

Standard Form 1449, Contract for Commercial Items
ARK Temporary Staffing, LLC
Contract Number GS-07F-0085U

**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: Federal Supply Schedule 736 – Temporary, Administrative and Professional Staffing (TAPS) Services

FSC Group: 736

CONTRACT NUMBER: GS-07F-0085U

CONTRACT PERIOD: 20 NOV 2007 thru 19 NOV 2012

CONTRACTOR: ARK Temporary Staffing, LLC
175 Gwinnett Drive, Suite 310
Lawrenceville, GA 30045-8414
Phone: (770) 962-5099
Fax: (770) 962-8527
Web Site: www.arktempstaffing.com
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CONTRACTOR'S ADMINISTRATION SOURCE: Renae Keitt

BUSINESS SIZE: Small Woman Owned Business

CUSTOMER INFORMATION:

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

SIN	DESCRIPTION
736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-3	General Services and Support Occupations



ARK Temporary Staffing

The People Person Company

Positioning Statement

ARK Temporary Staffing, LLC

Ark Temporary Staffing is a leading provider of reliable, quality staffing services. Dedicated to delivering temporary placement services and diversity consulting that's a cut above the rest.

Ark Temporary Staffing, LLC is a leading provider of staffing services providing reliable, quality temporary and permanent personnel for business and government agencies throughout the Mid-Atlantic and Southeast region. The company is a **minority; female-owned & operated small business-certified MBE, FBE and SBA certified SDB**, able to offer each customer unparalleled world-class attention and customer service.

Our vast pool of pre-screened qualified candidates includes many diverse backgrounds and experience levels. At Ark Temporary Staffing, not only do we source and screen top notch candidates for your business; we will process applicants, conduct background checks, drug screenings and co-ordinate on-site interviews.

Ark Temporary Staffing is a financially stable company with over ten million dollars in secured financing. The company currently employs over five hundred temporary employees throughout the region. All employees are pay rolled by the company and insured under companies Workers Comp and Liability Insurance policies to meet all compliance regulations.

Ark Temporary Staffing offers many placement options, Temporary, Temporary to Permanent or Permanent placements. Hourly rates for temporary hires are based on the position and experience level of the candidate insuring the quality our customers deserve. Customer satisfaction is paramount at ARK Temporary Staffing. Our professional experienced Staffing Recruiters are committed to attending to the unique requirements of every Ark Staffing prospect and customer, helping them to determine which solution from our array of products and services will work best for them today and as their business grows.

To learn more about, why so many businesses and government agencies choose Ark Temporary Staffing, please feel free to contact us in our Atlanta, GA offices at 770-962-5099 or email at jobs@arktempstaffing.com. Pricing, Job Descriptions and contact details are included on following pages.

ARK Temporary Staffing, LLC

Pricing Charts

District of Columbia, Maryland, Virginia (Arlington County, Washington, DC Area)

Wage Determination #2005-2103 (Revision-6 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 1- Administrative Support & Clerical Occupations	
Accounting Clerk 1	\$ 23.80
Accounting Clerk 2	\$ 26.30
Accounting Clerk 3	\$ 32.78
Admin. Assistant	\$ 40.98
Court Reporter	\$ 31.61
Motor Vehicle Dispatcher	\$ 27.76
Document Preparation Clerk	\$ 23.21
Messenger Courier	\$ 19.76
Duplicating Machine Operator	\$ 23.21
General Clerk I	\$ 23.62
General Clerk II	\$ 25.64
General Clerk III	\$ 30.57
Housing Referral Assistant	\$ 37.92
Data Entry Operator I	\$ 22.39
Data Entry Operator II	\$ 24.11
Order Clerk I	\$ 24.80
Order Clerk II	\$ 27.04
Personnel Assistant (Employment) I	\$ 27.92
Personnel Assistant (Employment) II	\$ 30.80
Personnel Assistant (Employment) III	\$ 34.79
Production Control Clerk	\$ 34.25
Rental Clerk	\$ 26.85
Secretary I (Clerical, Medical, Executive, Legal)	\$ 28.44
Secretary II (Clerical, Medical, Executive, Legal)	\$ 31.54
Secretary III (Clerical, Medical, Executive, Legal)	\$ 37.92
Service Order Dispatcher	\$ 26.76

Wage Determination #2005-2103 (Revision-6 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 2- Automatic Data Processing Occupations	
Computer Operator I	\$ 29.19
Computer Operator II	\$ 32.22
Computer Operator III	\$ 35.52
Computer Operator IV	\$ 39.09
Computer Operator V	\$ 42.90
Computer Programmer I	\$ 36.89
Computer Programmer II	\$ 43.81
Computer Programmer III	\$ 53.35
Computer Programmer IV	\$ 63.49
Computer Systems Analyst I	\$ 36.89
Computer Systems Analyst II	\$ 43.81
Computer Systems Analyst III	\$ 53.35
Peripheral Equipment Operator	\$ 29.19
Personal Computer Support Technician	\$ 39.09

Wage Determination #2005-2103 (Revision-6 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 3 - General Services & Support Occupations	
Materials Handling & Packing Occupations	
Forklift Operator	\$ 29.36
Janitor	\$ 19.24
Laborer	\$ 24.12
Laborer Grounds Maintenance	\$ 20.95
Material Coordinator	\$ 34.25
Material Handling Laborer	\$ 21.78
Order Filler	\$ 23.54
Shipping/Receiving Clerk	\$ 24.39
Shipping Packer	\$ 24.39
Tools & Parts Attendant	\$ 29.36
Warehouse Specialist	\$ 29.36
Mechanics & Maintenance & Repair Occupations	
Electrician Maintenance	\$ 41.86
Electronics Technician Maintenance I	\$ 36.33
Electronics Technician Maintenance II	\$ 38.35
Electronics Technician Maintenance III	\$ 40.21
General Maintenance Worker	\$ 34.08
Machinery Maintenance Mechanic	\$ 34.94
Machinist, Maintenance	\$ 34.73
Pipefitter Maintenance	\$ 36.99
Plumber Maintenance	\$ 33.82

