AdNet/AccountNet, Inc. is a privately held, SBA 8(a) certified women and LGBT owned management consulting firm. We are leaders in providing Accounting/Financial, Human Resources, and Legal contractual and consulting professionals. AdNet/AccountNet, Inc. is certified as a Minority/Disadvantaged/Women/LGBT Business Enterprise (MBE/DBE/WBE/LGBTE). Our mission “Advocates for Workplace Excellence and Equality” is accomplished by identifying, evaluating, and developing professionals to provide exceptional results to the business community. Behind every successful staffing solution is our rigorous system of background checks, resume and degree verification, specialized testing, and detailed interviews. Through our patented AdNet P3 Formula focused on People-Process-Placement, we consistently provide high-quality results to our clients in the public and private sector.

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 - Temporary Staffing (SBSA) Includes temporary administrative and professional staffing

MAS Group: 561320SBSA

Contract Number: GS-07F-0165W

Option Modification Number: PO-0029

Contract Period: January 15, 2020 through January 14, 2025

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

CONTRACTOR: AdNet/AccountNet, Inc.
1800 Washington Blvd.
Suite 811
Baltimore, MD 21230
Phone Number: 410-715-4040
Fax Number: 410-730-8342
Email: bcerulo@adnetp3.com
Website: www.adnetp3.com

CONTRACTOR’S ADMINISTRATION SOURCE: Elizabeth (Betsy) Cerulo
bcerulo@adnetp3.com

Business Size: SBA 8(a) certified, EDWOSB, WOSB and LGBT Owned
CUSTOMER INFORMATION:

1a TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS)

   561320SBSA  Temporary Staffing (SBSA) Includes temporary administrative and professional staffing

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

1c HOURLY RATES:  All hourly rates show are Firm Fixed Price.  See the Following Price List for hourly rates by Location and Labor Category.

2. MAXIMUM ORDER*:  $1,000,000 per Order

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

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

4. GEOGRAPHIC COVERAGE:

   The preponderance of work location has been identified as:  AdNet/AccountNet, Inc. may perform work at any of the locations listed in the SCA Wage Index Matrix.  Service in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, will have the prices for that Task Order discounted accordingly.

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

6. DISCOUNT FROM LIST PRICES:  Prices shown herein are inclusive of all accepted discounts and/or markups.  Prices shown as Total GSA Price are inclusive of the Industrial Funding Fee (IFF).  The Industrial Funding Fee (IFF) is a separate collection mechanism and is currently set at 0.75%.  The IFF is not considered part of the contractor’s discount or markup since it is set by GSA and can change throughout the life of the contract.

7. QUANTITY DISCOUNTS:  Yes
8. PROMPT PAYMENT TERMS: Net 30

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

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: N/A
11b. EXPEDITED DELIVERY: N/A
11c. OVERNIGHT AND 2-DAY DELIVERY: N/A
11d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: N/A

    Suite 811
    Baltimore, MD 21230
13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA’s), and a sample BPA can be found at the GSA Schedules homepage (www.gsa.gov/schedules).

    Suite 811
    Baltimore, MD 21230

15. WARRANTY PROVISION: Standard Commercial Warranty. The customer should contact the contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARE ACCEPTANCE: (any thresholds above the micro-purchase level)

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A
20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A
21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A
22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A
23. PREVENTATIVE MAINTENANCE (IF APPLICABLE): N/A
24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
24b. SECTION 508 COMPLIANCE FOR EIT: Yes
25. DUNS NUMBER: 796130193
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTACT REGISTRATION (CCR) DATABASE: The contractor has an Active Registration in the CCR database.
<table>
<thead>
<tr>
<th>SKILL CATEGORY - NON-EXEMPT</th>
<th>TOTAL GSA PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Clerk 1</td>
<td>$30.48</td>
</tr>
<tr>
<td>Accounting Clerk 11</td>
<td>$33.64</td>
</tr>
<tr>
<td>Accounting Clerk 111</td>
<td>$37.06</td>
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<tr>
<td>Administrative Assistant</td>
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<td>Data Entry Operator I</td>
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<td>SKILL CATEGORY - EXEMPT</td>
<td>TOTAL GSA PRICE</td>
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<tr>
<td>Accountant II</td>
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<td>Research Assistant I</td>
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SIN 561320SBSA
ADMINISTRATIVE AND CLERICAL OCCUPATIONS – NON EXEMPT

**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 the supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

**Accounting Clerk II** - Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to ensure 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 documentation accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Corrects errors or lists discrepancies for adjustment. Completed work is reviewed for accuracy and compliance with procedures.

