Federal Supply Service

**Authorized Federal Supply Schedule 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 are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage® is: GSAAdvantage.gov.

**Multiple Award Schedule**

Office Management - Office Services

SIN 561320SBSA Temporary Staffing (SBSA)

**Contract No. GS-07F-0168Y**

**CONTRACT PERIOD:** December 15, 2021 through December 14, 2026

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

**CONTRACTOR:**

EMPLOYEE LEASING OF GREATER NEW YORK, LLC DBA DISTINCTIVE TEMPORARY PERSONNEL SERVICE

2137 State Route 35, Ste 160

Holmdel, NJ 07733-1083

Phone number: (212) 986-5805

Fax number: (732) 865-7201

E-Mail: gus@distinctivepersonnel.com

Web Site: www.distinctivepersonnel.com

**CONTRACTOR’S ADMINISTRATION SOURCE:** Gonzalo Vergara

**BUSINESS SIZE:** Small, Veteran Owned, Service-Disabled Veteran-Owned

Price list is current as of Modification PS-0029 effective 11/12/2021

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN#</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>561320SBSA</td>
<td>Temporary Staffing (SBSA)</td>
</tr>
</tbody>
</table>

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

1.c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All services rates shown are firm-fixed-price. See the following price list for rates for our preponderance of work location and services offered. See the Service Descriptions provided after the pricing information.

2. MAXIMUM ORDER*: $250,000 per SIN.

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:
State(s): New York
Area: New York Counties of Bronx, Kings, New York, Putnam, Queens, Richmond, Rockland, Westchester
Wage Determination No. 2015-4187, rev 19. Eff. 10/20/21

Employee Leasing of Greater New York dba Distinctive Personnel Service 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 are net discount deducted

7. QUANTITY DISCOUNT(S):
   Additional 1% on orders $100,000 - $249,999
   Additional 2% on orders $250,000 or more

8. PROMPT PAYMENT TERMS: ½% 20, Net 30. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: Not Applicable

10. A. Time of delivery: N/A
    B. Expedited Delivery: N/A
    C. OVERNIGHT AND 2-DAY DELIVERY: N/A
    D. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery
11. **FOB POINT**: N/A

12. **A. ORDERING ADDRESS**: Same as contractor address. Customer should contact contractor for additional addresses.

**B. ORDERING PROCEDURES**: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **PAYMENT ADDRESS**: Same as contractor address.


15. **EXPORT PACKING CHARGES**: N/A

16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable)**: N/A

17. **TERMS AND CONDITIONS OF INSTALLATION (if applicable)**: N/A

18. **A. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICELISTS AND ANY DISCOUNTS FROM LIST PRICES (if applicable)**: N/A

**B. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (if applicable)**: N/A

19. **LIST OF SERVICE AND DISTRIBUTION POINTS (if applicable)**: N/A

20. **LIST OF PARTICIPATING DEALERS (if applicable)**: N/A

21. **PREVENTIVE MAINTENANCE (if applicable)**: N/A

22. **A. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants)**: N/A

**B. Section 508 Compliance for EIT**: N/A

23. **Unique Entity Identifier (UEI) number**: 11-750-2450

24. **Notification regarding registration in System for Award Management (SAM) database**: Contractor is registered and active in SAM.

**IF WORK IS PERFORMED IN AN AREA WITH LOWER SCLS RATES THAN THE STATED PREPONDERANCE OF WORK LOCATION, RESULTING IN LOWER WAGES BEING PAID, THE PRICES FOR THAT TASK ORDER WILL BE DISCOUNTED ACCORDINGLY.**