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Pricing Chart

Fulton County, Georgia- (Northeast- Atlanta, Athens, Marietta, Fort McPherson Area)

Wage Determination #2005-2133 (Revision-5 06/17/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 1- Administrative Support & Clerical Occupations	
Accounting Clerk 1	\$ 22.50
Accounting Clerk 2	\$ 24.28
Accounting Clerk 3	\$ 26.75
Admin. Assistant	\$ 38.51
Court Reporter	\$ 33.73
Motor Vehicle Dispatcher	\$ 31.16
Document Preparation Clerk	\$ 21.62
Messenger Courier	\$ 19.50
Duplicating Machine Operator	\$ 21.62
General Clerk I	\$ 20.97
General Clerk II	\$ 24.90
General Clerk III	\$ 26.57
Housing Referral Assistant	\$ 35.06
Data Entry Operator I	\$ 23.50
Data Entry Operator II	\$ 26.18
Order Clerk I	\$ 21.16
Order Clerk II	\$ 23.59
Personnel Assistant (Employment) I	\$ 25.46
Personnel Assistant (Employment) II	\$ 28.08
Personnel Assistant (Employment) III	\$ 30.95
Production Control Clerk	\$ 33.08
Rental Clerk	\$ 24.22
Secretary I (Clerical, Medical, Executive, Legal)	\$ 24.73
Secretary II (Clerical, Medical, Executive, Legal)	\$ 28.62
Secretary III (Clerical, Medical, Executive, Legal)	\$ 32.23
Service Order Dispatcher	\$ 26.43

Wage Determination #2005-2133 (Revision-5 06/17/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 2- Automatic Data Processing Occupations	
Computer Operator I	\$ 26.65
Computer Operator II	\$ 30.07
Computer Operator III	\$ 33.13
Computer Operator IV	\$ 36.42
Computer Operator V	\$ 41.24
Computer Programmer I	\$ 39.74
Computer Programmer II	\$ 46.65
Computer Programmer III	\$ 56.19
Computer Programmer IV	\$ 66.34
Computer Systems Analyst I	\$ 40.05
Computer Systems Analyst II	\$ 46.97
Computer Systems Analyst III	\$ 56.51
Peripheral Equipment Operator	\$ 26.65
Personal Computer Support Technician	\$ 36.42

Wage Determination #2005-2133 (Revision-5 06/17/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 3 - General Services & Support Occupations	
Materials Handling & Packing Occupations	
Forklift Operator	\$ 24.80
Janitor	\$ 19.24
Laborer	\$ 18.92
Laborer Grounds Maintenance	\$ 18.78
Material Coordinator	\$ 31.25
Material Handling Laborer	\$ 22.30
Order Filler	\$ 20.66
Shipping/Receiving Clerk	\$ 22.79
Shipping Packer	\$ 22.79
Tools & Parts Attendant	\$ 24.80
Warehouse Specialist	\$ 24.80
Mechanics & Maintenance & Repair Occupations	
Electrician Maintenance	\$ 34.83
Electronics Technician Maintenance I	\$ 28.57
Electronics Technician Maintenance II	\$ 37.46
Electronics Technician Maintenance III	\$ 41.02
General Maintenance Worker	\$ 27.34
Machinery Maintenance Mechanic	\$ 31.99
Machinist Maintenance	\$ 29.97
Pipefitter Maintenance	\$ 32.81
Plumber Maintenance	\$ 31.41

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Pricing Chart

Bibb County, Georgia (Macon, Warner Robbins Area)

Wage Determination #2005-2139 (Revision-5 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 1- Administrative Support & Clerical Occupations	
Accounting Clerk 1	\$ 18.90
Accounting Clerk 2	\$ 21.85
Accounting Clerk 3	\$ 25.79
Admin. Assistant	\$ 28.87
Court Reporter	\$ 22.91
Motor Vehicle Dispatcher	\$ 22.91
Document Preparation Clerk	\$ 19.08
Messenger Courier	\$ 18.26
Duplicating Machine Operator	\$ 19.08
General Clerk I	\$ 17.42
General Clerk II	\$ 18.75
General Clerk III	\$ 20.61
Housing Referral Assistant	\$ 26.63
Data Entry Operator I	\$ 18.46
Data Entry Operator II	\$ 21.42
Order Clerk I	\$ 20.19
Order Clerk II	\$ 23.28
Personnel Assistant (Employment) I	\$ 23.15
Personnel Assistant (Employment) II	\$ 25.10
Personnel Assistant (Employment) III	\$ 27.63
Production Control Clerk	\$ 32.30
Rental Clerk	\$ 17.94
Secretary I (Clerical, Medical, Executive, Legal)	\$ 20.99
Secretary II (Clerical, Medical, Executive, Legal)	\$ 22.91
Secretary III (Clerical, Medical, Executive, Legal)	\$ 26.63
Service Order Dispatcher	\$ 20.19

Wage Determination #2005-2139 (Revision-5 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 2- Automatic Data Processing Occupations	
Computer Operator I	\$ 23.33
Computer Operator II	\$ 26.91
Computer Operator III	\$ 30.53
Computer Operator IV	\$ 34.24
Computer Operator V	\$ 39.29
Computer Programmer I	\$ 31.71
Computer Programmer II	\$ 38.45
Computer Programmer III	\$ 47.99
Computer Programmer IV	\$ 58.14
Computer Systems Analyst I	\$ 38.45
Computer Systems Analyst II	\$ 45.37
Computer Systems Analyst III	\$ 54.90
Peripheral Equipment Operator	\$ 23.33
Personal Computer Support Technician	\$ 35.85