**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.

**Accounting Clerk IV** - 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.

**Administrative Assistant** - Provide administrative support to a department and/or Manager. Duties include general clerical, receptionist and project based work. Project a professional company image through in-person and phone interaction. Also perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.

**Data Entry Operator I** - Works under close supervision and follows specific procedures or detailed instructions. Work from standardized source documents that have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor for any problems with erroneous items/codes or missing information. Work is routine and repetitive.

**Data Entry Operator II** - 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 document sources. Occasionally may perform work of a Data Entry Operator I.

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

**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.

**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.

**Personnel Assistant 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.

**Personnel Assistant 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.

**Personnel Assistant 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 source, 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.

**Secretary I** - 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.

**Secretary II** -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 non routine requests to supervisor or staff. Coordinates personnel and administrative forms for the office and forwards for processing.

Secretary III - Uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following: 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.

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

Word Processor II - Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and
formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects.

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

**SIN 736-5 TECHNICAL AND PROFESSIONAL OCCUPATIONS - EXEMPT**

**Accountant II** - May require a bachelor's degree in accounting, finance and 2-4 years of experience in the field or in a related area. Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

**Accountant III** – May require a bachelor's degree in accounting, finance and 2-4 years of experience in the field or in a related area. Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically
reports to a supervisor or manager. A certain degree of creativity and latitude is required.

**Accountant IV** - Performs a variety of top level Financial Reporting & Analysis functions, such as: preparing financial statements required by the CFO Act and ensuring that the financial statements meet prescribed standards (e.g., form, content, etc.); develop and perform ongoing analyses and interpretation of financial data in the general ledger to determine if the information is accurate, complete, and informative to management; performing analyses to ensure that the general ledger is maintained to provide the quality and reliability of information sufficient to preclude audit qualifications. Coordinate with management, the resolution of accounting and financial management system issues arising from such factors as changes in legislation, regulation; and accounting standards; test system changes to ensure they do not compromise reporting requirements; evaluate proposals to integrate the accounting system with interfacing administrative support and functional program information systems.

**Attorney** – Requires a minimum of two years trial experience as well as be a certified J.D. (or equivalent) in the state of their residence. Be capable of conducting criminal and civil lawsuits, performing primary legal research, carrying out legal investigations and performing as a trial lawyer in the event of litigation or prosecution. Prepare legal briefs; develop strategy, arguments and testimony in preparation for presentation of a case.

**Audit Support** - Assists Auditors with effective data gathering and documentation per assignment. Serves as a backup for maintenance of journals and sub-ledgers. Provides assistance with review of balances and reconciles accounts as needed.

**Budget Analyst I** - Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**Budget Analyst II** - Provide leadership for all phases of budget services, including budget preparation, formulation, presentation, execution and financial management policy. Budget analysts consolidate data for the presentation of the budget and provide a viable overview of the financial
status of operations. They maintain accounting records and analyze funds to identify possible trends which may result in surplus or shortage of funds. Budget analysts are responsible for evaluating the relationships between major program changes and the financial status of organizations, ensuring adequate funds for program coverage, and preparing reports, forms and schedules. They provide financial advice to management officials for proper program planning and effective decision-making. This work requires knowledge of the concepts, practices, laws and regulations which apply to budgeting for programs and services, including knowledge of Office of Management and Budget (OMB) regulations and policies, as well as knowledge of the process and procedures in which budgets are developed, transmitted, presented, examined by OMB, and reviewed by Congress.