<table>
<thead>
<tr>
<th>Job Codes WD 2015-4187</th>
<th>Skill Category</th>
<th>Total Hourly Net GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>01020</td>
<td>Administrative Assistant**</td>
<td>$58.12</td>
</tr>
<tr>
<td>01011</td>
<td>Accounting Clerk I**</td>
<td>$33.14</td>
</tr>
<tr>
<td>01012</td>
<td>Accounting Clerk II**</td>
<td>$36.64</td>
</tr>
<tr>
<td>01013</td>
<td>Accounting Clerk III**</td>
<td>$40.35</td>
</tr>
<tr>
<td>01051</td>
<td>Data Entry Operator I**</td>
<td>$30.09</td>
</tr>
<tr>
<td>01052</td>
<td>Data Entry Operator II**</td>
<td>$32.35</td>
</tr>
<tr>
<td>Code</td>
<td>Position</td>
<td>Salary</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>01111</td>
<td>General Clerk I**</td>
<td>$27.83</td>
</tr>
<tr>
<td>01112</td>
<td>General Clerk II**</td>
<td>$30.70</td>
</tr>
<tr>
<td>01113</td>
<td>General Clerk III**</td>
<td>$32.94</td>
</tr>
<tr>
<td>01191</td>
<td>Order Clerk I**</td>
<td>$31.51</td>
</tr>
<tr>
<td>01192</td>
<td>Order Clerk II**</td>
<td>$36.83</td>
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<tr>
<td>01261</td>
<td>Personnel Assistant (Employment) I**</td>
<td>$32.86</td>
</tr>
<tr>
<td>01262</td>
<td>Personnel Assistant (Employment) II**</td>
<td>$36.17</td>
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<tr>
<td>01263</td>
<td>Personnel Assistant (Employment) III**</td>
<td>$39.76</td>
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<tr>
<td>01270</td>
<td>Production Control Clerk**</td>
<td>$42.87</td>
</tr>
<tr>
<td>01280</td>
<td>Receptionist**</td>
<td>$30.64</td>
</tr>
<tr>
<td>01300</td>
<td>Scheduler, Maintenance**</td>
<td>$36.70</td>
</tr>
<tr>
<td>01311</td>
<td>Secretary I**</td>
<td>$36.70</td>
</tr>
<tr>
<td>01312</td>
<td>Secretary II**</td>
<td>$41.47</td>
</tr>
<tr>
<td>01313</td>
<td>Secretary III**</td>
<td>$44.54</td>
</tr>
<tr>
<td>01410</td>
<td>Supply Technician**</td>
<td>$58.12</td>
</tr>
<tr>
<td>01611</td>
<td>Word Processor I**</td>
<td>$31.31</td>
</tr>
<tr>
<td>01612</td>
<td>Word Processor II**</td>
<td>$34.55</td>
</tr>
<tr>
<td>01613</td>
<td>Word Processor III**</td>
<td>$38.05</td>
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<tr>
<td>21410</td>
<td>Warehouse Specialist**</td>
<td>$32.94</td>
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<tr>
<td>13050</td>
<td>Library Aide / Clerk**</td>
<td>$29.90</td>
</tr>
<tr>
<td></td>
<td>Application Developer</td>
<td>$48.51</td>
</tr>
<tr>
<td></td>
<td>Application Programmer</td>
<td>$47.49</td>
</tr>
<tr>
<td></td>
<td>ASP/.Net Developer</td>
<td>$33.33</td>
</tr>
<tr>
<td></td>
<td>Database Administrator</td>
<td>$43.13</td>
</tr>
<tr>
<td></td>
<td>Database Developer</td>
<td>$45.14</td>
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<tr>
<td></td>
<td>Graphic Designer</td>
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<tr>
<td></td>
<td>Help Desk Analyst</td>
<td>$17.42</td>
</tr>
<tr>
<td></td>