Wage Determination #2005-2139 (Revision-5 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 3 - General Services & Support Occupations	
Materials Handling & Packing Occupations	
Forklift Operator	\$ 23.27
Janitor	\$ 15.27
Laborer	\$ 17.90
Laborer Grounds Maintenance	\$ 17.90
Material Coordinator	\$ 32.30
Material Handling Laborer	\$ 20.71
Order Filler	\$ 19.05
Shipping/Receiving Clerk	\$ 21.16
Shipping Packer	\$ 21.16
Tools & Parts Attendant	\$ 26.60
Warehouse Specialist	\$ 26.60
Mechanics & Maintenance & Repair Occupations	
Electrician Maintenance	\$ 30.87
Electronics Technician Maintenance I	\$ 34.41
Electronics Technician Maintenance II	\$ 35.94
Electronics Technician Maintenance III	\$ 37.20
General Maintenance Worker	\$ 26.99
Machinery Maintenance Mechanic	\$ 32.62
Machinist, Maintenance	\$ 30.23
Pipefitter Maintenance	\$ 28.12
Plumber Maintenance	\$ 27.18

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Pricing Chart

Lowndes/Ware Counties, Georgia (Valdosta / Waycross Area)

Wage Determination #2005-2131 (Revision-6 05/29/2008)	
Skill Category	Total GSA Hourly Rate
SIN# 736 1 - Administrative Support & Clerical Occupations	
Accounting Clerk 1	\$ 20.23
Accounting Clerk 2	\$ 23.38
Accounting Clerk 3	\$ 30.86
Admin. Assistant	\$ 26.76
Court Reporter	\$ 21.84
Motor Vehicle Dispatcher	\$ 23.55
Document Preparation Clerk	\$ 19.86
Messenger Courier	\$ 15.29
Duplicating Machine Operator	\$ 19.86
General Clerk I	\$ 18.31
General Clerk II	\$ 19.96
General Clerk III	\$ 21.96
Housing Referral Assistant	\$ 23.98
Data Entry Operator I	\$ 19.17
Data Entry Operator II	\$ 21.23
Order Clerk I	\$ 18.91
Order Clerk II	\$ 24.74
Personnel Assistant (Employment) I	\$ 22.28
Personnel Assistant (Employment) II	\$ 24.44
Personnel Assistant (Employment) III	\$ 26.83
Production Control Clerk	\$ 33.94
Rental Clerk	\$ 18.28
Secretary I (Clerical, Medical, Executive, Legal)	\$ 19.73
Secretary II (Clerical, Medical, Executive, Legal)	\$ 21.84
Secretary III (Clerical, Medical, Executive, Legal)	\$ 23.98
Service Order Dispatcher	\$ 22.81

Wage Determination #2005-2131 (Revision-6 05/29/2008)	
Skill Category	Total GSA Hourly Rate
SIN# 736 2 - Automatic Data Processing Occupations	
Computer Operator I	\$ 21.73
Computer Operator II	\$ 25.23
Computer Operator III	\$ 30.22
Computer Operator IV	\$ 33.15
Computer Operator V	\$ 36.42
Computer Programmer I	\$ 29.61
Computer Programmer II	\$ 35.93
Computer Programmer III	\$ 45.40
Computer Programmer IV	\$ 55.47
Computer Systems Analyst I	\$ 40.11
Computer Systems Analyst II	\$ 46.98
Computer Systems Analyst III	\$ 56.44
Peripheral Equipment Operator	\$ 22.67
Personal Computer Support Technician	\$ 33.15

Wage Determination #2005-2131 (Revision-6 05/29/2008)	
Skill Category	Total GSA Hourly Rate
SIN# 736 3 - General Services & Support Occupations	
Materials Handling & Packing Occupations	
Forklift Operator	\$ 22.32
Janitor	\$ 15.68
Laborer	\$ 17.17
Laborer Grounds Maintenance	\$ 18.23
Material Coordinator	\$ 33.94
Material Handling Laborer	\$ 16.72
Order Filler	\$ 19.43
Shipping/Receiving Clerk	\$ 24.33
Shipping Packer	\$ 24.33
Tools & Parts Attendant	\$ 22.54
Warehouse Specialist	\$ 22.32
Mechanics & Maintenance & Repair Occupations	
Electrician Maintenance	\$ 28.47
Electronics Technician Maintenance I	\$ 30.90
Electronics Technician Maintenance II	\$ 32.05
Electronics Technician Maintenance III	\$ 33.22
General Maintenance Worker	\$ 25.23
Machinery Maintenance Mechanic	\$ 31.59
Machinist, Maintenance	\$ 28.97
Pipefitter Maintenance	\$ 29.93
Plumber Maintenance	\$ 28.64

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Pricing Chart

Columbus-Muscogee Counties, Georgia (Fort Benning Area)

