

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

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

**SCHEDULE TITLE:** 736 - Temporary Administrative and Professional Staffing Services (TAPS)  
FSC Group: 736

**Contract No. GS-07F-0082U**

**CONTRACT PERIOD:** November 19, 2012 through November 18, 2017

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/temp services>.

**CONTRACTOR:** McNeal Professional Services, Inc.  
2593 Kennesaw Sue West Road, Suite #200  
Kennesaw, GA 30144-3523  
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Web Site: [www.mcnealpro.com](http://www.mcnealpro.com)

**CONTRACTOR'S ADMINISTRATION SOURCE:** Nathan McNeal

**BUSINESS SIZE:** Small Disadvantaged, 8(a), Woman-Owned Business

**CUSTOMER INFORMATION:**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

<b>SIN</b>	<b>DESCRIPTION</b>
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, Including Miscellaneous
736-5	Technical and Professional Occupations

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A

**1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION:** All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

**2. MAXIMUM ORDER\*:** \$100,000 per SIN

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. MINIMUM ORDER:** \$100 unless the contractor agrees to accept a smaller order amount.

**4. GEOGRAPHIC COVERAGE:**

San Francisco, CA Wage Determination 2005-2059 Rev 12, 06/19/2012

**5. POINT(S) OF PRODUCTION:** N/A

**6. DISCOUNT FROM LIST PRICES:** N/A

**7. QUANTITY DISCOUNT(S):** None.

**8. PROMPT PAYMENT TERMS:** 1% 15 days; Net 30.

**9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.**

**9.b Government Purchase Cards are accepted above the micro-purchase threshold.**

**10. FOREIGN ITEMS:** None

**11.a. TIME OF DELIVERY:** N/A

**11.b. EXPEDITED DELIVERY:** N/A

**11.c. OVERNIGHT AND 2-DAY DELIVERY:** N/A

**11.d. URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. **FOB POINT:** N/A
- 13a. **ORDERING ADDRESS:** Same as contractor address. Customer should contact contractor for additional addresses.
14. **PAYMENT ADDRESS:** Same as contractor address.
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** Not applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None.
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20.a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24.a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24.b. **Section 508 Compliance for EIT:** N/A
25. **DUNS NUMBER:** 096397711
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.



**Professional Services**

**McNeal Professional Services, Inc.  
 GS-07F-0082U GSA Schedule 736  
 Preponderance of Work Location:  
 San Francisco, CA, Wage Determination Number 2005-2059,  
 Revision 12. Date of Revision 06/19/2012**

<b>Skill Category</b>	<b>Total GSA Price</b>
<b>736-1</b>	
Accounting Clerk I	<b>\$31.10</b>
Accounting Clerk II	<b>\$34.44</b>
Accounting Clerk III	<b>\$38.03</b>
Administrative Assistant	<b>\$57.75</b>
Court Reporter	<b>\$46.22</b>
Secretary I	<b>\$38.97</b>
Secretary II	<b>\$43.10</b>
Secretary III	<b>\$47.60</b>
Data Entry Operator I	<b>\$27.27</b>
Data Entry Operator II	<b>\$29.38</b>
General Clerk I	<b>\$28.00</b>
General Clerk II	<b>\$30.17</b>
General Clerk III	<b>\$33.65</b>
Order Clerk I	<b>\$29.69</b>
Order Clerk II	<b>\$32.11</b>
Personnel Assistant (Employment) I	<b>\$33.93</b>
Personnel Assistant (Employment) II	<b>\$37.53</b>
Personnel Assistant (Employment) III	<b>\$41.35</b>
Production Control Clerk	<b>\$46.42</b>
Receptionist	<b>\$30.02</b>
Medical Assistant	<b>\$35.74</b>
Medical Laboratory Technician	<b>\$38.86</b>
Medical Record Clerk	<b>\$35.76</b>
Medical Record Technician	<b>\$39.50</b>
Medical Transcriptionist	<b>\$35.07</b>
Optical Technician	<b>\$31.70</b>
<b>736-2</b>	
Computer Operator I	<b>\$33.93</b>
Computer Operator II	<b>\$37.53</b>
Computer Operator III	<b>\$41.35</b>
Computer Operator IV	<b>\$45.47</b>
Computer Operator V	<b>\$49.95</b>
Computer Programmer I	<b>\$45.76</b>



## Professional Services

Computer Programmer II	Open Market
Computer Programmer III	Open Market
Computer Programmer IV	Open Market
Computer Systems Analyst I	Open Market
Computer Systems Analyst II	Open Market
Computer Systems Analyst III	Open Market
Personal Computer Support Technician	<b>\$45.47</b>
<b>736-4</b>	
Media Specialist I	<b>\$37.89</b>
Media Specialist II	<b>\$41.92</b>
Media Specialist III	<b>\$46.26</b>
<b>736-3</b>	
Heavy Equipment Mechanic	<b>\$50.34</b>
Aircraft Mechanic I	<b>\$47.87</b>
Aircraft Mechanic II	<b>\$50.12</b>
Aircraft Mechanic III	<b>\$52.08</b>
Cable Splicer	<b>\$50.60</b>
Electronics Technician Maintenance I	<b>\$50.17</b>
Electronics Technician Maintenance II	<b>\$52.79</b>
Electronics Technician Maintenance III	<b>\$55.42</b>
Metrology Technician I	<b>\$52.45</b>
Metrology Technician II	<b>\$54.92</b>
Metrology Technician III	<b>\$57.10</b>
Telecommunications Mechanic I	<b>\$46.53</b>
Telecommunications Mechanic li	<b>\$48.68</b>
<b>736-5</b>	
Drafter/CAD Operator I	<b>\$41.60</b>
Drafter/CAD Operator II	<b>\$46.03</b>
Drafter/CAD Operator III	<b>\$50.86</b>
Drafter/CAD Operator IV	<b>\$61.67</b>
Weather Observer Senior	<b>\$53.72</b>
Engineering Technician I	<b>\$32.59</b>
Engineering Technician II	<b>\$36.10</b>
Engineering Technician III	<b>\$39.88</b>
Engineering Technician IV	<b>\$48.46</b>
Engineering Technician V	<b>\$58.40</b>
Engineering Technician VI	<b>\$69.77</b>
Paralegal/Legal Assistant I	<b>\$39.55</b>
Paralegal/Legal Assistant II	<b>\$48.05</b>
Paralegal/Legal Assistant III	<b>\$57.90</b>
Paralegal/Legal Assistant IV	<b>\$69.17</b>
Technical Writer I	<b>\$43.35</b>



Professional Services

Technical Writer II	\$51.97
Technical Writer III	\$61.92
<b>Professionals</b>	
<b>736-5</b>	
Environmental, Health, Safety Engineer I	\$49.75
Environmental, Health, Safety Engineer II	\$58.15
Environmental, Health, Safety Engineer III	\$74.24
Environmental, Health, Safety Engineer IV	\$87.46
Environmental, Health, Safety Engineer V	\$98.45
Environmental, Health, Safety Engineer Manager	\$115.79
Contract Specialist I	\$69.44
Contract Specialist II	\$77.69
Contract Specialist III	\$84.58
Accounting Support	\$56.22
Audit Support	\$84.99
Auditor	\$138.36
Biologist I	\$52.96
Biologist II	\$65.61
Biologist III	\$81.54
Biologist IV	\$99.33
Biomedical Technician	\$90.92
Budget Analyst	\$84.00
Civil Engineering Technician	\$57.63
Computer Based Training(CBT)	\$79.48
Consumer Safety Specialist	\$105.73
Finance Analyst	\$249.02
Financial Support	\$81.41
Graphic Artist(designer)	\$63.49
Health Physicist	\$155.71
Information Technology Support	\$98.35
IT Professional	\$259.57
Junior Level Computer Tech	\$65.22
Laboratory Technician (Laboratory Tester)	\$56.31
Laboratory Technician I	\$44.34
Laboratory Technician II	\$48.57
Laboratory Technician III	\$53.42
Laboratory Technician IV	\$58.52
Legal Support	\$94.98
Microbiologist I	\$48.87
Microbiologist II	\$62.22
Microbiologist III	\$76.21



## Professional Services

Microbiologist IV	<b>\$108.07</b>
Personal Analyst	<b>\$48.23</b>
Program Analyst	<b>\$89.93</b>
Program Management Support	<b>\$54.41</b>
Project Manager	<b>\$102.75</b>
Senior Accountant	<b>\$94.88</b>
Special Assistant	<b>\$84.99</b>
Sr. Contracts Administrator	<b>\$109.21</b>
Sr. Contracts Specialist	<b>\$109.21</b>
Staff Accountant	<b>\$71.15</b>
Strategic Planning Analyst I	<b>\$68.01</b>
Strategic Planning Analyst II	<b>\$75.56</b>
Strategic Planning Analyst III	<b>\$83.12</b>
Material Handler	<b>33.66</b>
Medical Advisor	<b>125.00</b>
Procurement Technician	<b>43.68</b>
Communication Media Specialist	<b>45.25</b>
Senior Systems Manager	<b>72.02</b>

### **Labor Category Descriptions**

#### **736-1**

##### **01010 ACCOUNTING CLERK (Occupational Base)**

The Accounting Clerk performs one or more accounting tasks such as; posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings.

This position is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level I requires a basic knowledge of routine clerical methods, office practices and procedures as they relate to the clerical processing and recording of transactions. Levels II and III require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system where there are few variations in the types of transactions handled. In addition, most jobs at each level will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

##### **01011 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.

##### **01012 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.

##### **01013 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.

#### 01020 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.

#### 01040 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.

#### 01310 SECRETARY\* (Occupational Base)

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

#### **Classification by Level**

Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

#### Level of Secretary's Supervisor (LS)

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

- LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.



## Professional Services

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors.

Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

### 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 maintain office files.

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.

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 take action or refer 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.

***Excludes secretaries performing any of the following duties:***

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization.

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.

**CRITERIA FOR MATCHING SECRETARIES BY LEVEL**

Secretary I (01311), Secretary II (01312), Secretary III (01313),

Intentionally blank	LR-1	LR-2	LR-3	
LS-1	I 01311	II 01312	III 01313	
LS-2	I 01311	III 01313	See Note	
LS-3	I 01311	See Note	See Note	

**NOTE: Employees whose duties meet this level of responsibility and supervision may be properly classified under the Administrative Assistant category or the class may need to be conformed.**

**01050 DATA ENTRY OPERATOR (Occupational Base)**

This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment.

Positions are classified into levels based on the following definitions:

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.

#### 01152 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.

#### 01111 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.

#### 01112 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.

#### 01113 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 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.



#### 01190 ORDER CLERK (Occupational Base)

The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up, or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders.

This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

#### 01191 ORDER CLERK I

This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.

#### 01192 ORDER CLERK II

This position 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.

#### 01261 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.

#### 01262 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.

01263 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.