<td>Middleware Services Administrator (J2ee)</td>
<td>$51.24</td>
</tr>
<tr>
<td></td>
<td>Oracle Database Administrator</td>
<td>$47.31</td>
</tr>
<tr>
<td></td>
<td>Oracle Developer</td>
<td>$53.15</td>
</tr>
<tr>
<td></td>
<td>Quality Engineer</td>
<td>$34.63</td>
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<tr>
<td></td>
<td>SAS Programmer</td>
<td>$50.71</td>
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<tr>
<td></td>
<td>Senior J2EE Developer/Architect</td>
<td>$56.36</td>
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<tr>
<td></td>
<td>Software Engineer</td>
<td>$41.60</td>
</tr>
<tr>
<td></td>
<td>System Analyst</td>
<td>$41.67</td>
</tr>
<tr>
<td></td>
<td>Unix Administrator</td>
<td>$44.98</td>
</tr>
<tr>
<td></td>
<td>Web Developer</td>
<td>$35.08</td>
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<tr>
<td>Position</td>
<td>Rate</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Windows System Administrator</td>
<td>$38.58</td>
<td></td>
</tr>
<tr>
<td>Windows System Admin/Active Directory Administrator</td>
<td>$38.58</td>
<td></td>
</tr>
<tr>
<td>Windows System Engineer (PC)</td>
<td>$43.32</td>
<td></td>
</tr>
<tr>
<td>Windows System QA Engineer (PC)</td>
<td>$38.09</td>
<td></td>
</tr>
<tr>
<td>Accountant I</td>
<td>$30.33</td>
<td></td>
</tr>
<tr>
<td>Accountant II</td>
<td>$33.97</td>
<td></td>
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<tr>
<td>Business Analyst</td>
<td>$44.01</td>
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<tr>
<td>Contract Analyst</td>
<td>$37.98</td>
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<tr>
<td>CPA</td>
<td>$41.74</td>
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<tr>
<td>Facilitator</td>
<td>$37.55</td>
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<tr>
<td>Financial Analyst I</td>
<td>$39.80</td>
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<tr>
<td>Financial Analyst II</td>
<td>$46.74</td>
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<tr>
<td>30361 Paralegal/ Legal Assistant I**</td>
<td>$39.32</td>
<td></td>
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<tr>
<td>30362 Paralegal/Legal Assistant II**</td>
<td>$47.53</td>
<td></td>
</tr>
<tr>
<td>30363 Paralegal/Legal Assistant III**</td>
<td>$57.00</td>
<td></td>
</tr>
<tr>
<td>30364 Paralegal/Legal Assistant IV**</td>
<td>$67.96</td>
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<tr>
<td>Project Manager</td>
<td>$72.33</td>
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<tr>
<td>Purchasing Specialist</td>
<td>$28.94</td>
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</tr>
<tr>
<td>Technical Editor</td>
<td>$34.59</td>
<td></td>
</tr>
<tr>
<td>Senior Technical Writer</td>
<td>$51.30</td>
<td></td>
</tr>
<tr>
<td>Trainer</td>
<td>$30.29</td>
<td></td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (** in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
JOB DESCRIPTION