Wage Determination #2005-2137 (Revision-6 05/29/2008)	
Skill Category	Total GSA Hourly Rate
<u>SIN# 736 1- Administrative Support & Clerical Occupations</u>	
Accounting Clerk 1	\$ 20.83
Accounting Clerk 2	\$ 25.39
Accounting Clerk 3	\$ 28.45
Admin. Assistant	\$ 28.32
Court Reporter	\$ 23.47
Motor Vehicle Dispatcher	\$ 22.61
Document Preparation Clerk	\$ 20.25
Messenger Courier	\$ 18.28
Duplicating Machine Operator	\$ 20.25
General Clerk I	\$ 18.30
General Clerk II	\$ 19.66
General Clerk III	\$ 21.64
Housing Referral Assistant	\$ 25.79
Data Entry Operator I	\$ 19.42
Data Entry Operator II	\$ 21.18
Order Clerk I	\$ 18.02
Order Clerk II	\$ 20.57
Personnel Assistant (Employment) I	\$ 21.31
Personnel Assistant (Employment) II	\$ 23.75
Personnel Assistant (Employment) III	\$ 26.11
Production Control Clerk	\$ 27.40
Rental Clerk	\$ 17.31
Secretary I (Clerical, Medical, Executive, Legal)	\$ 21.05
Secretary II (Clerical, Medical, Executive, Legal)	\$ 23.47
Secretary III (Clerical, Medical, Executive, Legal)	\$ 25.79
Service Order Dispatcher	\$ 20.28

Wage Determination #2005-2137 (Revision-6 05/29/2008)	
Skill Category	Total GSA Hourly Rate
<u>SIN# 736 2- Automatic Data Processing Occupations</u>	
Computer Operator I	\$ 20.82
Computer Operator II	\$ 23.33
Computer Operator III	\$ 27.05
Computer Operator IV	\$ 29.65
Computer Operator V	\$ 32.46
Computer Programmer I	\$ 29.01
Computer Programmer II	\$ 35.12
Computer Programmer III	\$ 42.05
Computer Programmer IV	\$ 52.19
Computer Systems Analyst I	\$ 37.14
Computer Systems Analyst II	\$ 44.05
Computer Systems Analyst III	\$ 53.59
Peripheral Equipment Operator	\$ 20.82
Personal Computer Support Technician	\$ 29.65

Wage Determination #2005-2137 (Revision-6 05/29/2008)	
Skill Category	Total GSA Hourly Rate
<u>SIN# 736 3 - General Services & Support Occupations</u>	
<u>Materials Handling & Packing Occupations</u>	
Forklift Operator	\$ 21.81
Janitor	\$ 15.06
Laborer	\$ 15.82
Laborer Grounds Maintenance	\$ 17.37
Material Coordinator	\$ 27.40
Material Handling Laborer	\$ 19.68
Order Filler	\$ 19.73
Shipping/Receiving Clerk	\$ 20.79
Shipping Packer	\$ 20.79
Tools & Parts Attendant	\$ 21.81
Warehouse Specialist	\$ 21.81
<u>Mechanics & Maintenance & Repair Occupations</u>	
Electrician Maintenance	\$ 27.24
Electronics Technician Maintenance I	\$ 29.06
Electronics Technician Maintenance II	\$ 33.07
Electronics Technician Maintenance III	\$ 37.05
General Maintenance Worker	\$ 23.21
Machinery Maintenance Mechanic	\$ 27.97
Machinist, Maintenance	\$ 26.53
Pipefitter Maintenance	\$ 29.66
Plumber Maintenance	\$ 28.35

ARK Temporary Staffing, LLC

Pricing Chart

Madison County, Alabama (Huntsville Area)

Wage Determination #2005-2007 (Revision-8 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 1- Administrative Support & Clerical Occupations	
Accounting Clerk 1	\$ 22.97
Accounting Clerk 2	\$ 24.67
Accounting Clerk 3	\$ 27.73
Admin. Assistant	\$ 34.22
Court Reporter	\$ 28.29
Motor Vehicle Dispatcher	\$ 27.06
Document Preparation Clerk	\$ 21.52
Messenger Courier	\$ 17.22
Duplicating Machine Operator	\$ 21.52
General Clerk I	\$ 19.11
General Clerk II	\$ 20.53
General Clerk III	\$ 23.53
Housing Referral Assistant	\$ 31.15
Data Entry Operator I	\$ 20.77
Data Entry Operator II	\$ 23.57
Order Clerk I	\$ 20.14
Order Clerk II	\$ 25.56
Personnel Assistant (Employment) I	\$ 23.28
Personnel Assistant (Employment) II	\$ 25.62
Personnel Assistant (Employment) III	\$ 28.15
Production Control Clerk	\$ 31.21
Rental Clerk	\$ 20.54
Secretary I (Clerical, Medical, Executive, Legal)	\$ 25.64
Secretary II (Clerical, Medical, Executive, Legal)	\$ 28.29
Secretary III (Clerical, Medical, Executive, Legal)	\$ 31.15
Service Order Dispatcher	\$ 23.49

Wage Determination #2005-2007 (Revision-8 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 2- Automatic Data Processing Occupations	
Computer Operator I	\$ 24.78
Computer Operator II	\$ 31.13
Computer Operator III	\$ 33.10
Computer Operator IV	\$ 41.28
Computer Operator V	\$ 43.39
Computer Programmer I	\$ 39.61
Computer Programmer II	\$ 46.52
Computer Programmer III	\$ 56.06
Computer Programmer IV	\$ 66.21
Computer Systems Analyst I	\$ 39.61
Computer Systems Analyst II	\$ 46.52
Computer Systems Analyst III	\$ 56.06
Peripheral Equipment Operator	\$ 24.78
Personal Computer Support Technician	\$ 41.28

Wage Determination #2005-2007 (Revision-8 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 3 - General Services & Support Occupations	
Materials Handling & Packing Occupations	
Forklift Operator	\$ 24.91
Janitor	\$ 15.91
Laborer	\$ 19.92
Laborer Grounds Maintenance	\$ 17.96
Material Coordinator	\$ 31.21
Material Handling Laborer	\$ 18.38
Order Filler	\$ 19.21
Shipping/Receiving Clerk	\$ 22.26
Shipping Packer	\$ 22.26
Tools & Parts Attendant	\$ 24.91
Warehouse Specialist	\$ 24.91
Mechanics & Maintenance & Repair Occupations	
Electrician Maintenance	\$ 37.02
Electronics Technician Maintenance I	\$ 29.40
Electronics Technician Maintenance II	\$ 40.40
Electronics Technician Maintenance III	\$ 41.84
General Maintenance Worker	\$ 27.24
Machinery Maintenance Mechanic	\$ 37.18
Machinist, Maintenance	\$ 29.58
Pipefitter Maintenance	\$ 30.80
Plumber Maintenance	\$ 29.59