#### 01270 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.

#### 01280 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.

#### 12100 MEDICAL ASSISTANT

The Medical Assistant assists physicians in examination and treatment of patients, and performs clerical tasks related to administration of office. The Medical Assistant prepares treatment rooms for examination of patient. Interviews patient and checks pulse, temperature, blood pressure, weight and height, drapes patient with covering correctly positions instruments and equipment, hands instruments and materials to doctor as directed, collects and prepares specimens for shipment to medical laboratories, takes electrocardiograms, telephones prescriptions to pharmacy, and authorizes refills as directed. This person schedules appointments, arranges for hospital admission and laboratory services, receives money for bills, completes insurance forms, maintains financial records, and records and files patient charts and medical records. Medical Assistants may use computer to perform administrative duties.

#### 12130 MEDICAL LABORATORY TECHNICIAN

The Medical Laboratory Technician (Clinical Laboratory Assistant, Registered Medical Technician) performs a variety of routine tests and laboratory procedures in a medical laboratory for use in diagnosis and treatment of disease. This technician conducts urinalyses, clinical chemistry tests and blood counts, prepares tissue samples for study by medical technologist or pathologist, prepares chemical reagent stains and solutions tends automatic equipment to prepare specimens and perform analytic tests, makes preliminary identification of bacterial cultures subject to confirmation of supervisor, maintains laboratory stock of chemicals and glassware, and may collect specimens from patients.

#### 12160 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.

#### 12190 MEDICAL RECORD TECHNICIAN (Medical Record Administrator)

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.

#### 12195 MEDICAL TRANSCRIPTIONIST

The Medical Transcriptionist transcribes medical dictation by physicians and other medical practitioners pertaining to patients' assessments, diagnostics, therapy and other medical reports. This position usually requires a high school diploma or equivalent and coursework in medical terminology and two years of related work experience. Prospects must be familiar with standard concepts, practices and procedures within a medical field, be able to perform a variety of tasks and utilize limited experience and independent judgment to accomplish goals.

#### 12236 OPTICAL TECHNICIAN

The Optical Technician operates machinery to construct eyeglasses based on specific prescription information. This person must be familiar with standard concepts, practices and procedures within the optical field. The Optical Technician performs a variety of tasks and utilizes limited experience and independent judgment to accomplish goals. The Optical Technician reports to supervisor or manager.

#### 736-2

This category includes occupations concerned with the utilization of the computer in the analysis and solution of business, scientific, engineering and other technical problems to include the following: operating electronic, optical, and electromechanical machines that record, store, process, and transcribe data from magnetic tape or other sources to solve mathematical, engineering, accounting, or technical problems, to keep records or to supply information; programming computer languages to perform mathematical, engineering and scientific computations or auditing, payroll, mailing list and text handling functions; and storing and retrieving computer files.

#### 14041 COMPUTER OPERATOR I

The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

#### 14042 COMPUTER OPERATOR II

The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned

procedure, and may serve as an assistant operator, working under general supervision.

#### 14043 COMPUTER OPERATOR III

The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

#### 14044 COMPUTER OPERATOR IV

The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker 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 if necessary. Typically, completed work is submitted to users without supervisory review.

#### 14045 COMPUTER OPERATOR V

The 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. This operator 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 with resolution of problems.

#### 14070 COMPUTER PROGRAMMER (Occupational Base)

The Computer Programmer performs programming services for establishments or for outside organizations that may contract for services, converts specifications (precise descriptions) about business or scientific problems into a sequence of detailed instructions to solve problems by electronic data processing (EDP) equipment, i.e. digital computers; draws program flow charts to describe the processing of data, and develops the precise steps and processing logic which, when entered into the computer in coded language (COBOL, FORTRAN, or other programming language) to cause the manipulation of data to achieve desired results. The Computer Programmer tests and corrects programs, prepares instructions for operators who control the computer during runs, modifies programs to increase operating efficiency or to respond to changes in work processes, and maintains records to document program development and revisions.

At levels I, II and III, Computer Programmers may also perform programming analysis such as: gathering facts from users to define their business or scientific problems, and to investigate the feasibility of solving problems through new or modified computer programs; developing specifications for data inputs, flow, actions, decisions, and outputs; and participating on a continuing basis in the overall program planning along with other EDP personnel and users. In contrast, at level IV, some programming analysis must be performed as part of the programming assignment. The analysis duties are identified in a separate paragraph at levels I, II, III, and IV. However, the systems requirements are defined by systems analysts or scientists.

Positions are classified into levels based on the following definitions:

#### 14071 COMPUTER PROGRAMMER I

The 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. This worker may perform routine programming assignments (as described in Level II) under close supervision. In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

#### 14072 COMPUTER PROGRAMMER II

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. This Computer Programmer performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming

procedures and data processing requirements, and works according to clear-cut and complete specifications. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. The Computer Programmer II 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, and may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, the Computer Programmer II may evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient 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 (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. This Worker reviews objectives and assignment details with higher level staff to insure thorough understanding; 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, and all work is reviewed upon completion for accuracy and compliance with standards.

### 14073 COMPUTER PROGRAMMER III

As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent 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. This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.) The Computer Programmer III performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff. This Worker monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; implements and/or maintains 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. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data, and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) This Programmer tests, documents work, writes and maintains operator instructions for assigned programs, and confers with other EDP personnel to obtain or provide factual data. In addition, this Programmer 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. Job tasks may require the incumbent to 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. This Programmer may assist in the review and analysis of detailed program specifications, and in program design to meet changes in work processes. The Computer Programmer III works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures, resolves problems and deviations according to established practices, and obtains advice where precedents are unclear or not available. This Worker, may guide or instruct lower level programmers; supervise technicians and others who assist in specific assignments, works on complex programs under close direction of higher level staff or supervisor, and may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Work at a level

above this is deemed Supervisory or Individual Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.

#### 14074 COMPUTER PROGRAMMER IV

The 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, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. This Programmer plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources; solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. This Programmer performs such duties as: developing, modifying, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; works with problems or concepts and develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g. a critical path analysis program to assist in managing a special project. This Worker tests, documents, and writes operating instructions for all work, confers with other EDP personnel to secure information, investigate and resolve problems, and coordinates work efforts. In addition, this incumbent performs such programming analyses as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources. Duties include the following: assisting user personnel in defining problems or needs, determining work organization on typical maintenance projects and smaller scale, working on limited new projects, the necessary files and records, and their interrelation with the program or working on large or more complicated projects, and participating as a team member along with other EDP personnel and users, holding responsibility for a portion of the project.

The Computer Programmer IV works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications and modifying and adapting 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. This Worker may function as team leader or supervise a few lower level programmers or technicians on assigned work.

#### 14100 COMPUTER SYSTEMS ANALYST (Occupational Base)

The Computer Systems Analyst analyzes business or scientific problems for resolution through electronic data processing, gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. This Worker develops complete specifications or enables other Computer Programmers to prepare required programs and analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst may also write the computer programs.

Positions are classified into levels based on the following definitions:

#### 14101 COMPUTER SYSTEMS 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.

#### 14102 COMPUTER SYSTEMS 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.

#### 14103 COMPUTER SYSTEMS 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.

#### 14160 PERSONAL COMPUTER SUPPORT TECHNICIAN

The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.

736-3

#### 23430 HEAVY EQUIPMENT MECHANIC

The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

#### 23021 AIRCRAFT MECHANIC I

The Aircraft Mechanic I troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems. This mechanic repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. This worker reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.

This mechanic performs 100-hour, progressive, isochronal, phase, periodic, and other hourly or calendar inspections, examines reciprocating engines for cracked cylinders and oil leaks, and listens to operating



## Professional Services

engine to detect and diagnose malfunctions, such as sticking or burnt valves, inspects jet engines and components for cracks, corrosion, foreign object damage, burned areas, distortions, security, warping, wear, and missing segments. Inspects jet engine turbine blades to detect cracks, distortion, corrosion, burn-out, security, or breaks, tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, ammeter, and jet calibration (Jetcal) tester, to locate source of malfunction. Work involves: replacing or repairing worn or damaged components, such as carburetors, alternators, magnetos, fuel controls, fuel pumps, oil pumps, and engine mounted gearboxes, and compressor bleed valves using hand tools, gauges, and testing equipment; removing engine from aircraft, using hoist or forklift truck, disassembling and inspecting parts for wear, cracks, security, or other defects, and repairing or replacing defective engine parts and reassembles and installs engine in aircraft.

Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens and filters, greasing moving parts, and checking brakes. This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation Administration.

### 23022 AIRCRAFT MECHANIC II

This mechanic maintains repairs and modifies aircraft structures and structural components of moderate difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems, and mechanical components, applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies required expertise in restoring equipment condition and or operation, and applies comprehensive technical expertise to solve moderate to complex problems by interpreting technical documentation such as; blueprints or manufactures' manuals. Job requirements: must have a thorough knowledge of aircraft mechanical component troubleshooting, repair procedures and replacement of parts, requires broad knowledge of aircraft sheet metal/structural modifications and repair, must have basic knowledge of electrical theory, must have thorough knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, sheet metal brakes and shears. This job requires working knowledge of technical publications. The incumbent receives technical guidance, as required, from supervisor or higher-level technician, will occasionally be required to lead teams through more complex aircraft relevant tasks, and may be required to make entries in aircraft logs and records. Must be able to prioritize workload to maintain schedules on assigned projects.

### 23023 AIRCRAFT MECHANIC III

A person in this position does the following; maintains repairs and modifies aircraft structures, structural components and engines of complex to extreme difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems and mechanical components, and applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies technical expertise in restoring equipment condition and operation. This worker also applies professional technical expertise and guidance to solve complex problems by interpreting technical data such as blueprints or manufactures' manuals. Work typically requires a thoroughly comprehensive knowledge of aircraft mechanical component troubleshooting/repair procedures and replacement of components, a thorough knowledge of aircraft sheet metal/structural modification and repair and the ability to determine functionality of non-complex electrical systems. A detailed knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, cable tensiometers, sheet metal brakes and shears, etc. is required.

The incumbent must possess the experience and ability to provide technical support to structural/mechanical engineers and customers alike, must possess excellent organizational skills in prioritizing workload to meet aircraft delivery schedule. This worker will be required to make entries in aircraft logs and records, and is responsible for providing guidance and technical expertise to lower level technicians throughout all aircraft modifications and/or maintenance efforts.

#### 23125 CABLE SPLICER

A Cable Splicer installs, maintains, repairs, and modifies cable systems. This worker uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems, prepares and installs distribution equipment, terminates tip cables on main distribution frames, and installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. This incumbent ensures techniques, materials, and accomplishments are according to technical standards and specifications and engineered directives; locates, repairs, and/or replaces splice cases, performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies, using resistance measurements and pressure gradients, and determines course of signal deterioration in voice and data circuits over cable by using test equipment. This person also interprets compressor meter readings and adjusts controls, and troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.

#### 23181 ELECTRONICS TECHNICIAN MAINTENANCE I

The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.