**Contract Specialist -** Shall provide quality acquisition procurement and project management support services that include all aspects of Federal Acquisition in accordance with relevant regulations, public laws and statues. Under the guidance of a Contract Specialist/Administrator V, carries out predetermined and recurring contract administration duties. Functions will include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, technical evaluation, and contract closeout. Documentation to ensure timely responsiveness and sound contract related products.

**Financial Analyst I** - Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

**Financial Analyst II** - Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive
Financial Analyst III - Requires a bachelor's degree and 4-7 years of experience in the field or in a related area. Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager.

Financial Management - Reviewing financial reports, monitoring accounts, and preparing activity reports and financial forecasts. Financial managers also investigate ways to improve profitability, and analyze markets for business opportunities, such as expansion, mergers or acquisitions.

Grant Specialist I – Develop, write, administer and monitor grant proposals and prepare grant billings and compliance reports. Provide advice to others in preparing grant applications and proposals.

Human Resources Assistant I - May require an associate degree or its equivalent with 0-2 years of experience in the field or in a related area. Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Human Resources Assistant II - May require a bachelor's degree or its equivalent with 2-years of experience in the field or in a related area. Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits
administration, organization development and training. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

**Human Resources Assistant III** - May require a bachelor's degree or its equivalent with 5 or more years of experience in the field or in a related area. Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

**Human Resources Generalist I** - May require a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area. Administers human resources policies and procedures that cover two or more functional areas. Collects and analyzes HR data, and then makes recommendations to management. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

**Human Resources Management Specialist** - Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

**Information Specialist I** - May require 2 years of experience in the field or in a related area. Managing data and secured files, analyzing data, communicating with stockholders, and training other people in the job. They assist in coordinating processing systems within the company and streamlining the company's systems, along with developing quarterly reports.

**Information Specialist II** - May require 2-5 years of experience in the field or in a related area. Managing data and secured files, analyzing data, communicating with stockholders, and training other people in the job. They assist in coordinating processing systems within the company and streamlining the company's systems, along with developing quarterly reports.
Information Technology Specialist I - May require 2 years of experience in the field or in a related area. Network management, software development and database administration. IT specialists may also provide technical support to a business or an organization's employees and train non-technical workers on the business's information systems.

Information Technology Specialist II- May require 5 years of experience in the field or in a related area. Network management, software development and database administration. IT specialists may also provide technical support to a business or an organization's employees and train non-technical workers on the business's information systems.

Management Analyst I - Propose ways to improve an organization's efficiency. They advise managers on how to make organizations more profitable through reduced costs and increased revenues.

Payroll Specialist - May require a bachelor's degree in a related area and 3 - 5 years of experience in the field or in a related area. Maintains and processes payroll records and reports for accounting of salary/wages due, accruals, deductions and other payroll functions. Reviews, analyzes and checks payroll reports for accuracy and makes necessary adjustments or corrections through journal entries or other established procedure. Completes appropriate forms to adjust wage/salary account funds or to correct or balance a special situation. Researches, analyzes and resolves difficult or technical problems or questions presented by other workers, faculty, staff, and students or outside agency representatives using knowledge of common problems and of entire payroll function. Recommends or participates in the development of new procedures and policies related to payroll operations utilizing knowledge of university, state and federal policies and regulations. Compiles financial, tax and payroll reports for both internal and external purpose; submits to supervisor for review.

Policy Analyst I - May require a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area. Policy analysts specialize in researching complex issues, crafting possible solutions, and recommending policy actions.

Policy Analyst II - May require a bachelor's degree in a related area and 3-5 years of experience in the field or in a related area. Policy analysts specialize in researching complex issues, crafting possible solutions, and recommending policy actions.

Policy Analyst III - May require a bachelor's degree in a related area and 5 - 7 years of experience in the field or in a related area. Policy analysts
specialize in researching complex issues, crafting possible solutions, and recommending policy actions.