ARK Temporary Staffing, LLC

Pricing Chart

Jefferson County, Alabama (Birmingham Area)

Wage Determination #2005-2003 (Revision-6 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 1- Administrative Support & Clerical Occupations	
Accounting Clerk 1	\$ 22.24
Accounting Clerk 2	\$ 32.40
Accounting Clerk 3	\$ 33.05
Admin. Assistant	\$ 33.04
Court Reporter	\$ 28.12
Motor Vehicle Dispatcher	\$ 28.12
Document Preparation Clerk	\$ 21.52
Messenger Courier	\$ 17.61
Duplicating Machine Operator	\$ 21.52
General Clerk I	\$ 22.39
General Clerk II	\$ 24.68
General Clerk III	\$ 27.37
Housing Referral Assistant	\$ 31.48
Data Entry Operator I	\$ 22.07
Data Entry Operator II	\$ 24.90
Order Clerk I	\$ 21.13
Order Clerk II	\$ 24.78
Personnel Assistant (Employment) I	\$ 28.41
Personnel Assistant (Employment) II	\$ 33.36
Personnel Assistant (Employment) III	\$ 39.00
Production Control Clerk	\$ 30.24
Rental Clerk	\$ 23.72
Secretary I (Clerical, Medical, Executive, Legal)	\$ 25.94
Secretary II (Clerical, Medical, Executive, Legal)	\$ 27.48
Secretary III (Clerical, Medical, Executive, Legal)	\$ 31.48
Service Order Dispatcher	\$ 26.08

Wage Determination #2005-2003 (Revision-6 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 2- Automatic Data Processing Occupations	
Computer Operator I	\$ 24.41
Computer Operator II	\$ 26.92
Computer Operator III	\$ 32.12
Computer Operator IV	\$ 35.28
Computer Operator V	\$ 38.76
Computer Programmer I	\$ 33.80
Computer Programmer II	\$ 40.72
Computer Programmer III	\$ 50.26
Computer Programmer IV	\$ 60.40
Computer Systems Analyst I	\$ 33.80
Computer Systems Analyst II	\$ 40.72
Computer Systems Analyst III	\$ 50.26
Peripheral Equipment Operator	\$ 24.41
Personal Computer Support Technician	\$ 35.28

Wage Determination #2005-2003 (Revision-6 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 3 - General Services & Support Occupations	
Materials Handling & Packing Occupations	
Forklift Operator	\$ 22.32
Janitor	\$ 15.83
Laborer	\$ 19.10
Laborer Grounds Maintenance	\$ 18.28
Material Coordinator	\$ 29.76
Material Handling Laborer	\$ 19.69
Order Filler	\$ 18.03
Shipping/Receiving Clerk	\$ 21.78
Shipping Packer	\$ 21.78
Tools & Parts Attendant	\$ 22.32
Warehouse Specialist	\$ 22.32
Mechanics & Maintenance & Repair Occupations	
Electrician Maintenance	\$ 31.41
Electronics Technician Maintenance I	\$ 33.73
Electronics Technician Maintenance II	\$ 35.52
Electronics Technician Maintenance III	\$ 37.28
General Maintenance Worker	\$ 26.40
Machinery Maintenance Mechanic	\$ 32.52
Machinist, Maintenance	\$ 30.12
Pipefitter Maintenance	\$ 29.24
Plumber Maintenance	\$ 29.01

ARK Temporary Staffing, LLC

Pricing Chart

Montgomery County, Alabama (Montgomery Area)

Wage Determination #2005-2011 (Revision-7 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 1- Administrative Support & Clerical Occupations	
Accounting Clerk 1	\$ 20.24
Accounting Clerk 2	\$ 25.72
Accounting Clerk 3	\$ 27.87
Admin. Assistant	\$ 32.39
Court Reporter	\$ 27.64
Motor Vehicle Dispatcher	\$ 23.08
Document Preparation Clerk	\$ 19.56
Messenger Courier	\$ 15.01
Duplicating Machine Operator	\$ 19.56
General Clerk I	\$ 18.38
General Clerk II	\$ 20.15
General Clerk III	\$ 21.19
Housing Referral Assistant	\$ 28.03
Data Entry Operator I	\$ 18.36
Data Entry Operator II	\$ 21.46
Order Clerk I	\$ 18.78
Order Clerk II	\$ 20.67
Personnel Assistant (Employment) I	\$ 26.36
Personnel Assistant (Employment) II	\$ 33.36
Personnel Assistant (Employment) III	\$ 39.00
Production Control Clerk	\$ 28.72
Rental Clerk	\$ 19.52
Secretary I (Clerical, Medical, Executive, Legal)	\$ 20.97
Secretary II (Clerical, Medical, Executive, Legal)	\$ 24.12
Secretary III (Clerical, Medical, Executive, Legal)	\$ 28.03
Service Order Dispatcher	\$ 23.08

Wage Determination #2005-2011 (Revision-7 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 2- Automatic Data Processing Occupations	
Computer Operator I	\$ 22.16
Computer Operator II	\$ 25.91
Computer Operator III	\$ 28.84
Computer Operator IV	\$ 32.13
Computer Operator V	\$ 35.18
Computer Programmer I	\$ 26.99
Computer Programmer II	\$ 34.86
Computer Programmer III	\$ 43.39
Computer Programmer IV	\$ 53.53
Computer Systems Analyst I	\$ 40.88
Computer Systems Analyst II	\$ 43.39
Computer Systems Analyst III	\$ 52.93
Peripheral Equipment Operator	\$ 20.47
Personal Computer Support Technician	\$ 34.99