#### 23182 ELECTRONICS TECHNICIAN MAINTENANCE II

The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.

#### 23183 ELECTRONICS TECHNICIAN MAINTENANCE III

The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.

#### 23590 METROLOGY TECHNICIAN (Occupational Base)

This category includes occupations responsible for the calibration and certifying of electronic and physical/dimensional measuring and test equipment to technical specifications, maintaining traceability to the National Institute of Standards and Technology (NIST).

The Metrology Technician I will do most or all of the following: calibrate and certify electronic and physical/dimensional measuring and test equipment to technical data specifications, maintaining traceability to the NIST, US Department of Commerce or by reference to natural constants. This person will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, accuracy and precision requirements, troubleshoot, align, and repair malfunctioning measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics. This worker inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, and will document results of measurements and calibrations on calibration certificates.

#### 23592 METROLOGY TECHNICIAN II

The Metrology Technician II independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. The incumbent will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements.

The Metrology Technician II identifies magnitude of error sources contributing to uncertainty of results to determine reliability of measurement process in quantitative terms, diagnoses and repairs malfunction in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. This worker provides training to apprentice technicians on metrology principle, resolving technical problems, and complicated electronic theory. This worker will inspect measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyze and interpret results of measurements and calibrations using mathematical formulas, and document results of measurements and calibrations on calibration certificates and calibration correction charts.

#### 23593 METROLOGY TECHNICIAN III

The Metrology Technician III will independently determine and perform operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. This Worker assess and utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements, analyzes magnitude of error sources contributing to uncertainty of results and/or test accuracy ratios to determine reliability of measurement process in quantitative terms. The Incumbent will recommend substitution of standards or measuring equipment if required, diagnose and repair malfunctions in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level.

The Metrology Technician III will provide training to apprentice and journeyman technicians on metrology principle, resolving technical problems, and complicated electronic theory, implement quality control plan, identify nonconformities, analyze and interpret trends; recommend corrective actions, investigate and identify root causes of problems.

The Metrology Technician III interprets engineering drawings, schematic diagrams, or formulas to determine quality and reliability standards, inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyzes and interprets results of measurements and calibrations using mathematical formulas and authenticate calibration certificates for measurements and calibrations and calibration correction charts.

#### 23930 TELECOMMUNICATIONS MECHANIC (Occupational Base)

The Telecommunications Mechanic installs, removes, tests, troubleshoots, programs, maintains, and repairs voice and non-voice communications systems including intercom and public address systems, alarm systems, digital switching equipment, miscellaneous telephone, radio, fire alarms, intrusion alarms and

compute data circuits, and related apparatus required in central switching office.

#### 23931 TELECOMMUNICATIONS MECHANIC I

The Telecommunications Mechanic I installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems including intercom and public address systems, alarm systems, teletype equipment, and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.

#### 23932 TELECOMMUNICATIONS MECHANIC II

The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Employees in this position maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.

736-4

#### 13060 MEDIA SPECIALIST (Occupational Base)

The Media Specialist maintains functionality (expiration dates, incorrect labeling, etc.) for a variety of media sources, e.g., tapes, cassettes, microfiche, film, and compact disks/DVDs, in addition to introduction of new media technology. Troubleshoots and resolves media errors and data processing problems; lower level media specialists focus on preplanned procedures when troubleshooting, while higher level media specialist may deviate from standard operating procedures.

#### 13061 MEDIA SPECIALIST I

The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media). In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists. 13062 MEDIA SPECIALIST II

This Specialist maintains a range of media (tapes, cassettes and microfiche). In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g., tape, disposition or making mechanical adjustments to maintain or restore media equipment). In response to media error reports, this Worker may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to Media Specialist III.

#### 13063 MEDIA SPECIALIST III

The Media Specialist III adapts to a variety of nonstandard problems that require extensive specialist assistance (e.g., expiration date on media, media internally labeled incorrectly or frequent introduction of new media technology). In response to media error conditions, this Worker chooses or devises a course of action from among processing tanks and dryer, around polished drum, and onto take-up reel. The specialist turns valves to fill tanks with premixed solutions such as developer, dyes, stop-baths, fixers, bleaches, and washes, moves thermostatic control to keep steam-heated drum at specified temperature, and splices sensitized paper to leaders using tape. The specialist then starts machine and throws switches to synchronize drive speeds of processing and drying units, compares processed prints with color standard, reports variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.

736-5

### 30061 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.

### 30062 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.

### 30063 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 appurtenances 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.

### 30064 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.

#### 30081 ENGINEERING TECHNICIAN I

This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:

- a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting.
- b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data.
- c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.

#### 30082 ENGINEERING TECHNICIAN II

The 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; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:

- a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment;
- b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors;
- c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.

#### 30083 ENGINEERING TECHNICIAN III

The 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. This technician performs at this level one or a combination of such typical duties as:

- a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions;
- b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data;
- d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation.
- e. Assisting in design modification by compiling data related to design, specifications, and

materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

#### 30084 ENGINEERING TECHNICIAN IV

The Engineering Technician IV performs non-routine assignments of substantial variety and complexity, using operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments, are screened to eliminate unusual design problems. This incumbent may plan such assignments. This technician receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). This position may be assisted by lower level technicians and have frequent contact with professionals and others within the establishment, and performs one or a combination of such typical duties as:

- a. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying 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).
- b. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports.
- c. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.

#### 30085 ENGINEERING TECHNICIAN V

This technician performs non-routine 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. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:

- a. 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.
- b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that 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.
- c. 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.

#### 30086 ENGINEERING TECHNICIAN VI

This technician 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. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:

a. 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).

b. 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.

c. 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.

d. 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.

#### 30361 PARALEGAL/LEGAL ASSISTANT I

The Paralegal/Legal Assistant I works under close supervision with required assistance readily available. Persons in this position typically perform the following:

- a. Consult prescribed sources of information for facts relating to matters of interest to the program;
- b. Review documents to extract selected data and information relating to specific items;
- c. Review and summarize information in prescribed format on case precedent and decisions;
- d. Search and extract legal references in libraries and computer-data banks;
- e. Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

#### 30362 PARALEGAL/LEGAL ASSISTANT II

At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:

- a. Reviews case materials to become familiar with questions under consideration;
- b. 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;
- c. 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;
- d. Interviews potential witnesses and prepares summary interview reports for the attorney's review;
- e. 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;
- f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;
- g. Verifies citations and legal references on prepared legal documents;
- h. Prepares summaries of testimony and depositions;
- i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

### 30363 PARALEGAL/LEGAL ASSISTANT III

At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:

- a. Analyzes and evaluates case files against litigation worthiness standards;
- b. 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;
- c. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
- d. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;
- e. Interviews relevant personnel and potential witnesses to gather information;
- f. Reviews and analyzes relevant statistics;
- g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
- h. Consults with statistical experts on reliability evaluations;
- i. May testify in court concerning relevant data.

### 30364 PARALEGAL/LEGAL ASSISTANT IV

At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties:

- a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
- b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
- c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
- d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;
- e. 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;
- f. 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;
- g. Interviews potential witnesses for information and prepares witnesses for court appearances;
- h. 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;
- i. 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;
- j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

#### 30460 TECHNICAL WRITER (Occupational Base)

Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials.

#### 30461 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.

#### 30462 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.

#### 30463 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.

**736-5****Environmental, Health, and Safety Engineer I**

Implements and maintains company policies adhering to local, state and federal environmental, health and safety regulations. Involved in the design and development of facilities, work areas and work procedures and makes environmental, health and safety recommendations accordingly. Responsible for preparing, maintaining, and updating environmental policy and procedure manuals. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Serves as contact with all federal, state, and local regulatory bodies. May require a bachelor's degree in area of specialty and 0-3 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. Typically reports to a supervisor.

**Environmental, Health, and Safety Engineer II**

Implements and maintains company policies adhering to local, state and federal environmental, health and safety regulations. Involved in the design and development of facilities, work areas and work procedures and makes environmental, health and safety recommendations accordingly. Responsible for preparing, maintaining, and updating environmental policy and procedure manuals. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Serves as contact with all federal, state, and local regulatory bodies. May require a bachelor's degree in area of specialty and 2-5 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. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

**Environmental, Health, and Safety Engineer III**

Implements and maintains company policies adhering to local, state and federal environmental, health and safety regulations. Involved in the design and development of facilities, work areas and work procedures and makes environmental, health and safety recommendations accordingly. Responsible for preparing, maintaining, and updating environmental and policy and procedure manuals. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Serves as contact with all federal, state, and local regulatory bodies. May require a bachelor's degree in area of specialty and 4-7 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 complex tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

**Environmental, Health, and Safety Engineer IV**

Develops, implements and maintains company policies adhering to local, state and federal environmental, health and safety regulations. Involved in the design and development of facilities, work areas and work procedures and makes environmental, health and safety recommendations accordingly. Responsible for preparing, maintaining, and updating environmental policy and procedure manuals. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Serves as contact with all federal, state, and local regulatory bodies. May require a bachelor's degree in area of specialty and 6-8 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 extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

**Environmental, Health, and Safety Engineer V**

Develops, implements and maintains company policies adhering to local, state and federal environmental, health and safety regulations. Involved in the design and development of facilities, work areas and work procedures and makes environmental, health and safety recommendations accordingly. Responsible for preparing, maintaining, and updating environmental policy and procedure manuals. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Serves as contact with all federal, state, and local regulatory bodies. May require a bachelor's degree in area of specialty and 8-10 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 extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

**Environmental, Health, and Safety Engineer Manager****Job Description**

Manages the development, implementation and maintenance of company policies. Involved in the design and development of facilities, work areas and work procedures and makes recommendations accordingly. Responsible for preparing, maintaining, and updating environmental policy and procedure manuals. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Ensures projects are completed on time and within budget. Acts as advisor to environmental, health, and safety engineering team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

**Contract Specialist I:****Experience: 1 – 3 yrs**

Duties of the Contract Specialists are as follows:

- planning the procurement action
- determining the type of contract that best meets the requirement
- developing special clauses
- terms and conditions
- determining sources to be solicited
- evaluating proposals
- conducting price/cost analysis
- recommending and preparing awards for execution by the contracting officer
- monitoring contract performance
- provide assistance to the contracting officer when negotiating any contract modifications as needed and performing close-outs

**1.1.1.1 PRE-AWARD:** Provides guidance and technical assistance to base personnel who are involved in planning and developing specifications, descriptions, and performance work statements. Functions may include acquisition planning, preparing a synopsis, solicitation preparation (oral or written request for quotes, request for proposals), market research/analysis. Reviews, and evaluates requests for acquisition; analyzes requirements; determines adequacy and completeness of requests. Recommends and makes revisions. Recommends or decides on the types of solicitation and contract. Reviews justifications for noncompetitive acquisitions and other required determinations and prepares necessary documentation. Issue solicitations and conduct pre-solicitation conferences. Works with technical personnel and contracting officers to develop negotiation strategies. Prepares and issues supporting documents.

