records for completeness and accuracy, codes diseases, operations, diagnoses and treatments, compiles medical care and census data for statistical reports, and maintains indexes on patient, disease, operation, and other categories. The Medical Record Technician directs routine operation of medical record department, files, or directs Medical Record Clerk to file, patient records, maintains flow of medical records and reports to departments, and may assist medical staff in special studies or research.

SIN 736 4: INFORMATION AND ARTS OCCUPATIONS

Librarian
Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subjects or interests. May select, order, catalog and classify materials.

Library Technician
Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

Exhibits Specialist I
At this level Exhibits Specialists bring to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. Performs duties related to the fabrication, finishing and repair of exhibits, while acquiring training in museum or exhibits techniques.

Exhibits Specialist II
At this level Exhibits Specialists perform independently the phases of work in which they are proficient, and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits which require a high degree of manual dexterity and moderate but varied artistic skills. Generally they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. On work which involves several processes or stages of development, the supervisor checks their work at the completion of each phase.

Exhibits Specialist III
At this level Exhibits Specialists are responsible for the construction of portions of more complex exhibits, such as models, three-dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

Photographer
The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes. Typically, some familiarity with the organization's activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, serve as a lead photographer to lower level workers, or may perform work described at lower levels as needed.
Positions are matched to the appropriate level based on the difficulty of, and responsibility for the photography performed, including the subject-matter knowledge and artistry required to fulfill the assignment. While the equipment may be an indication of the level of difficulty, photographers at the higher level may use standard equipment, as needed.

Photographer I
The Photographer I takes routine pictures in situations where several shots can be taken. This Photographer uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

Photographer II
This Photographer uses standard still cameras, commonly available lighting equipment and related techniques to take photographs, which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this Worker determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. This position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. The Photographer II may use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.

Photographer III
The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision.
In typical assignments, the Photographer III photographs the following: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly;
(3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

Photographer IV
The Photographer IV uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. This Worker conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment, improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc.
Some assignments are characterized by extremes in light values and the use of complicated equipment. This photographer sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. This person works under guidelines and requirements of the subject-matter area to be photographed, and consults with supervisors only when dealing with highly unusual problems or altering existing equipment.

Photographer V
As a top technical expert, the Photographer V exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. This worker typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g. works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; (2) plans and organizes the overall technical photographic coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality.
The Photographer V Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. This worker uses imagination and creative ability to implement objectives within the capabilities and limitations of cameras and equipment, may exercise limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken.

SIN 736 5: TECHNICAL AND PROFESSIONAL OCCUPATIONS

Civil Engineering Technician
Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists. Inspect project site and evaluate contractor work to detect design malfunctions and ensure conformance to design specifications and applicable codes. Analyze proposed site factors and design maps, graphs, tracings, and diagrams to illustrate findings. Plan and conduct field surveys to locate new sites and analyze details of project sites. Draft detailed dimensional drawings and design layouts for projects and to ensure conformance to specifications. Develop plans and estimate costs for installation of systems, utilization of facilities, or construction of structures. Read and review project blueprints and structural specifications to determine dimensions of structure or system and material requirements. Calculate dimensions, square footage, profile and component specifications, and material quantities, using calculator or computer. Report maintenance problems occurring at project site to supervisor and negotiate changes to resolve system conflicts. Conduct materials test and analysis, using tools and equipment, and applying engineering knowledge. Confer with supervisor to determine project details, such as plan preparation, acceptance testing, and evaluation of field conditions.
Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Engineering Technician I
Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Engineering Technician II
Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be

reviewed in progress. Performs at level one or a combination of such typical duties as follow: specific instructions, assembles or constructs simple or standard equipment, or parts. May service or repair simple instruments or equipment. Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data pointing out deviations resulting from equipment malfunction or observational errors. Extracts engineering data from various prescribed but nonstandardized sources, processes the data following well-defined methods including elementary algebra and geometry, and presents the data in prescribed form.

Engineering Technician III

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as: Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions. Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conducts various tests or experiments, which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data. Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation. Assists in design modification by compiling data related to design, specifications, and materials, which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

Engineering Technician IV

Performs nonroutine assignments of substantial variety and complexity, using operational precedents, which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as: Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts. Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports. Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

Engineering Technician V

Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as: Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements, which are difficult to satisfy such as engine parts, research instruments, or

special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

Engineering Technician VI

Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as: Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment). Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

Environmental Technician

Apply theory and principles of environmental engineering to modify, test, and operate equipment and devices used in the prevention, control, and remediation of environmental pollution, including waste treatment and site remediation. May assist in the development of environmental pollution remediation devices under direction of engineer.