01280 RECEPTIONIST
This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors’ instructions. Completed work will be reviewed for accuracy and compliance with procedures.

01012 ACCOUNTING CLERK II
This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

01013 ACCOUNTING CLERK III
The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; and/or 2) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

01020 ADMINISTRATIVE ASSISTANT
In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

01111 GENERAL CLERK I
This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.
01112 GENERAL CLERK II
This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

01113 GENERAL CLERK III
This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

01191 ORDER CLERK I
This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.

01192 ORDER CLERK II
This position handles orders that involve making judgments such as recommending which specific product or material from the establishment's product lines will satisfy the customer's needs, or assessing the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

01261 PERSONNEL ASSISTANT I
This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.

01262 PERSONNEL ASSISTANT II
This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.
01263 PERSONNEL ASSISTANT III
This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include obtaining references and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

01280 RECEPTIONIST
This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

01311 SECRETARY I
Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy.

01312 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.

01313 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.

01410 SUPPLY TECHNICIAN
This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.
01611 WORD PROCESSOR I
This position 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. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures.

01612 WORD PROCESSOR II
This position 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:

A. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.

B. Transcribing scientific reports, lab analysis, 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. 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, may lead lower level word processors.

01613 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.

Application Developer
Design, build, test and implement the software code that enables computer systems to perform specific tasks. They design the logic that delivers the computing system functionality. Application developers test the application and develop enhancements that enable a positive end-user experience. Essentially, they produce application programs in accordance with a specified business need.

**Education:** Bachelor’s degree in computer science.

**Experience:** This position is usually an intermediate level requiring one to two years of relevant experience.

Application Programmer
Experienced access VBA applications developer/analyst/programmer with a broad range of skill sets to join our team. This position is primarily for developing, maintaining and integrating Microsoft Access 2007 Information Systems for the Human Resources Department.

**Education:** Bachelor’s degree required. Concentration should be in Computers

**Experience:** Mandatory with intermediate or advanced level proficiency: Microsoft Access 2007 and VBA, tables, forms, queries, reports, modules. Database Programming - Relational Database Design, table normalization, complex query development, Stored Procedures, Views, and Triggers.
Microsoft Excel expert - VB, Macros, application development. VB 6 or Vb.net development is a plus

**ASP/.NET Developer**
Experience supporting applications. This person will be supporting users and troubleshooting Management Systems and associated applications. Will work on multiple systems support.

**Education:** Must have a BS degree in Computer Science or Health Sciences.

**Experience:** Broad knowledge of Windows OS, Microsoft office suite applications, NT file systems, UNIX, and Citrix technology, .NET Development Experience (5 years+), C# Development (5 years+), Web Development (8 years +), Database/PLSQL experience (8 years +), Web Services experience and System Integration Experience is preferred, Some Documentum or Document Management Systems experience is preferred, Java understanding and experience is preferred.

**Database Administrator**
Understand Oracle databases and how data is stored, determine how to import/export this data in XML format. Possible utilization opportunities of storing XML format of this data for the short term and long term Be knowledgeable with XML files and how it relates to future use of data Virtual Unix environment, perform assessment of current environment & provide suitable recommendations

**Education:** Bachelor’s Degree

**Experience:** Strong XML knowledge, Oracle 8, 9, 10 understanding and expertise: UNIX expertise, good documentation practices, excellent competencies in written and spoken English, ability to work effectively in cross-functional and multicultural teams and excellent communication skills

**Database Developer**
C# and .NET 3.5/4.0 framework Microsoft Silverlight OR WPF WCF and Web Services XML Oracle databases including query and performance optimization EMC Documentum and/or Microsoft SharePoint platforms UI design / styling using Microsoft Blend Spring.NET framework Model-View-View Model (MVVM) Pattern

**Education:** Bachelor’s Degree

**Experience:** Strong analytical and problem solving abilities 3-5 yrs Strong working knowledge of software development life cycle process Ability to write clear functional and design specifications

**Graphic Designer**
Apply skill and artistic ability to create basic visual representations and presentations, including activities such as planning, designing, communicating, modeling, and completing exhibits and illustrations.

**Education:** 4 year Bachelors with a Computer Related focus

**Experience:** at least 2 years work specific. Either as independent contractor with specific company

**Help Desk Analyst**
Hands-on technician, responsible for the support of Desktops, laptops, voice systems (desk and cell) and many peripherals, and including multifunction copiers Support includes system deployments, system moves and all round troubleshooting. Computers are built using specific tools, must be configured to work within the network and built in a highly interactive process with customers. Complete customer satisfaction, work independently

**Education:** 4 year College degree required. Formal education or certification in Computer Science required;

**Experience:** In computer support is required. Excellent customer service skills, listening and communication skills, detail-oriented are all must have. Required: Proficiency with HP and IBM Hardware, Windows XP and 2000/2003 Strong experience in large-scale migration of Windows
operating systems and applications Proficiency with Desktop configuration encompassing: DHCP, Active Directory, Exchange, SMS, and Norton Antivirus

Middleware Services Administrator (J2EE)
The responsibility of the Java/J2EE Admin is to help with the design, develop and implementation enhancements to an existing web based enterprise applications within the J2EE framework. The Java/J2EE Admin analyzes the requirement specifications, helps with code writing, tests, debugs and documents software. Other responsibilities of a Java/J2EE Admin include delivering development tasks while meeting deadlines. The admin will have to work efficiently in a team environment.