**1.1.1.2 AWARD:** Utilizes the Standard Procurement System (SPS) to award simplified acquisitions, commercial awards and non-commercial awards.

Prepares abstracts and verify Central Contractor Registration (CCR). For negotiated agreements, meets with potential offerors to develop and/or modify requirement statements. Conducts any necessary conferences to discuss, develop, or revise offer received; performs price or cost analysis; develops and effects persuasive acquisition strategies so as to convince those initially opposed to agree to contractual positions. For negotiated contracts recommends award prepares final award documents to include appropriate standard clauses and special provisions. Secures all regulatory clearances. Documents reason for decision and justify basis for award.

**1.1.1.3. POST AWARD:** Performs contract administration; maintain contract files, process contractor invoices in a timely manner, interprets contractor performance for compliance with terms and conditions of contracts and ensures timely submission of progress reports and material submittals. Conducts site visits and labor checks for detecting and correcting labor standards violations, taking appropriate action to expedite delivery or performance when required by mission changes. Writes justification for additional funds request. Prepares contract modifications caused by changes in technical requirements, in quantities, and similar issues. Analyzes price and cost elements of the proposed change(s) and obtains audit when required. Prepares negotiation memoranda to explain rationale and methods used in arriving at the final settlement and prepares full documentation for cases requiring formal review. Prepares replies to Request for Information under FOIA and other inquiries. Briefs the contracting officer on potential issues arising under contracts. Prepares extensions of delivery schedules, price adjustments, labor hours, modifications to the contract, and similar agreements. Prepares determinations and findings of facts relative to negotiations and pricing actions. Coordinates contractor's requests for deviations with buying or requiring activities, and makes recommendations. Recommends issuing cure or show-cause notices when the contractor is not in compliance with contract provisions. Investigates circumstances to determine alternative courses of action, such as extension of delivery schedules for consideration flowing to government. Reviews completed official contract files to determine that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to close. Evaluates contractors past performance consistent with terms and conditions of the requirements. Documents the award process and briefs offerors on the status of their proposals.

**1.1.1.4. COMMUNICATION:** Provides business advice and guidance to others on contracting work and prepares correspondence. Represents the interest of the organization in a professional manner in meetings and various contacts outside the agency on a variety of issues that often are not well-defined. Provides advice, guidance, and assistance to installation technical or program personnel, sales representatives, local suppliers, functional commanders and/or contractors on acquisition and business related issues. Assists in providing training to contractors and customers on contractual language, legal responsibilities, and opportunities. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations. Researches and recommends appropriate action or interpretation of issues. Updates status reports and brief contract status when required to the appropriate level within and outside the agency on a routine basis.

**1.1.1.5. ADDITIONAL DUTIES:** The work to be performed may not be limited to the specific duties listed above. The contractor may also be required to perform other contracting related duties as identified by the contracting officer or representative.

**1.1.2. Duties of the Contract Specialist are as follows:**

- Assists other Contract Specialists and Contracting Officer with soliciting oral and written quotes
- Performs Market Research for purchasing supplies, equipment, and services
- Performs Post Award Follow-ups and Contract Close-outs
- Prepares and processes correspondence and substantiating documents pertaining to procurement actions

- Performs general administrative assistant duties and orderly room functions that require extensive computative skills
- Tracks suspenses
- Inputs information into the Defense Travel System and Wing Operation Center Network as well as other databases

1.2.10. EDUCATION, EXPERIENCE AND TRAINING FOR CONTRACT SPECIALIST: Desired Bachelor's Degree or completion of at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

1.2.10.1. A minimum of two (2) years of experience in pre award, award or post award functions in contracting is required. It is desired that personnel have some operational contracting experience and can perform construction and services contracting functions.

1.2.10.2. Desired: Completion of Level I Acquisition Professional Development Program or commercial equivalency; completion of introductory contracting, contract pricing or contract administration classes.

**Contract Specialist II:****Experience: 3 – 5 yrs**

Duties of the Contract Specialists are as follows:

- planning the procurement action
- determining the type of contract that best meets the requirement
- developing special clauses
- terms and conditions
- determining sources to be solicited
- evaluating proposals
- conducting price/cost analysis
- recommending and preparing awards for execution by the contracting officer
- monitoring contract performance
- provide assistance to the contracting officer when negotiating any contract modifications as needed and performing close-outs

**1.1.1.3 PRE-AWARD:** Provides guidance and technical assistance to base personnel who are involved in planning and developing specifications, descriptions, and performance work statements. Functions may include acquisition planning, preparing a synopsis, solicitation preparation (oral or written request for quotes, request for proposals), market research/analysis. Reviews, and evaluates requests for acquisition; analyzes requirements; determines adequacy and completeness of requests. Recommends and makes revisions. Recommends or decides on the types of solicitation and contract. Reviews justifications for noncompetitive acquisitions and other required determinations and prepares necessary documentation. Issue solicitations and conduct pre-solicitation conferences. Works with technical personnel and contracting officers to develop negotiation strategies. Prepares and issues supporting documents.

**1.1.1.4 AWARD:** Utilizes the Standard Procurement System (SPS) to award simplified acquisitions, commercial awards and non-commercial awards.

Prepares abstracts and verify Central Contractor Registration (CCR). For negotiated agreements, meets with potential offerors to develop and/or modify requirement statements. Conducts any necessary conferences to discuss, develop, or revise offer received; performs price or cost analysis; develops and effects persuasive acquisition strategies so as to convince those initially opposed to agree to contractual positions. For negotiated contracts recommends award prepares final award documents to include appropriate standard clauses and special provisions. Secures all regulatory clearances. Documents reason for decision and justify basis for award.

**1.1.1.3. POST AWARD:** Performs contract administration; maintain contract files, process contractor invoices in a timely manner, interprets contractor performance for compliance with terms and conditions of contracts and ensures timely submission of progress reports and material submittals. Conducts site visits and labor checks for detecting and correcting labor standards violations, taking appropriate action to expedite delivery or performance when required by mission changes. Writes justification for additional funds request. Prepares contract modifications caused by changes in technical requirements, in quantities, and similar issues. Analyzes price and cost elements of the proposed change(s) and obtains audit when required. Prepares negotiation memoranda to explain rationale and methods used in arriving at the final settlement and prepares full documentation for cases requiring formal review. Prepares replies to Request for Information under FOIA and other inquiries. Briefs the contracting officer on potential issues arising under contracts. Prepares extensions of delivery schedules, price adjustments, labor hours, modifications to the contract, and similar agreements. Prepares determinations and findings of facts relative to negotiations and pricing actions. Coordinates contractor's requests for deviations with buying or requiring activities, and makes recommendations. Recommends issuing cure or show-cause notices when the contractor is not in compliance with contract provisions. Investigates circumstances to determine alternative courses of action, such as extension of delivery schedules for consideration flowing to government. Reviews completed official contract files to determine that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to close. Evaluates contractors past performance consistent with terms and conditions of the requirements. Documents the award process and briefs offerors on the status of their proposals.

**1.1.1.4. COMMUNICATION:** Provides business advice and guidance to others on contracting work and prepares correspondence. Represents the interest of the organization in a professional manner in meetings and various contacts outside the agency on a variety of issues that often are not well-defined. Provides advice, guidance, and assistance to installation technical or program personnel, sales representatives, local suppliers, functional commanders and/or contractors on acquisition and business related issues. Assists in providing training to contractors and customers on contractual language, legal responsibilities, and opportunities. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations. Researches and recommends appropriate action or interpretation of issues. Updates status reports and brief contract status when required to the appropriate level within and outside the agency on a routine basis.

**1.1.1.5. ADDITIONAL DUTIES:** The work to be performed may not be limited to the specific duties listed above. The contractor may also be required to perform other contracting related duties as identified by the contracting officer or representative.

**1.1.2. Duties of the Contract Specialist are as follows:**

- Assists other Contract Specialists and Contracting Officer with soliciting oral and written quotes
- Performs Market Research for purchasing supplies, equipment, and services
- Performs Post Award Follow-ups and Contract Close-outs

- Prepares and processes correspondence and substantiating documents pertaining to procurement actions
- Performs general administrative assistant duties and orderly room functions that require extensive computative skills
- Tracks suspenses
- Inputs information into the Defense Travel System and Wing Operation Center Network as well as other databases

1.2.10. EDUCATION, EXPERIENCE AND TRAINING FOR CONTRACT SPECIALIST: Desired Bachelor's Degree or completion of at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

1.2.10.1. A minimum of two (3) years of experience in pre award, award or post award functions in contracting is required. It is desired that personnel have some operational contracting experience and can perform construction and services contracting functions.

1.2.10.2. Desired: Completion of Level II Acquisition Professional Development Program or commercial equivalency; completion of introductory contracting, contract pricing or contract administration classes.

**Contract Specialist III:**  
**Experience: 5 – 10 yrs**

Duties of the Contract Specialists are as follows:

- planning the procurement action
- determining the type of contract that best meets the requirement
- developing special clauses
- terms and conditions
- determining sources to be solicited
- evaluating proposals
- conducting price/cost analysis
- recommending and preparing awards for execution by the contracting officer
- monitoring contract performance
- provide assistance to the contracting officer when negotiating any contract modifications as needed and performing close-outs

**1.1.1.5 PRE-AWARD:** Provides guidance and technical assistance to base personnel who are involved in planning and developing specifications, descriptions, and performance work statements. Functions may include acquisition planning, preparing a synopsis, solicitation preparation (oral or written request for quotes, request for proposals), market research/analysis. Reviews, and evaluates requests for acquisition; analyzes requirements; determines adequacy and completeness of requests. Recommends and makes revisions. Recommends or decides on the types of solicitation and contract. Reviews justifications for noncompetitive acquisitions and other required determinations and prepares necessary

documentation. Issue solicitations and conduct pre-solicitation conferences. Works with technical personnel and contracting officers to develop negotiation strategies.

Prepares and issues supporting documents.

**1.1.1.6 AWARD:** Utilizes the Standard Procurement System (SPS) to award simplified acquisitions, commercial awards and non-commercial awards. Prepares abstracts and verify Central Contractor Registration (CCR). For negotiated agreements, meets with potential offerors to develop and/or modify requirement statements. Conducts any necessary conferences to discuss, develop, or revise offer received; performs price or cost analysis; develops and effects persuasive acquisition strategies so as to convince those initially opposed to agree to contractual positions. For negotiated contracts recommends award prepares final award documents to include appropriate standard clauses and special provisions. Secures all regulatory clearances. Documents reason for decision and justify basis for award.