Purchasing Clerk

Creates purchase orders for the acquisition of materials. Researches, interviews, and negotiates with suppliers to obtain prices and specifications. Provides routine administrative support. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager. A wide degree of creativity and latitude is expected.

Contact Administrator II

Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

Graphic Artist

Serves as a consulting member of an Interactive Courseware (ICW) development team. Determines requirements for computer graphics and integrates them in the ICW. Tests and performs quality control.

Laboratory Technician
Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist. Analyze and record test data to issue reports that use charts, graphs and narratives. Analyze the results of tests and experiments to ensure conformity to specifications, using special mechanical and electrical devices. conduct blood tests for transfusion purposes and perform blood counts. Conduct chemical analyses of body fluids, such as blood and urine, using microscope or automatic analyzer to detect abnormalities or diseases, and enter findings into computer. Consult with a pathologist to determine a final diagnosis when abnormal cells are found. Cut, stain and mount tissue samples for examination by pathologists. Examine cells stained with dye to locate abnormalities. Inoculate fertilized eggs, broths, or other bacteriological media with organisms. Obtain specimens, cultivating, isolating and identifying microorganisms for analysis. Prepare standard volumetric solutions and reagents to be combined with samples, following standardized formulas or experimental procedures.

Paralegal I
Work is performed under close supervision, with required assistance readily available. Consults prescribed sources of information for facts relating to matters of interest to the program; Reviews documents to extract selected data and information relating to specific items; Reviews and summarizes information in prescribed format on case precedent and decisions; Searches and extracts legal references in libraries and computer-data banks; Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.

Paralegal II
At this level, exercises more independent judgment than at the level I position. Reviews case materials to become familiar with questions under consideration; Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; Interviews potential witnesses and prepares summary interview reports for the attorney's review; Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; Verifies citations and legal references on prepared legal documents; Prepares summaries of testimony and depositions.

Paralegal III
Participates in the sustentative development of cases by performing the following functions: Analyzes and evaluates case files against litigation worthiness standards; Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney; Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity; Interviews relevant personnel and potential witnesses to gather information; Reviews and analyzes relevant statistics; Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; Consults with statistical experts on reliability evaluations; May testify in court concerning relevant data.

Paralegal IV
Assists in the evaluation, development and litigation of cases. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; Selects, summarizes, and compiles comparative data

to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems; Interviews potential witnesses for information and prepares witnesses for court appearances; Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results; Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files; May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

Procurement Clerk

Procurement clerks compile requests for materials, prepare purchase orders, keep track of purchases and supplies, and handle inquiries about orders. Usually called purchasing clerks, or purchasing technicians, they perform a variety of tasks related to the ordering of goods and supplies for an organization and make sure that what was purchased arrives when scheduled and meets the purchaser's specifications.

Technical Writer I

The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

Technical Writer II

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.

This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

Technical Writer III

The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

Mathematical Technician

The Mathematical Technician applies standardized mathematical formulas, principles, and methodology to technological problems in engineering and physical sciences in relation to specific industrial and research objectives, processes, equipment, and products. They confer with professional, scientific, and engineering personnel to plan project, analyzes raw data recorded on magnetic tape, punched cards, photographic film or other media, and select most practical and accurate combination and sequence of computational methods using algebra, trigonometry, geometry, vector analysis and calculus to reduce raw data to meaningful and manageable terms.

This technician selects most economical and reliable combination of manual, mechanical, or electronic data processing methods and equipment consistent with data reduction requirements, modifies standard formulas to conform to data processing method selected, translates data into numerical values, equations, flow charts, graphs or other media, analyzes processed data to detect errors. This worker may operate card punching or sorting machines, calculators, or data processing equipment.

Drafter/CAD Operator I

This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include:

a. Revisions to the original drawings of a plumbing system by increasing pipe diameters.

b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.

c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes.

d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.

e. Preparing a computer model of a room, building, structure from data, prints, photos.

Drafter/CAD Operator II

This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes

arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.
Typical assignments include:
a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout. b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.
c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.

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

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