**Education:** Bachelor’s or higher degree in computer science, engineering, or equivalent

**Experience:** 3 year experience in the J2EE area. Experience in analysis, design, solution development and alternatives

Oracle Database Administrator
Each database requires at least one database administrator (DBA) to administer it. Because an Oracle database system can be large and can have many users, often this is not a one person job. In such cases, there is a group of DBAs who share responsibility.
A database administrator’s responsibilities can include the following tasks: Installing and upgrading the Oracle server and application tools. Allocating system storage and planning future storage requirements for the database system. Creating primary database storage structures (tablespaces) after application developers have designed an application

**Education:** Bachelor’s Degree in a related field is required.

**Experience:** 6 plus years of strong Database Administration experience is must. Strong experience in Data Modeling /Data Architecture / Java Development Experience

Oracle Developer
An Oracle developer is required for the design and development of a new reporting data mart and ELT processes to populate data mart. Candidate will work with internal IS staff to design data mart and data load process. Will be responsible for design and development of database model, tables, views, PL/SQL packages and stored procedures. Developer will be responsible for designing a flexible database that can support ad-hoc and custom report development.

**Education:** Bachelor’s degree

**Experience:** 5 - 10 years IT experience, database design for reporting solutions such as data mart UNIX (Korn/Bash, Shell scripting) Oracle: OLAP, ETL/ELT, Dynamic SQL, PLSQL, SQL Loader, UTL_FILE, External tables, Materialized Views) Ability to translate business requirements into technical design. Data modeling and database design for reporting systems.

Quality Engineer
Responsible for executing, maintaining, and continually improving key processes within the Operational Quality Assurance platform for the Business including the customer complaint response process and the administration process for the CAPA system. The incumbent is responsible for utilizing quality engineering and lean six sigma/operational excellence tools to assure that the processes are effective, efficient, and sustainable. The incumbent is responsible for maintaining and reporting the metrics associated with the complaint response process and CAPA system as per internal procedures. The incumbent works closely with Manufacturing, facility and GO Quality, Professional Services, Sales and Marketing with respect to the customer complaint response process.

**Education:** Requires a technical degree from an accredited four (4) year university

**Experience:** Minimum of two (2) years experience using quality engineering and lean six sigma tools, or educational equivalent. The incumbent for this position is expected to hold ASQ
certification in Quality Engineering (CQE) and/or Six Sigma Black Belt (CSSBB), or obtain such certification within 24 months of employment.

**SAS Programmer**

Provide statistical programming expertise (preferably in SAS) in the production of analyses, tabulations, graphics, and listings from trial data. Key responsibilities and skills include, but are not limited to, the following: Contribute to the preparation of analysis data specifications. Prepare, document and test required programs and procedure data displays in an efficient manner for inclusion in integrated statistical reports and other similar reports. Contribute to the integrated statistical report and other similar documents. Ensure analysis data and programming code meet regulatory and company standards and are consistently structured to permit efficient programming and reporting. Perform quality assurance procedures on work performed by others. Develop, test, validate, document, maintain and execute software and/or systems using the currently endorsed tools or support of production activities. Assist in the integration of data from remote entry sites, contract organizations and co-licensing partners to the central database.

**Education**: BA, BS or MS in Mathematics, computer science or Statistics

**Experience**: Three years of hands-on SAS programming experience. Writing knowledge of SAS; SQL and UNIX. Proven ability to organize workload and priorities and complete tasks on time. Demonstrated ability to work effectively in a team environment. Strong interpersonal skills and ability to communicate effectively. Ability to identify and solve technical problems.