**1.1.1.3. POST AWARD:** Performs contract administration; maintain contract files, process contractor invoices in a timely manner, interprets contractor performance for compliance with terms and conditions of contracts and ensures timely submission of progress reports and material submittals. Conducts site visits and labor checks for detecting and correcting labor standards violations, taking appropriate action to expedite delivery or performance when required by mission changes. Writes justification for additional funds request. Prepares contract modifications caused by changes in technical requirements, in quantities, and similar issues. Analyzes price and cost elements of the proposed change(s) and obtains audit when required. Prepares negotiation memoranda to explain rationale and methods used in arriving at the final settlement and prepares full documentation for cases requiring formal review. Prepares replies to Request for Information under FOIA and other inquiries. Briefs the contracting officer on potential issues arising under contracts. Prepares extensions of delivery schedules, price adjustments, labor hours, modifications to the contract, and similar agreements. Prepares determinations and findings of facts relative to negotiations and pricing actions. Coordinates contractor's requests for deviations with buying or requiring activities, and makes recommendations. Recommends issuing cure or show-cause notices when the contractor is not in compliance with contract provisions. Investigates circumstances to determine alternative courses of action, such as extension of delivery schedules for consideration flowing to government. Reviews completed official contract files to determine that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to close. Evaluates contractors past performance consistent with terms and conditions of the requirements. Documents the award process and briefs offerors on the status of their proposals.

**1.1.1.4. COMMUNICATION:** Provides business advice and guidance to others on contracting work and prepares correspondence. Represents the interest of the organization in a professional manner in meetings and various contacts outside the agency on a variety of issues that often are not well-defined. Provides advice, guidance, and assistance to installation technical or program personnel, sales representatives, local suppliers, functional commanders and/or contractors on acquisition and business related issues. Assists in providing training to contractors and customers on contractual language, legal responsibilities, and opportunities. Prepares letters, memoranda, documents, or reports that support contractual actions or recommendations. Researches and recommends appropriate action or interpretation of issues. Updates status reports and brief contract status when required to the appropriate level within and outside the agency on a routine basis.

**1.1.1.5. ADDITIONAL DUTIES:** The work to be performed may not be limited to the specific duties listed above. The contractor may also be required to perform other contracting related duties as identified by the contracting officer or representative.

**1.1.2. Duties of the Contract Specialist are as follows:**

- Assists other Contract Specialists and Contracting Officer with soliciting oral and written quotes
- Performs Market Research for purchasing supplies, equipment, and services
- Performs Post Award Follow-ups and Contract Close-outs
- Prepares and processes correspondence and substantiating documents pertaining to procurement actions
- Performs general administrative assistant duties and orderly room functions that require extensive computative skills
- Tracks suspenses
- Inputs information into the Defense Travel System and Wing Operation Center Network as well as other databases

1.2.10. EDUCATION, EXPERIENCE AND TRAINING FOR CONTRACT SPECIALIST: Desired Bachelor's Degree or completion of at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

1.2.10.1. A minimum of two (5) years of experience in pre award, award or post award functions in contracting is required. It is desired that personnel have some operational contracting experience and can perform construction and services contracting functions.

1.2.10.2. Desired: Completion of Level III Acquisition Professional Development Program or commercial equivalency; completion of introductory contracting, contract pricing or contract administration classes.

### **Accounting Clerk (Support)**

The Accounting Clerk performs one or more accounting tasks such as; posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings.

This position is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level I requires a basic knowledge of routine clerical methods, office practices and procedures as they relate to the clerical processing and recording of transactions. Levels II and III require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system where there are few variations in the types of transactions handled. In addition, most jobs at each level will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

### **Audit Support**

Responsible for supporting the accounting departments and for conducting financial analysis projects and statistical studies. Provides financial oversight, leadership and support. Requires a bachelor's degree in accounting or finance and may be expected to



## Professional Services

have an advanced degree in a related area with at least 0-8 years of related experience. Designation of CPA may be required. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks.

### **Auditor**

Examines and analyzes accounting records to determine financial status of establishment and prepares financial reports concerning operating procedures: Reviews data regarding material assets, net worth, liabilities, capital stock, surplus income, and expenditures. Inspect items in books of original entry to determine if accepted accounting procedure was followed in recording transactions. Counts cash on hand, inspect notes receivable and payable, negotiable securities, and cancelled checks. Verifies journal and ledger entries of cash and check payments, purchases, expenses, and trial balances by examining and authenticating inventory items. Prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds. May make recommendations regarding improving operations and financial position of company. May supervise and coordinate activities of auditors specializing in specific operations of establishments undergoing audit. May examine company payroll and personnel records to determine worker's compensation coverage and be designated Payroll Auditor. Bachelor's degree in accounting or a related field. Previous experience in accounting or auditing. Ability to read, analyze, and interpret financial data, understand technical procedures and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, employees, and the general public.

### **Biologist I-IV**

Study the origins, behavior, diseases, genetics, and life processes of animals and wildlife. May specialize in wildlife research and management, including the collection and analysis of biological data to determine the environmental effects of present and potential use of land and water areas. Master's or doctoral degree required.

### **Biomedical Technician**

Repairs, calibrates, and maintains medical equipment and instrumentation used in health-care delivery field: Inspects and installs medical and related technical equipment in medical and research facilities for use by physicians, nurses, scientists, or engineers involved in researching, monitoring, diagnosing, and treating physical ailments or dysfunctions. Services various equipment and apparatus, such as patient monitors, electrocardiographs, blood-gas analyzers, x-ray units, defibrillators, electrosurgical units, anesthesia apparatus, pacemakers, blood-pressure transducers, spirometers, sterilizers, diathermy equipment, in-house television systems, patient-care computers, and other related technical paraphernalia. Repairs, calibrates, and maintains equipment, using handtools, power tools, measuring devices, and knowledge of manufacturers' manuals, troubleshooting techniques, and preventive-maintenance schedules. Safety-tests medical equipment and health-care facility's structural environment to ensure patient and staff safety from electrical or mechanical hazards. Consults with medical or research staff to ascertain that equipment functions properly and safely, utilizing knowledge of electronics, medical terminology, human anatomy and physiology, chemistry, and physics. May demonstrate and explain correct operation of equipment to medical

personnel. May modify or develop instruments or devices, under supervision of medical or engineering staff. May work as salesperson or service technician for equipment manufacturers or their sales representatives.

Two-year associate's degree in electronics, medical technology, or an engineering related field from an accredited technical college with 5-15 years of experience.

### **Budget Analyst**

Provide leadership for all phases of budget services, including budget preparation, formulation, presentation, execution and financial management policy. Budget analysts consolidate data for the presentation of the budget and provide a viable overview of the financial status of operations. They maintain accounting records and analyze funds to identify possible trends which may result in surplus or shortage of funds. Budget analysts are responsible for evaluating the relationships between major program changes and the financial status of organizations, ensuring adequate funds for program coverage, and

preparing reports, forms and schedules. They provide financial advice to management officials for proper program planning and effective decision-making. This work requires knowledge of the concepts, practices, laws and regulations which apply to budgeting for programs and services, including knowledge of Office of Management and Budget (OMB) regulations and policies, as well knowledge of the process and procedures in which budgets are developed, transmitted, presented, examined by OMB, and reviewed by Congress.

Four year degree in Accounting or Finance, CPA preferred. Three years in accounting environment, with experience in general ledger production, month end closing processes, financial statement preparation and budget preparation and analysis. Advanced knowledge of excel. Strong understanding of general ledger.

### **Business Systems Analyst**

Conduct research and gather information related to assigned projects or identified needs. Act as the lead agent to coordinate full project discovery that includes interviewing relevant stakeholders and end-users. Facilitate team meetings or meetings with stakeholders during the course of discovery Analyze business processes and tools related to each assigned project and data generated during each process. In collaboration with project team members, if applicable, identify problems and opportunities within existing processes. Identify, or if applicable, lead project teams to consensus on, project scope, and potential solutions. Generate and manage child project plans that relate to assigned projects Develop business cases and estimated costs for each possible solution. In collaboration with project team members, if applicable, make recommendations related to the most effective, highest quality, most appropriate solution Document requirements and specifications relating to recommended solutions Support creation of Project Charters and associated estimates where appropriate. Generate meeting agendas, meeting minutes, and action plans for relevant project team meetings. Generate business documentation that clearly articulates the objectives, scope, and business requirements of each assigned project to all relevant colleagues. Utilize corporate standard templates to capture business and functional requirements. Generate business documentation and specifications that clearly articulate the desired solution in whatever detail is appropriate to the solution If there is in whole or in part a process solution, generate detailed process flows and descriptions. Communicate assimilated requirements and specifications in formats that are useful to business area experts and technical developers. Generate routine project status reports for assigned projects in the form and at times requested by

management. Lead the design or participate with stakeholders to design new or reengineer existing processes to effect solutions. Utilizing process analysis and design expertise and based on project objectives, scope and requirements design new or reengineer existing processes to implement new or changed procedures, eliminate duplicate effort, and reduce errors, and increase efficiency and effectiveness of business processes. Oversee documentation, user training and implementation of each new process. Where processes overlap, ensure seamless integration. Identify future process improvement initiatives where applicable and assist in the prioritization of those initiatives by quantifying needs and benefits. Manage multiple projects, within agreed upon work allocations.

Bachelor's degree with an emphasis in finance, economics, information systems or related field required. 7+ years of Business Systems Analyst experience or similar experience as detailed above in the responsibilities section of this job description. 5+ years of technical programming experience. 2+ years experience working with any government healthcare program (e.g. CMS, Medicare, Medicaid, etc.) preferred, but not required. Certifications in project management, product development lifecycle, process engineering or process management a plus. Understanding and experience with application development methodologies. Prior experience with data warehouse technologies and tools a plus. Ability to project manage multiple high visibility projects concurrently. Ability to develop and articulate written business definitions and documents.

### **Cartographic Technician**

Cartographic technicians assist cartographers with the analysis of field survey and land management data, aerial photographs and other geographic information sources to prepare maps, plans, charts and diagrams. Cartographic technicians may perform the following tasks: fit data into required mapping formats, using a variety of methods prepare, edit and revise plans, maps, charts and other drawings, manually or on computers prepare finished material for reproduction and publication. Cartographic technicians may

specialize in: topographic maps which display natural features and relief of land; cadastral maps which show boundaries of owned land and properties; or thematic maps relating to geographic phenomena.

#### **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.

#### **Communication Risk Strategist**

Develop and Implement an integrated clinical and medical affairs communication strategy. Create the global communications platforms that achieve goals for scientific exchange, awareness levels. Work with medical affairs and asset Team Leaders to develop and implement the scientific communications and strategy to achieve research objectives. Ensure development and requisite approvals of all Medical press materials and external Communication for Review Committee and Senior Leadership aligned with corporate policies. Develop objectives and plan major internal communication events. Coordinate with Commercial regarding issues management. Create objectives and participate in meetings with key stakeholders e.g. policy makers, patient advocates,

opinion leaders; develop potential spokespeople and allies Master's of PHD and 8-10 yrs of extensive training and experience in leading multiple efforts driving large-scale communication projects to successful completion through effective management of resources, schedules and project scope  
Experience working collaboratively with multiple disciplines and organizations both within and outside of a business to ensure consistent and integrated messages with effective and appropriate delivery mediums. Subject expert in the field preferred. Demonstrate organizational skills to track numerous tasks for multiple simultaneous projects in a deadline-oriented environment. Strong interpersonal skills; Able to speak and write detailed technical information and convey complex ideas to a variety of audience types and cultures 10+ yrs pharmaceutical environments including all aspects of clinical development, commercialization and regulatory matters. Minimum 2 yrs experience in a global leadership role in development preferred.