**Program Analyst** - Utilizes advanced methods of analysis to help organizations solve problems and make better decisions. Identify and define business problems, such as those in production, logistics, or sales. Collects and organizes information from a variety of sources, such as computer databases. Gathers information and input from workers involved in all aspects of a problem or from others who have specialized knowledge that can help solve the problem. Examine information to determine what methods should be used to analyze it. Uses statistical analysis, simulation, and optimization (minimizing or maximizing a function based on a set of variables) to analyze information and develop practical solutions to business problems. Based on the findings, advise managers and other decision makers on the appropriate course of action to take to solve the problem. Writes memos, reports, and other documents outlining findings and recommendations for managers, executives, and other officials.

**Program Manager II** – Must have at least 10 – 15 years of relevant work experience and an undergraduate degree in a related discipline. A graduate degree is preferred. Responsible for a major program and frequently will be responsible for multiple contracts providing a variety of services to a diverse customer base. Works with senior leadership in client organizations to plan and implement new programs and ensure quality products and services consistent with the terms of each agreement are provided in a timely manner. Works with clients to identify and resolve complex problems or contractual issues. Has responsibility for several projects simultaneously.

**Project Manager II** - Must have at least eight years of relevant work experience and an undergraduate degree. Five additional years of work experience may be substituted for the undergraduate degree. A graduate degree is preferred. With little or no corporate guidance the PM shall be capable of managing a large team of professionals in providing a wide range of services and managing assigned projects within scope and budget. Responsible for all aspects of project performance (i.e. technical, contractual, administrative financial, etc.). Organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and management reports, oversees quality control, develops and modifies project plans, and documents and resolves problems. Provides leadership to the project team, ensures conformance to performance requirements and assists in the overall direction to all project level activities and personnel.

**Research Assistant I** – Requires a bachelor’s degree and 0-2 years of experience in the field or in a related area. Participates in research and development activities. Utilizes established mathematical and scientific
techniques to compile and analyze data. Writes technical reports detailing procedures, outcomes, and observations. Has knowledge of commonly-used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**Research Assistant II** – Requires a bachelor’s degree and 2-4 years of experience in the field or in a related area. Participates in research and development activities. Utilizes established mathematical and scientific techniques to compile and analyze data. Writes technical reports detailing procedures, outcomes, and observations. Familiar with standard concepts, practices and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Works under general supervision. Typically reports to a supervisor or manager.

**Research Assistant III** – Requires a bachelor’s degree and 4-6 years of experience in the field or in a related area. Participates in research and development activities. Utilizes established mathematical and scientific techniques to compile and analyze data. Writes technical reports detailing procedures, outcomes, and observations. Familiar with a variety of the field’s concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

**Sign Language Interpreter** - Sign language interpreters must be fluent in English and in American Sign Language (ASL), which combines signing, finger spelling, and specific body language. ASL is a separate language from English with its own grammar. Some interpreters may specialize in other forms of interpreting for people who are deaf or hard of hearing. Some people may lip-read English instead of signing in ASL. Interpreters who work with these people do "oral interpretation," mouthing speech silently and very carefully so their lips can be read easily. They may also use facial expressions and gestures to help the lip-reader understand. Other specialties may include using cued speech, which uses hand shapes placed near the mouth to give lip-readers more information; signing exact English; and tactile signing, which is interpreting for people who are blind as well as deaf by making hand signs into the deaf-blind person's hand.

**Supply Management Specialist II** - This labor category deal with supply management in terms of broad, overall program responsibilities. Must have a broad understanding of an interrelated chain of activities involving the process of supply. Primarily, this understanding extends from the conception
or acquisition of a new item through storage, distribution, property utilization, consumption, or disposal. Supply management specialist knowledge must include management activities related to supply functions that are such as budget, data processing, procurement, property utilization, and financial management.

**Systems Analyst I** – Experience in performing systems analysis of computer and communications/network systems. Preparing, analyzing, editing and testing computer programs. Providing technical support to users and assisted with policy implementation and other computer related issues in the multitude of software programs to include the design and use of spreadsheets, graphics and reports, database management, design and development. Knowledgeable of the problems inherent in information systems, network security, data communication.

**Systems Analyst II** – Experience in performing work related to systems or applications. Functional Responsibilities: Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures.

**Technical Writer** - May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision; typically reports to a supervisor or manager.