**Senior J2EE Developer/Architect**

The responsibility of the Java/J2EE Developer is to design, develop and implement enhancements to an existing web based enterprise applications within the J2EE framework. The Java/J2EE Developer analyzes the requirement specifications, designs logic, writes code, tests, debugs and documents software. Other responsibilities of a Java/J2EE Developer include delivering development tasks while meeting deadlines. The developer will have to work efficiently in a team environment.

**Education**: Bachelor’s or higher degree in computer science, engineering, or equivalent

**Experience**: More than 8 years experience in J2EE area RAD, Websphere application server, experience with application deployment, Java Coding Experience, XML, JSP, HTML/DHTML, CSS, Oracle, JavaScript, XML parser, taglibs, log4J

**Software Engineer**

To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, and acquisition Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions

**Education**: Bachelor's degree

**Experience**: 2 years of job-related experience or equivalent. Excellent analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to problems in specific areas of expertise. Position may require travel and the ability to pass and maintain a security clearance.

**Systems Analyst**

Provides systems administration, ad-hoc reporting and technical support for the Dispensing business unit. Use of financial systems to support contracting, leasing and cost accounting, in addition to our enterprise SAP solution. The Systems Analyst will utilize a wide variety of data
sources and formats to facilitate information management and decision support for both internal and external business partners.

**Education**: Bachelor’s degree in Business Administration, IT/Computer Science, Communications, or minimum 3 years of experience in a technical environment

**Experience**: Maintain multiple UNIX and Windows databases and financial applications. Create complex queries and data extracts using SQL, TCL and related tools. Reconcile data inconsistencies; develop functional and technical requirements; advanced knowledge of MS Excel and Access. Database administration (SQL Server, multivalue databases a plus)

**UNIX Administrator**
Protect information assets through the management, administration and monitoring of UNIX systems in support of various initiatives. This position provides 24/7 support for servers in the information security UNIX environment. It involves communications with peer support groups required to maintain a secured environment. It also involves documenting security standards and procedures and staying current with state and federal legislation, regulation, and standards.

**Education**: Bachelor’s degree a must

**Experience**: experience with UNIX platforms: Linux, Solaris, AIX, Red Hat (5-7 years). SAN experience, clustering, shell scripting

**Web Developer**
Responsibilities include providing operational support and development for web sphere Portal and related internet applications.

**Education**: Bachelor’s Degree

**Experience**: Expert Web Sphere Portal developer with strong experience in Web sphere portal content management (WCM), content templates, defining and configuring workflows, and LDAP authentication. Experience with Mobile Portal Accelerator is a big plus. Experience with Spring Framework, strong communication and documentation skills are required

**Windows System Administrator**
Support various technologies and platforms involving Windows 2003 and higher, Virtualization, Clustering Techniques/MSCS, Operations Manager, Systems Management Server, SQL, .NET, Scripting and system administration. This position works closely with business analysts to engineer and improve systems. The position will entail engaging with other corporate engineers and administrators in maintaining Windows based systems and Microsoft based applications.

**Education**: Bachelor's degree or equivalent combination of education and experience

**Experience**: Solid experience in IBM systems in a large scale Data Center environment, Windows Server infrastructure experience. 5 years of experience building and supporting server hardware/software and MS Active Directory infrastructures in a large scale enterprise IT environment

**Windows System Administrator / Active Directory Administrator**
Will be working specifically with supporting Microsoft Active Directory. Support various technologies and platforms involving Windows 2003 and higher, Virtualization, Clustering Techniques/MSCS, Operations Manager, Systems Management Server, system administration. This position works closely with business analysts to engineer and improve systems. The position will entail engaging with other corporate engineers and administrators in maintaining Windows based systems and Microsoft based applications.