#### **Computer Based Training (CBT)**

Develops and conducts computer training programs for employees of industrial, commercial, service, or government establishment. Confers with management to gain knowledge of work situation requiring computer training for employees. Formulates teaching outline and determines instructional methods. Conducts training sessions covering specified areas such on-the-job training, use of computers and software. Selects or develops teaching aids such as multimedia visual aids, computer tutorials, training handbooks, and demonstration models,

#### **Consumer Safety Specialist**

Investigate complaints of injury, illness, or death caused by an FDA-regulated product initiating actions against violators advising industry, state and local officials and consumers on enforcement policies, methods, and interpretation of regulations planning and directing regulatory programs developing inspection procedures and techniques coordinating the review process of New Drug Applications (NDAs) . Master's or higher degree, including 30 semester hours in one or a combination of biological sciences, chemistry, pharmacy, physical sciences, food technology, nutrition, medical science, engineering, epidemiology, veterinary medical science, or related scientific fields that provide knowledge directly related to consumer safety officer work with 3-10 years of experience.

#### **Contract Administrator**

The Contract Administrator Position is responsible for managing contracts, supplier negotiation, negotiating contract terms and conditions, supplier management and collaboration with internal City departments. This position is responsible for managing the contract database and all associated files. Duties include assisting with contract development, administration, tracking, and analysis, as well as communication of supplier performance and contract compliance. This position is responsible for contracts

for tangible goods, technical and professional services and construction projects. Incumbent must be proficient in contract development, contract standards and language. Review modifications, extensions and contract closeout documents. Monitor vendor performance and make recommendations for improvement when

appropriate. Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files. Work as project manager to direct and coordinate the activities of City personnel to accomplish assigned objectives. Coordinate with all levels of management to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices and procedures. Administer large, long term contracts including, but not limited to cell phone, pager, copier, communication and technology contracts. Participate in and provide support for initiatives such as supplier enablement, contract management, project management, problem resolution, and customer support. As directed, provide assistance in procurement for high-value and/or high-risk projects and other areas as directed.

Graduation from an accredited four year college or university with a degree in contract administration, public administration, business management or a closely related field is strongly preferred. Five to seven years experience in the procurement/contract field is preferred. However, any equivalent combination of education and experience sufficient to perform job duties may be considered. Certified Purchasing Manager (C.P.M.) or Certified Public Purchasing Officer (C.P.P.O.) preferred, or have the ability to obtain within first two years of employment. Certified Federal Contracts Manager (CFCM), Certified Professional Contracts Manager (CPCM) designations preferred, but not required.

### **Contract Support**

Negotiates with suppliers to draw up procurement contracts: Negotiates, administers, extends, terminates and renegotiates contracts. Formulate and coordinates procurement proposals. Directs and coordinates activities of workers engaged in formulating bid proposals. Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts and compliance to contractual obligations. Approves or rejects requests for deviations from contract specifications and delivery schedules. Arbitrates claims or complaints occurring in performance of contracts. Analyzes price proposals, financial reports and other data to determine reasonableness of prices. May negotiate collective bargaining agreements. May serve as liaison officer to ensure fulfillment of obligations by contractors.

### **Drafter CAD Operator I-IV**

Responsible for routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. May require an associate's degree in a related area and 0-10 years of experience in drafting. 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 or manager.

### **Engineering Technician I-VI**

Assists all levels of engineers with their tasks and assignments. May require a high school diploma or its equivalent with at least 5 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. May lead and direct the work of others. Typically reports to a supervisor or manager.

### **Environmental Technician**

Directs, develops, and administers state governmental program for assessment of environmental impact of proposed recreational projects: Directs assessment of environmental impact and preparation of impact statements required for final evaluation of proposed actions. Directs identification and analysis of alternative proposals for handling projects in environmentally sensitive manner. Plans for enhancement of environmental setting for each proposed recreational project. Designs and directs special studies to obtain technical environmental information regarding planned projects, contacting and utilizing various sources, such as regional engineering offices, park region laboratories, and other governmental agencies. Prepares

and controls budget for functions of impact-statement preparation program. Attends meetings and represents department on subjects related to program.

**Financial Support**

Perform financial work including interpretation and processing of entitlements and payments, maintenance of various administrative and financial records and files. Perform financial work of the Project independently and exercise a high degree of judgement within established financial rules and regulations, circulars, manuals and other written instruction. Process and analyse a variety of transactions of the Project while monitoring the availability of funds and matching data to different accounts. Assist in the preparation/revision of budgets applicable to staff and recurring expenditures and maintain necessary budgetary control records. Education Accounting degree or equivalent experience. Experience with accounting processes. Working level knowledge of Microsoft Office tools (ie: MS Excel, Powerpoint, Word, Access) Team player with good verbal and written communication skills. Experience with process improvements preferred. Accounting/finance degree preferred.

**Graphic Artist (Designer)**

Designs art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, television, and packaging: Studies illustrations and photographs to plan presentation of material, product, or service. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and esthetic design concepts. Draws sample of finished layout and presents sample to Art Director for approval. Prepares notes and instructions for workers who assemble and prepare final layouts for printing. Reviews final layout and suggests improvements as needed. May prepare illustrations or rough sketches of material according to instructions of client or supervisor. May prepare series of drawings to illustrate sequence and timing of story development for television production.

**Health Physicist**

Devises and directs research, training, and monitoring programs to protect plant and laboratory personnel from radiation hazards: Conducts research to develop inspection standards, radiation exposure limits for personnel, safe work methods, and decontamination procedures, and tests surrounding areas to ensure that radiation is not in excess of permissible standards. Develops criteria for design and modification of health physics equipment, such as detectors and counters, to improve radiation protection.

Assists in developing standards of permissible concentrations of radioisotopes in liquids and gases. Directs testing and monitoring of equipment and recording of personnel and plant area radiation exposure data. Requests bioassay samples from individuals believed to be exposed. Consults with scientific personnel regarding new experiments to determine that equipment or plant design conforms to health physics standards for protection of personnel. Conducts research pertaining to potential environmental impact of proposed atomic energy related industrial development to determine qualifications for licensing. Requisitions and maintains inventory of instruments. Instructs personnel in principles and regulations related to radiation hazards. Assigns film badges and dosimeters to personnel, and recommends changes in assignment for health reasons. Advises public authorities on methods of dealing with radiation hazards, and procedures to be followed in radiation incidents, and assists in civil defense planning. May specialize in research concerning decontamination of radioactive equipment and work areas in nuclear plants, laboratories, and other facilities.

Master's degree or PHD in Health Physics or a related engineering or science discipline with a minimum of 5-10 years of related technical work experience Radiological Control/Health Physics. The position requires an in-depth knowledge of applied health physics with emphasis in radiological and field engineering services.

**Information Technology Support**

Maintain networking equipment, installation of systems, including equipment and cabling, and maintaining remote linkages. Performs order fulfillment. Retrieves stored documents. Maintains data files and control procedures for a complex system of networked computers or for a single group of microcomputers linked

to a host workstation or mainframe. Responsible for system security and data integrity. Assigns passwords and monitors use of resources, backs up files as required and works with management to define requests for information. Provides technical guidance to less experienced systems administrators. Performs the routine operation of server software including maintaining system security, monitoring usage statistics and logs, modifying configuration settings and backing up the systems. Troubleshoot system related problems. May write shell scripts. Knowledgeable in operating systems UNIX and Windows NT, TCP/IP, and Internet services such as HTTP and FTP servers.

Designs, develops, implements, and maintains complex business, accounting, and management information systems. Works on complex assignments. Works with users to define existing or new system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Directs users in the operation of the application. Establish complex operational databases, software configuration control and system interfaces for computer system(s) assigned. Maintain file servers, network access, document, analyze, and troubleshoot system anomalies to ensure optimum equipment performance. May supervise less experienced systems personnel.

### **IT Professionals**

Positions will include but are not limited to database design and developers, web based training developers, e-learning designers and developers, system engineers, training specialists, help desk, and administrative system support staff. Qualifications range per position and can be complex. Positions will require a professional knowledge of electronics engineering theories and principles. Experience using Object Orient Programming, SMS (Sequel Messaging Service), MS SQL, server and Oracle DB server; PHP, Java, Ruby on Rails, and MS. NET application framework; and both Apache and

MS IIS web servers. Experience with engineering of computer hardware and software (e.g. advanced component technologies, software tools and digital theory). Ability to conduct analysis of system requirements to establish functional requirements and identify and perform hardware/software trade offs. Ability to develop conceptual design of computer systems through analysis of computer hardware, interface hardware, software requirements, and network architectures as elements of total system design. Bachelors degree in Computer Science or Computer engineering with 10+ years of experience or Microsoft Certified Technology Specialist (MCTS), Microsoft Certified IT Professional (MCITP), Microsoft Certified Database Administrator (MCDBA), Microsoft Certified Desktop Support Technician (MCDST), Microsoft Certified Systems Administrator (MCSA), and Microsoft Certified Systems Engineer (MCSE) credentials, plus 10 years of experience.

### **Junior Level Computer Technician**

Assists in Network and Departmental Technology projects. Assists with backup maintenance and scheduling. Install, operate and maintain network services, routers, hubs, switches, and other network devices following technical plans. Installs and configures applications on computers as required. Provides setup and configuration of computing peripherals such as printers, monitors and other equipment as necessary. Troubleshoots computer and peripheral issues and provides hardware replacement, cleaning and/or repair. Responds to Help Desk calls and issue(s). Performs research on technical topics requested by IT Manager.

Must have Bachelor's degree in combination with experience to demonstrate proficiency. Must have knowledge of Windows XP and Vista and Windows Server 2003 & 2008. Knowledge of Exchange 2003. Previous experience in connecting and configuring computers and peripherals to the network; also knowledge and experience interfacing with Windows 200e server and Windows 2008 server. Some knowledge of firewalls, switches, routers and IP traffic.

### **Laboratory Technician I-IV(Laboratory Tester)**

Tests chemical and physical properties of materials used in manufacturing or assembling motor vehicles; Performs standard chemical and physical tests on parts, solutions, and materials used in producing motor

vehicles, using conventional and computerized machines and work aids. Conducts quantitative and qualitative analyses to determine chemical and physical properties of experimental and developmental materials.

**Legal Support**

Prepares legal papers and correspondence of legal nature, such as summonses, complaints, motions, and subpoenas, using typewriter, word processor, or personal computer. May review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

Researches law, investigates facts, and prepares documents to assist Lawyers.

Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, wills, contracts, initial and amended articles of incorporation, stock certificates and other securities, buy-sell agreements, closing papers and binders, deeds, and trust instruments for review, approval, and use by attorney.