Wage Determination #2005-2011 (Revision-7 05/29/2008)

Skill Category	Total GSA Hourly Rate
SIN# 736 3 - General Services & Support Occupations	
Materials Handling & Packing Occupations	
Forklift Operator	\$ 20.11
Janitor	\$ 14.38
Laborer	\$ 17.71
Laborer Grounds Maintenance	\$ 18.15
Material Coordinator	\$ 24.35
Material Handling Laborer	\$ 19.72
Order Filler	\$ 18.59
Shipping/Receiving Clerk	\$ 20.80
Shipping Packer	\$ 20.80
Tools & Parts Attendant	\$ 20.11
Warehouse Specialist	\$ 20.28
Mechanics & Maintenance & Repair Occupations	
Electrician Maintenance	\$ 25.30
Electronics Technician Maintenance I	\$ 28.83
Electronics Technician Maintenance II	\$ 30.38
Electronics Technician Maintenance III	\$ 33.29
General Maintenance Worker	\$ 23.50
Machinery Maintenance Mechanic	\$ 28.31
Machinist, Maintenance	\$ 25.78
Pipefitter Maintenance	\$ 28.31
Plumber Maintenance	\$ 25.65

ARK Temporary Staffing, LLC

Pricing Chart

Columbia/Duval Counties, Florida (Lake City, Jacksonville Area)

Wage Determination #2005-2115 (Revision-6 05/29/2008)	
Skill Category	Total GSA Hourly Rate
SIN# 736 1- Administrative Support & Clerical Occupations	
Accounting Clerk 1	\$ 20.93
Accounting Clerk 2	\$ 22.04
Accounting Clerk 3	\$ 26.66
Admin. Assistant	\$ 29.00
Court Reporter	\$ 24.22
Motor Vehicle Dispatcher	\$ 27.69
Document Preparation Clerk	\$ 19.85
Messenger Courier	\$ 19.24
Duplicating Machine Operator	\$ 19.85
General Clerk I	\$ 18.49
General Clerk II	\$ 20.56
General Clerk III	\$ 29.63
Housing Referral Assistant	\$ 26.39
Data Entry Operator I	\$ 19.43
Data Entry Operator II	\$ 22.50
Order Clerk I	\$ 19.60
Order Clerk II	\$ 21.78
Personnel Assistant (Employment) I	\$ 22.39
Personnel Assistant (Employment) II	\$ 24.63
Personnel Assistant (Employment) III	\$ 27.05
Production Control Clerk	\$ 30.63
Rental Clerk	\$ 19.04
Secretary I (Clerical, Medical, Executive, Legal)	\$ 21.85
Secretary II (Clerical, Medical, Executive, Legal)	\$ 24.03
Secretary III (Clerical, Medical, Executive, Legal)	\$ 26.39
Service Order Dispatcher	\$ 24.63

Wage Determination #2005-2115 (Revision-6 05/29/2008)	
Skill Category	Total GSA Hourly Rate
SIN# 736 2- Automatic Data Processing Occupations	
Computer Operator I	\$ 22.88
Computer Operator II	\$ 24.37
Computer Operator III	\$ 28.00
Computer Operator IV	\$ 33.57
Computer Operator V	\$ 36.88
Computer Programmer I	\$ 35.28
Computer Programmer II	\$ 42.19
Computer Programmer III	\$ 51.73
Computer Programmer IV	\$ 61.88
Computer Systems Analyst I	\$ 35.28
Computer Systems Analyst II	\$ 42.19
Computer Systems Analyst III	\$ 51.73
Peripheral Equipment Operator	\$ 25.77
Personal Computer Support Technician	\$ 33.57

Wage Determination #2005-2115 (Revision-6 05/29/2008)	
Skill Category	Total GSA Hourly Rate
SIN# 736 3 - General Services & Support Occupations	
Materials Handling & Packing Occupations	
Forklift Operator	\$ 23.59
Janitor	\$ 17.84
Laborer	\$ 20.70
Laborer Grounds Maintenance	\$ 18.82
Material Coordinator	\$ 30.63
Material Handling Laborer	\$ 20.70
Order Filler	\$ 18.54
Shipping/Receiving Clerk	\$ 23.05
Shipping Packer	\$ 23.05
Tools & Parts Attendant	\$ 23.59
Warehouse Specialist	\$ 23.59
Mechanics & Maintenance & Repair Occupations	
Electrician Maintenance	\$ 30.07
Electronics Technician Maintenance I	\$ 33.24
Electronics Technician Maintenance II	\$ 36.24
Electronics Technician Maintenance III	\$ 38.16
General Maintenance Worker	\$ 25.29
Machinery Maintenance Mechanic	\$ 35.29
Machinist, Maintenance	\$ 30.02
Pipefitter Maintenance	\$ 29.68
Plumber Maintenance	\$ 28.10

Skill Descriptions/Job Descriptions

01000 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS (SIN # 736 1)

This category includes occupations concerned with preparing, transcribing, transferring, systematizing, and preserving written communications and records; gathering and distributing information; operating office machines; storing, distributing, and accounting for stores of materials; operating telephone switchboards; distributing mail and delivering messages; and performing other administrative support and clerical duties.

ACCOUNTING CLERK (Occupational Base)

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; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings, etc.; preparing journal vouchers; or making entries or adjustments to accounts.

Level I and II require a basic knowledge of routine clerical methods and office practices and procedures as they relate to the clerical processing and recording of transactions and accounting information. Levels III and IV require a knowledge of 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, some jobs at each level may require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

01011 ACCOUNTING CLERK I

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

01012 ACCOUNTING CLERK II

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

01013 ACCOUNTING CLERK III

Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

01014 ACCOUNTING CLERK IV/ADMINISTRATIVE ASSISTANT

Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system. Excluded from Level IV are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts.

01030 COURT REPORTER

Records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in court of law by manual or machine shorthand. Reads portions of transcript during trial on judge's request, and asks speakers to clarify inaudible statements. Transcribes recorded material, using typewriter, or dictates material into recording machine.

01050 DISPATCHER, MOTOR VEHICLE

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

01060 DOCUMENT PREPARATION CLERK (Document Preparer)

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

01070 DRIVER (COURIER)

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

01090 DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction worker)

Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.

01115 GENERAL CLERK I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

01116 GENERAL CLERK II

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

01117 GENERAL CLERK III

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

01120 HOUSING REFERRAL ASSISTANT

Provides housing information to an organization's employees moving to a new location. Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone and correspondence to obtain listings of rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service. Compiles listings of houses, apartments and mobile homes, which may be rented, and properties which may be purchased. Periodically, communicates with contacts to update listings. Ensures that property owners are in compliance with nondiscrimination policy. Counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs. Provides information regarding community services, i.e., schools, churches, transportation, hospitals, motels and job information centers. Searches files, places telephone calls and makes referrals. Furnishes information to inquirer interested in home purchase regarding locations, owners, agents, price ranges, loans and other related information. Maintains daily records of office activities, including number of applicants, number placed, and agents solicited or listed. Schedules appointments for housing inspectors. Prepares reports, as required, and replies to complaints, investigations and letters of inquiry.

01311 KEY ENTRY OPERATOR I

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

01132 KEY ENTRY OPERATOR II

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

Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

01191 ORDER CLERK I

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

01192 ORDER CLERK II

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

01261 PERSONNEL ASSISTANT (EMPLOYMENT) I

Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

01262 PERSONNEL ASSISTANT (EMPLOYMENT) II

Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

01263 PERSONNEL ASSISTANT (EMPLOYMENT) III

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number of sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons,

referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office employees; other work may be checked occasionally.

01270 PRODUCTION CONTROL CLERK

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, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. 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 adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. 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. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

01290 RENTAL CLERK

Performs clerical duties concerned with rental and management of public housing projects. Answers telephone and respond to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. Receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. Receives security deposits and prepares tenant receipts. Prepares bank deposits. Maintains tenant files. Follows up on income certifications.

01311 THRU 01315 SECRETARY I thru V (Occupational Base)

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. 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. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

Classification by Level

Secretary jobs, which meet the required characteristics, are matched at one of five 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.
- **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; and internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of

subordinate groups which 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, e.g., 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. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:
 1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
 2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
 3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
 4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
 5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains 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:
 1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;
 2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
 3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
 4. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff; -
 5. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates 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 nonroutine 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:

1. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
 2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
 3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;
 4. Prepares 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;
 5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.
- LR-4 Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:
1. Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized;
 2. Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations;
 3. Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems;
 4. Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts;
 5. In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

Excludes secretaries performing any of the following duties:

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

Prepares agenda for conferences; explains discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

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), Secretary IV (01314), and Secretary V (01315)

Intentionally blank	LR-1	LR-2	LR-3	LR-4
LS-1	I 01311	II 01312	III 01313	IV 01314
LS-2	I 01311	III 01313	IV 01314	V 01315

LS-3	I 01311	IV 01314	V 01315	V 01315
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01320 SERVICE ORDER DISPATCHER

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

03000 AUTOMATIC DATA PROCESSING OCCUPATIONS (SIN # 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; operating electronic, optical, and electromechanical machines that record, store, process, and transcribe data from punch cards, paper tape, magnetic tape or other sources to solve mathematical, engineering, accounting, or technical problems, to keep records or to supply information; programs in computer languages to perform mathematical, engineering and scientific computations or auditing, payroll, mailing list and text handling functions; and storing and retrieving computer tapes

03041 COMPUTER OPERATOR I

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

03042 COMPUTER OPERATOR II

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

03043 COMPUTER OPERATOR III

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

03044 COMPUTER OPERATOR IV

Adapts to a variety of nonstandard problems, which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.

03045 COMPUTER OPERATOR V

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

03071 COMPUTER PROGRAMMER I

Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments (as described in Level II) under close supervision.

In addition, to assist higher level staff, 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.); reports 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.

03072 COMPUTER PROGRAMMER II

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear cut and complete specifications. 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.

Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc.

In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; 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.

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; all work is reviewed upon completion for accuracy and compliance with standards.

03073 COMPUTER PROGRAMMER III

As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be

substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)

Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and 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.) Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data.

In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.

Works independently under specified objectives; applies judgment in devising program logic 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. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher level staff or supervisor. May assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.

03074 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. 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. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

Performs such duties as: develops, modifies, 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; working with problems or concepts, 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. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts.

In addition, performs such programming analysis 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; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program;

or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.

Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.

03101 COMPUTER SYSTEMS ANALYST I

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. 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.

Carries out fact finding and analysis 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, 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. May supervise technicians and others who assist in specific assignments.

03102 COMPUTER SYSTEMS ANALYST II

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., 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. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

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; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; 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.

Works independently under overall project objectives and requirements; appraises 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. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

OR

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.

03103 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. 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 is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.

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. 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; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. 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.

03160 PERIPHERAL EQUIPMENT OPERATOR

Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card readers/punchers, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

The following duties characterize the work of a Peripheral Equipment Operator:

- Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
- Labeling tape reels, disks or card decks;
- Checking labels and mounting and dismounting designated tape reels or disks on specified units or drives;
- Setting controls which regulate operation of the equipment;
- Observing panel lights for warnings and error indications and taking appropriate action;
- Examining tapes, cards, or other material for creases, tears, or other defects which could cause processing problems.