Conducts criminal and civil lawsuits, draws up legal documents, advises clients as to legal rights, and practices other phases of law: Gathers evidence in divorce, civil, criminal, and other cases to formulate defense or to initiate legal action. Conducts research, interviews clients and witnesses, and handles other details in preparation for trial. Prepares legal briefs, develops strategy, arguments, and testimony in preparation for presentation of case. Files brief with court clerk. Represents client in court and before quasi-judicial or administrative agencies of government.

**Microbiologist I-IV**

Investigate the relationship between organisms and disease including the control of epidemics and the effects of antibiotics on microorganisms. Prepare technical reports and recommendations based upon research outcomes. Supervise biological technologists and technicians and other scientists. Provide laboratory services for health departments, for community environmental health programs and for physicians needing information for diagnosis and treatment. Examine physiological, morphological, and cultural characteristics, using microscope, to identify and classify microorganisms in human, water, and food specimens. Study growth, structure, development, and general characteristics of bacteria and other microorganisms to understand their relationship to human, plant, and animal health. Write and approve protocols and final reports. Trouble shooting of laboratory instrumentation. Is a back up to the supervisor and will assist or fill in for a supervisor at the discretion of the department manager. Peer review of data. Lead laboratory investigations; train laboratory personnel. Review of release reports for laboratory instrumentation. Participates in the quality improvement process. Reviews and approves specifications and methods at the discretion of the department manager. May represent the department during client and regulatory audits.

Master's or doctoral degree required. Sr. Microbiologist requires a minimum of 6 years directly related experience. Requires excellent communication skills, both verbal and written, and interpersonal skills to effectively interact with and contribute constructively to team environment/outside departments. Proven experience in writing scientific reports and documents is desired. Exposure to clean rooms, sterilization, and in validation studies, e.g. revalidation support testing, sterilizer operation/studies, and relevant ISO standards etc. is preferred. Strong project management skills and strong leadership skills are required.

**Paralegal/Legal Assistant (Level I-IV)**

Researches law, investigates facts and prepares documents to assist lawyers. Researches and analyzes law such as statutes, recorded judicial decisions, legal articles, treaties constitutions and legal codes to prepare legal documents such as briefs, pleadings, appeals, wills, contracts, initial and amended articles of incorporation. Prepares affidavits of documents and maintains document file. Delivers or directs delivery of subpoenas to witness parties to action. May specialize in litigation, probate, real estate or corporation law.

**Personnel Analyst**

Collects, analyzes and prepares occupational information to facilitate personnel, administration and management functions of organization. Consults with management to determine type, scope and purpose of study. Studies current organizational occupational data and compiles distribution reports, organization, flow charts and other background information required for study. Observes jobs and interviews workers and supervisory

personnel to determine job and worker requirements. Analyzes occupational data, such as physical, mental and training requirements of jobs and workers and develops written summaries, such as job descriptions, job specifications and lines of career movement. Utilizes developed occupational data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating and training workers and administration of related personnel programs.

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field, and two years of experience in personnel analysis or administration; or an equivalent combination of education and experience.

### **Program Analyst**

Responsible for coordinating grants and projects; develops system for data collection, reporting criteria and grant records; researches and compiles statistics and data for grants/projects; may assist in writing narratives for grant proposals, monitors grant/project timeline; creates, monitors and maintains audit files for program compliance; designs and implements procedures to fulfill grant/project objectives and criteria; may prepare memorandums of understanding for agencies; works with agencies to resolve concerns and issues; prepares Board agenda items; prepares reports including statistical summaries and comparisons; trains, coordinates, and reviews work of project staff/student assistants; assists in monitoring revenue and expenditures for grants/projects; assists in marketing and presentations. Creates and maintains databases; enters and retrieves data; analyzes, creates, and presents reports from databases; assists in the development and administering of survey instruments, forms, and questionnaires; monitors record keeping procedures for accuracy, and compiles data; reviews and prepares program reports and data; documents the survey/data review process and product. Prepares letters, memos, and program reports. Creates and maintains databases; enters and retrieves data; analyzes, creates, and presents reports from databases; assists in the development and administering of survey instruments, forms, and questionnaires; monitors record keeping procedures for accuracy, and compiles data; reviews and prepares program reports and data; documents the survey/data review process and product. Two years of college including coursework and training in technical writing, basic statistics, and computer usage. Experience with various database, spreadsheet, word processing, and desktop publishing applications. Principles of data review and reporting; standard office procedures and practices related to record keeping; English grammar; computerized data management systems; basic accounting and budget principles; research methods; effective telephone techniques. Prepare clear and concise written communications and make oral presentations; conduct complex data and budget review; communicate effectively with diverse groups; operate various computer and standard office equipment; compute basic statistics including mathematical averages and percentages; set up and maintain database files and retrieve data to prepare reports; adapt to changing technology; organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain and apply laws, rules, regulations, policies and procedures relating to department/unit business; establish and maintain cooperative working relationships.

### **Project Manager**

Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Identifies resources needed and assigns individual responsibilities. Manages day-to-day operational aspects of a project and scope. Reviews

deliverables prepared by team before passing to client. Effectively applies our methodology and enforces project standards. Prepares for engagement reviews and quality assurance procedures. Minimizes our exposure and risk on project. Ensures project documents are complete, current, and stored appropriately. Tracks and reports team hours and expenses on a weekly basis. Manages project budget. Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project. Follows up with clients, when necessary, regarding unpaid invoices. Analyzes project profitability, revenue, margins, bill rates and utilization. Facilitates team and client meetings effectively. Holds regular

status meetings with project team. Keeps project team well informed of changes within the organization and general corporate news. Effectively communicates relevant project information to superiors. Delivers engaging, informative, well-organized presentations. Resolves and/or escalates issues in a timely fashion. Understands how to communicate difficult/sensitive information tactfully. Identifies business development and "add-on" sales opportunities as they relate to a specific project. Leads proposal efforts including completing project scoping and LOE assessments. Effectively conveys our message in both written and verbal business development discussions.

Bachelor's degree with 3-5 years of experience in project management or equivalent knowledge of both theoretical and practical aspects of project management knowledge of project management techniques and tools; direct work experience in project management capacity proven experience in people management experience in strategic planning, experience in risk management, experience in change management.

**Senior Accountant**

Directly or through subordinate staff: prepares technical fiscal reports, staff reports for the Board of Supervisors, time studies, and audits; performs cost accounting and cash management; analyzes revenue sources to maximize revenue recovery; sets consumer rates for services provided by department; analyzes departmental fiscal operations, identifies opportunities for increased fiscal effectiveness and efficiency, and develops and implements solutions. Directly or through subordinate staff: selects and supervises professional, paraprofessional, and clerical accounting staff; identifies training needs of subordinate staff and colleagues and provides or arranges for training; establishes standards and evaluates performance; provides technical guidance on difficult accounting problems; reviews and approves personnel actions taken by subordinate supervisors, including selection, performance appraisals, and discipline. Participates in contract negotiations by providing executive staff with detailed fiscal analysis of potential negotiating positions and recommending strategies; represents the department directly in negotiations with external agencies and organizations; acts as departmental fiscal liaison with state and federal agencies, elected officials, and others, providing information, advocating the department's position, and explaining accounting methods.

Three years of professional experience in accounting or auditing; or, one year of experience performing duties equivalent to Accountant III or Accountant-Auditor III; or, a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

**Staff Accountant**

Participate in the preparation, evaluation, justification, and maintenance of budgets and budgetary controls; and assists in developing, preparing, and reviewing Federal and State

grant budgets. Prepares a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation; and works with the Auditor-Controller and with data processing personnel regarding work of fiscal and clerical personnel in making entries, reconciliation's, and performing other fiscal record keeping work. Reviews and analyzes grants, contracts, and proposals for financial accuracy and adherence to generally accepted accounting principles and County policies. Collects data on direct, indirect, and overhead costs of operations as they relate to the setting of rates and fees. Recommends and assists in the implementation of new or revised accounting systems, procedures, and records.

Bachelor's degree in accounting or business administration or related field; or, Associate of Arts degree in accounting or business administration. analyze fiscal data and draw logical conclusions; define accounting problems and recommend effective solutions; verbally communicate accounting procedures and policies clearly to others; use personal computer applications including spreadsheet software; write memos and reports clearly and concisely; organize work and set priorities to meet deadlines; read, understand and apply legal requirements and administrative policies to departmental accounting functions; establish and maintain effective working relationships with others; and perform basic mathematical calculations.

**Technical Writer I-III**

Create, edit, and maintain technical documentation for current and future applications i.e., technical reference manuals and production control manuals. Create, edit, and maintain procedural documentation

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including but not limited to department policies and procedures user guides and application guides. Write, edit, produce, and maintain on-line (internet/web-based) documentation Support quality assurance efforts, assemble documentation for audits and ensure that documentation is compliant with federal regulations. Research and evaluate new documentation tools and methods; document and improve documentation processes. Maintain documentation standards and keep abreast of current information by associating with professional individuals or societies or by reviewing professional publications, newsletters, e-mail, and Web sites. Develop documentation project plans and timelines. Supervise and train lower level employees and provide informational assistance on an ongoing basis. Collaborate with departmental programmers to collect and interpret input from IT or other departmental personnel.

Bachelor's degree with 1-3 years of experience for Technical writer I; Technical writer II, 3-5 years of experience required. Technical writer III, Master's degree or Bachelor's degree with +5 years of experience. Work requires a minimum of three years writing experience, preferably in a technical field with an emphasis on technical documentation.

### **Finance Analyst**

Finance Analysts examine financial statements, evaluate investment opportunities, provide advice to clients about possible investment opportunities and provide advice to stockbrokers and other individuals who are attempting to sell securities (stock, bonds, etc.). Deals with financial challenges of a business including but not limited to budgeting issues, or for advice on how to manage the company's debt. NASD Series 7 and 63 licenses, as well as state-specific insurance licenses. 3-5 years of direct sales experience, with demonstrated track record of success in a commissioned, retail Broker/Dealer environment.

Knowledge of basic banking and banking products. Excellent sales skills with the ability to ask for and close the business. Strong business development skills.

Excellent time management skills, organizational skills and attention to detail. Strong verbal/written and interpersonal communication skills. Basic PC skills, including knowledge of Windows and the Internet. Familiarity with sales tracking or customer contact software systems.

### **Lawyer**

Lawyers serve as both advocates and advisers. As advocates, they speak for their clients in court by presenting supportive evidence. As advisers, they counsel their clients on their legal rights and obligations. Lawyers interpret laws, apply laws to specific situations, and draft new laws.

Required J.D degree and must have passed the bar

### **Special Assistant**

Manage a variety of special projects for the executive director including, but not limited to :Organizing and coordinating all aspects of the bi-annual board and board committee meetings, including making all logistic For the meetings, taking and preparing the board minutes, and carrying out any follow-up actions from board meetings. Monitor, track, and follow-up on senior staff meetings decisions and actions. Work independently as part of the development team on special nonrecurring and ongoing projects, which may include planning and coordination of presentations, dissemination of information, coordinating mailings, proofreading documents, etc. Organize meetings and conference calls maintain calendar, answer phones, take messages and field answers for all routine questions Must have knowledge of office administrative procedures and knowledge of use and operations of standard office equipment and computer software applications such as word, outlook, excel, power point, share point, etc.