Excludes workers (1) who monitor and operate a control console or a remote terminal, or (2) whose duties are limited to operating decollators, busters, separators, or similar equipment.

PERSONAL COMPUTER SUPPORT TECHNICIAN

Concerned with the maintenance of personal computers used in the analysis and solution of business. Responsibility to keep operational personal electromechanical machines that record, store, process, and transcribe data.

11000 GENERAL SERVICES AND SUPPORT OCCUPATIONS (SIN # 736 3)

This category includes occupations concerned with moving and handling materials (e.g., loading, unloading, digging, hauling, hoisting, carrying, wrapping, mixing, pouring, spreading); washing and cleaning laboratory apparatus, cars and trucks; cleaning and maintaining living quarters, hospital rooms and wards, office buildings, grounds, and other areas; and doing other general maintenance work, by hand or using common hand tools and power equipment. They may involve heavy or light physical work and various skill levels. Skills are generally learned through job experience and instruction from supervisors or, in some instances, short-term formal training programs.

11150 JANITOR

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

1. Workers who specialize in window washing.
2. Housekeeping staff who make beds and change linens as a primary responsibility.
3. Workers required to disassemble and assemble equipment in order to clean machinery.
4. Workers who receive additional compensation to maintain sterile facilities or equipment.

11210 LABORER, GROUNDS MAINTENANCE

Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing

21000 MATERIALS HANDLING AND PACKING OCCUPATIONS (SIN#736 3)

This category includes occupations concerned with preparing and arranging materials and products in bulk and nonbulk forms for distribution or storage; moving and loading or unloading equipment, materials, and products; operating or tending pipelines pumps and valves to transfer liquids; driving forklifts, and related material-handling machinery and equipment; using scoops, hand trucks, and wheelbarrows to load and move materials.

21071 FORKLIFT OPERATOR

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

21020 MATERIAL COORDINATOR

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

21040 MATERIAL HANDLING LABORER

Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
2. Stocking merchandise for sale;
3. Counting or routing merchandise;
4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
5. Loading and unloading ships (long shore workers);
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

21050 ORDER FILLER

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

21100 SHIPPING/RECEIVING CLERK

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

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

21130 SHIPPING PACKER

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.

Exclude packers who also make wooden boxes or crates.

21210 TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)

Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.

21400 WAREHOUSE SPECIALIST (Warehouse Worker)

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

23000 MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS SIN #736 3

This category includes occupations concerned with maintaining and repairing buildings, grounds, and related facilities; and with installing, repairing, rebuilding, and maintaining in efficient operating condition a wide variety of engines and mechanical equipment designed for use in domestics, commercial, industrial, and agricultural activities.

23160 ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

23181 ELECTRONICS TECHNICIAN, MAINTENANCE I

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital millimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

Receives technical guidance, as required, from supervisor or higher-level technician. Work is spot-checked for accuracy.

23182 ELECTRONICS TECHNICIAN, MAINTENANCE II

Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.

Receives technical guidance, as required, from supervisor or higher-level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

23183 ELECTRONICS TECHNICIAN, MAINTENANCE III

Applies advanced technical knowledge to solve unusually 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 a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating waveforms, and tracing relationships in signal flow. Uses 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. May provide technical guidance to lower level technicians.

23370 GENERAL MAINTENANCE WORKER

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged panelling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Excluded are:

1. Craft workers included in a formal apprenticeship or progression program based on training and experience;
2. Skilled craft workers required to demonstrate proficiency in one or more trades;
3. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

23370 GENERAL MAINTENANCE WORKER

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Excluded are:

1. Craft workers included in a formal apprenticeship or progression program based on training and experience;
2. Skilled craft workers required to demonstrate proficiency in one or more trades;
3. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

23530 MACHINERY MAINTENANCE MECHANIC

Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

23550 MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

23790 PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

23800 PLUMBER, MAINTENANCE

Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.



ARK Temporary Staffing

The People Person Company

Order Handling Procedure:

1. GSA client places work order through GSA Advantage link or by telephone, email (preferred), fax or postal service.
2. On-Site Owner/Manager or Sr. Recruiter will receive all orders.
3. In-house Recruiter assigned to "Work Order" based on industry experience, client need and client fulfillment timeline.
4. Assigned recruiter will manage "Work Order" based on established company policy pertaining to *Response Time* to client issues (1 hour), *Work Order* fulfillment timeline (4 hours, same day request if time permits) and next day service for all other "Work Order" request.
5. GSA client or agency will be advised by telephone or clients preferred method when order has been fulfilled with name, number and reporting date/time of replacement personnel.
6. *Work Order* will be considered complete when contracting officer or agency confirms temporary personnel arrival at jobsite.
7. Owner/Manager will remain point of contact for contracting officer or agency and recruiter will server as secondary contact.
8. Owner/Manager will manage Account Coordination and Bill Invoicing for client.



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Pricing Certification Statement

All enclosed Pricing for this GSA Schedule Contract (7FCM-N6-030736-B) have been calculated using solicitation provided item 8 Volume III "*Proposal Instructions for creating the Pricing Proposal*" per instructions for Method 1.

The mathematical calculations used in creating the attached Pricing Proposal for the SIN #'s 736 1, 736 2 & 736 3 in this proposal are consist with current methods used by Offeror; ARK Temporary Staffing, LLC and shall remain consist and in effect throughout duration of stated GSA Contract agreement.

ARK Temporary Staffing, LLC

Signature: Renae Keitt

Title: Owner/Manager

Date: 8/07/07