Excellent spoken and written English is a requirement. Written and spoken Spanish language capability is highly desirable. Four-year college degree preferred plus office experience. Or two-year college degree and 4 years of formal office experience.

### **Senior Contracts Administrator**

The Contract Administrator Position is responsible for managing contracts, recommending contract terms and conditions. This position is responsible for managing the contract database and all associated files. Duties include assisting with contract development, administration, tracking, and analysis, as well as communication of supplier performance and contract compliance. Review modifications, extensions and contract closeout documents. Monitor vendor performance and make recommendations for improvement when appropriate. Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files. Coordinate with all levels of management to gather, analyze,

summarize, and prepare recommendations on sourcing strategies, practices and procedures. Administer large, long term contracts including, but not limited to cell phone, pager, copier, communication and technology contracts. Participate in and provide support for initiatives such as supplier enablement, contract management, project management, problem resolution, and customer support. As directed, provide assistance in procurement for high-value and/or high-risk projects and other areas as directed.

Master's degree and Five to seven years experience in the procurement/contract field is preferred.

However, any equivalent combination of education and experience sufficient to perform job duties may be considered. Certified Purchasing Manager (C.P.M.) or Certified Public Purchasing Officer (C.P.P.O.) preferred, or have the ability to obtain within first two years of employment. Certified Federal Contracts Manager (CFCM), Certified Professional Contracts Manager (CPCM) designations preferred, but not required.

### **Senior Contracts Specialist**

Maintain frequent contact with principal investigators and project directors. Provide technical pre- and post-award support to principal investigators and project directors throughout the development, review and submission of all routine/complex grant and contract proposals by providing extensive information and guidance as to the use and content of grantor/contractor technical, budgetary, and assurance forms. Review completed proposal applications, and contracts for accuracy, completeness, and compliance with the requirements, policies and procedures. Recommend the terms and condition of grants and contracts obtain the approval of the Director of Sponsored Projects regarding their content. Create and maintain computer documentation for research expenditures, proposal submissions, and awards. Responsible for all aspects of research related subcontracting development, documentation and administration.

Master's degree in 4+ years of experience.

### **Strategic Planning Analyst I**

To provide technical assistance to the Program Management Officer (PMO Director, and to the senior staff in the areas of formulating the yearly operating budgets, developing budget trend analysis, drafting policy directives, managing special projects as requested by senior staff and performing other duties as assigned.

The contractor shall provide assistance to the Program Management Officer (PMO), the Policy Director and to the senior staff in the areas of formulating the yearly operating budgets, developing budget trends and analysis, drafting policy directives, managing special projects as requested by senior staff and performing other duties as assigned as follows:

- Performs complex functions in analyzing data, requesting responses to develop consolidated reports, and interpreting and applying;
- Identifies opportunities and recommends process improvements to budgetary processes, policies and procedures;
- Conduct trend analysis to develop a funding methodology for planning purposes;
- Provide assistance to the Program Management Official (PMO) in the preparing documentation narrative, didactic and graphic presentations, creating and validating various sources of internally and externally focused documents;
- Develops justifications and narrative description to support budget submissions and requests for program resources;
- Provides support to managers and program specialists in budget formulation process. Assembles and compiles background and historical data and documentation to assist in the development of budget justification;
- Independently prepares to link budgetary and program information to meet reporting requirements;
- Prepares a variety of recurring and special reports and presentation material covering the status of funds, expenses and obligations
- Provides analysis and advice on routine financial matters to organization staff
- Analyzes and evaluates on a quantitative/qualitative basis the effectiveness of program operations in meeting established goals and objectives;
- Analyzes management information;
- Analyzes new or modified program/management policies, goals or objectives;
- Other duties as assigned.

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### Technical Requirements –

The contractor shall have experience in budget formulation in the federal sector, excellent oral and written communication skills and analytical skills.

### **2-5 years experience.**

A master's Degree is desirable; a Bachelor's Degree is required.

### C.6 Special Considerations –

If teleworking, office space, and allied equipment will be furnished by the contractor..

### C.7 Government Furnished Property

Office space, computer, appropriate software, supplies, staffing lists, documents pertaining to the organization alignment of DVD, NCIRD, and OID, personnel documents.

### Deliverables –

A monthly report that describes the requirements; accomplishments during the reporting period; significant events regarding the task order; deliverables submitted or progress achieved; any current or anticipated problems and solutions proposed; and a brief summary of activity planned for the next report period.

### **Strategic Planning Analyst II**

To provide technical assistance to the Program Management Officer (PMO Director, and to the senior staff in the areas of formulating the yearly operating budgets, developing budget trend analysis, drafting policy directives, managing special projects as requested by senior staff and performing other duties as assigned.

The contractor shall provide assistance to the Program Management Officer (PMO), the Policy Director and to the senior staff in the areas of formulating the yearly operating budgets, developing budget trends and analysis, drafting policy directives, managing special projects as requested by senior staff and performing other duties as assigned as follows:

- Performs complex functions in analyzing data, requesting responses to develop consolidated reports, and interpreting and applying;
- Identifies opportunities and recommends process improvements to budgetary processes, policies and procedures;
- Conduct trend analysis to develop a funding methodology for planning purposes;
- Provide assistance to the Program Management Official (PMO) in the preparing documentation narrative, didactic and graphic presentations, creating and validating various sources of internally and externally focused documents'
- Develops justifications and narrative description to support budget submissions and requests for program resources;
- Provides support to managers and program specialists in budget formulation process. Assembles and compiles background and historical data and documentation to assist in the development of budget justification;
- Independently prepares to link budgetary and program information to meet reporting requirements;
  
- Prepares a variety of recurring and special reports and presentation material covering the status of funds, expenses and obligations
- Provides analysis and advice on routine financial matters to organization staff
- Analyzes and evaluates on a quantitative/qualitative basis the effectiveness of program operations in meeting established goals and objectives;
- Analyzes management information;
- Analyzes new or modified program/management policies, goals or objectives;
- Other duties as assigned.

### Technical Requirements –

The contractor shall have experience in budget formulation in the federal sector, excellent oral and written communication skills and analytical skills.

### **5-10 years experience.**

## Professional Services

A master's Degree is desirable; a Bachelor's Degree is required.

### C.6 Special Considerations –

If teleworking, office space, and allied equipment will be furnished by the contractor..

### C.7 Government Furnished Property

Office space, computer, appropriate software, supplies, staffing lists, documents pertaining to the organization alignment of DVD, NCIRD, and OID, personnel documents.

### Deliverables –

A monthly report that describes the requirements; accomplishments during the reporting period; significant events regarding the task order; deliverables submitted or progress achieved; any current or anticipated problems and solutions proposed; and a brief summary of activity planned for the next report period.

### **Strategic Planning Analyst III**

To provide technical assistance to the Program Management Officer (PMO Director, and to the senior staff in the areas of formulating the yearly operating budgets, developing budget trend analysis, drafting policy directives, managing special projects as requested by senior staff and performing other duties as assigned.

The contractor shall provide assistance to the Program Management Officer (PMO), the Policy Director and to the senior staff in the areas of formulating the yearly operating budgets, developing budget trends and analysis, drafting policy directives, managing special projects as requested by senior staff and performing other duties as assigned as follows:

- Performs complex functions in analyzing data, requesting responses to develop consolidated reports, and interpreting and applying;
- Identifies opportunities and recommends process improvements to budgetary processes, policies and procedures;
- Conduct trend analysis to develop a funding methodology for planning purposes;
- Provide assistance to the Program Management Official (PMO) in the preparing documentation narrative, didactic and graphic presentations, creating and validating various sources of internally and externally focused documents'
- Develops justifications and narrative description to support budget submissions and requests for program resources;
  
- Provides support to managers and program specialists in budget formulation process. Assembles and compiles background and historical data and documentation to assist in the development of budget justification;
- Independently prepares to link budgetary and program information to meet reporting requirements;
- Prepares a variety of recurring and special reports and presentation material covering the status of funds, expenses and obligations
- Provides analysis and advice on routine financial matters to organization staff
- Analyzes and evaluates on a quantitative/qualitative basis the effectiveness of program operations in meeting established goals and objectives;
- Analyzes management information;
- Analyzes new or modified program/management policies, goals or objectives;
- Other duties as assigned.

### Technical Requirements –

The contractor shall have experience in budget formulation in the federal sector, excellent oral and written communication skills and analytical skills.

### **8-10+ years experience.**

A master's Degree is desirable; a Bachelor's Degree is required.

### **Material Handler**

Warehouse Specialists to perform a variety of duties including: Verifying materials against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed locations; storing, stacking or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing materials from storage and preparing it for shipment. May operate hand or power trucks in performing warehouse duties. Requires a GED or High School Diploma with 0-2 years of experience.

### **Medical Advisor/Officer**

Provides clinical, scientific, and technical consultation and guidance in fulfilling the responsibilities of securing regulatory mechanisms for the storage, distribution, dispensing and utilization of medical countermeasures. Assesses and evaluates preclinical, clinical, safety, product and other relevant information. Writes a wide spectrum of documents, including policy documents, clinical protocols, amendments, studies, standard operating procedures, and other materials. Interface with various government agencies. Requires a minimum of a Bachelor's Degree, preferably Master's Degree. 5+ years of experience.

### **Procurement Technician**

Provide assistance in closing out Task Orders, Delivery Orders and Contracts in accordance with established close-out procedures. When all work on a project is completed, the various documents used to support the work that was performed must be closed and uncommitted, residual, or excess funds returned to the client.

- Audit support
- Contract close-out support
- Contractor Performance Assessment Report (CPAR)
- Invoice processing and release of claims
- Preparation of financial reconciliation and closeout modification
- Preparation and submission of correspondence
- Payment submissions and verification
- Preparation and submission of updates to contract status reports
- Record and file management

Requires a Bachelor's Degree or High School Diploma with 2-4 years of work experience.

### **Communication Media Specialist**

Provide input on the design of publications, support for coordination of meetings to determine to content of publications; support in communicating to various divisions; regular strategic guidance and recommendations to the overall direction of internal and external collateral and marketing tools, publications, web site, and conference exhibits within assigned deadlines; meet with teams of program staff, subject matter experts to



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determine audience, content, and presentation of communication products; Coordinates and leads regular meetings to ensure that all involved parties provide input. Requires a Bachelor's Degree or 3-5 years of commensurate experience.

### **Senior Systems Manager**

Support and assist the training developers in producing material; participate in observing the various tests and evaluations throughout the capabilities development process, capture the data, and help translate it into quality training documentation, and associated tasks involved; developing documentation for use in the management, strategic planning, and coordination of analysis, design, and development of training programs. Requires a Bachelor's Degree or 5+ years of work experience.