**Education**: Bachelor’s degree required

**Windows System Engineer (PC)**
Will assist a very strong engineering group in the development, maintenance and testing of a Windows corporate PC standard in a complex multi-platform, multi-language large enterprise environment. Assist the engineering team with routine maintenance tasks of the corporate standard and automated provisioning processes. This person will perform the combined duties of an operational support engineer, Quality Assurance analyst and testing engineer throughout the engagement. Will assist team members in the development of test cases, maintaining tests cases, executing and documenting test case results. May also perform initial analysis of Level 3 support requests and report suspected root cause and options to resolve the identified issue.

**Education:** Must have a bachelor’s degree, plus 5+ years working experience preferably in the pharmaceutical industry in an IT Infrastructure engineering team.

**Experience:** MUST have excellent documentation and written communication skills. Operating systems configuration and internals experience (Windows 7, Vista, and Windows XP & XP TabletPC editions), MUI (language Interface Packs) installations, testing; patching and troubleshooting. Knowledgeable of highly automated PC provisioning processes, and able to debug complex issues encountered during the use of the resulting PC across broad hardware models from multiple OEMs (Lenovo, Dell, HP).

**Windows System QA Engineer (PC)**
Write system level test plans, test specifications, and certify system-level requirements. Design, develop and execute automated or manual tests, test automation tools and utilities. Create test schedules, identify quality issues, track software defects, perform quality assessments, and report quality status.

**Education:** BS in Computer Science or Computer Engineering from a top tier school

**Experience:** 3 plus years experience testing in an enterprise or system level environment. Possess a broad knowledge of Operating Systems, Windows/Linux OS administration, file systems, Windows networking, Storage Array Networks (SAN) and networking protocols. Proficient in Java, test automation. Proficiency in using source code control systems

**Accountant I**
Will post and balance financial data in various ledgers. Can be verifying invoices, invoice numbers, account codes, and financial accounts. Checks and verifies transactions to ensure consistency and accuracy of counting documents.

**Education:** 4 year college degree in Accounting.

**Experience:** Normally requiring less than two years direct accounting experience and familiarity with accounting and bookkeeping procedures.

**Accountant II**
Post and balances a wide variety of financial data in various ledgers (i.e., accounts payable, accounts receivable, payroll, etc.). Checks and verifies transactions to ensure consistency and accuracy of account documents. May assist in the training and guiding of lower level and new accounting clerk personnel. Normally requires three to five years of clerical accounting experience and a working knowledge of accounting and bookkeeping principles, practices and procedures. Verifies invoices, invoice numbers, account codes, and financial accounts. Checks and verifies transactions to ensure consistency and accuracy of accounting documents.

**Education:** Must have Bachelors in Accounting or CPA

**Experience:** Normally requiring at least two years experience and familiarity with accounting and bookkeeping procedures.
Financial Analyst I
Perform basic analytical activities including exercising effective control over financial resources of a segment of the organization; coordinating and synthesizing financial and management data; developing and implementing financial policies, procedures, and plans; assessing program accomplishments in financial terms; providing financial management advice required to make management decisions; and establishing organizational goals and objectives.
**Education:** Bachelor's Degree with a Finance or Business concentration, or equivalent business experience.
**Experience:** Excellent analytical skills, judgment and problem solving ability. Professional manner and tact - good oral and written communication skills. Two to three years experience in our industry, and/or finance experience preferred. Organized, accurate with detail oriented discipline, and dedicated to superior quality work. Strong sense of commitment and teamwork. Ability to multi-task and meet established deadlines. Microsoft office with excellent advanced Excel skills.

Financial Analyst II
Provide support to Manager, Financial Coordination and projects relating to internal and external audits. Prepare all financial surveys. Assist with calculation of the R&D tax credit. Prepare intercompany and third party billings. Prepare quarterly account reconciliations. Responsible for customs valuation. Other projects as required.
**Education:** BS in Finance or Accounting. -CPA preferred.
**Experience:** 5 - 7 years finance and accounting experience.

Business Analyst
Provides support to Financial Systems, assist with SAP Financial Modules, and performs maintenance of existing financial systems. Provides support for the development of financial reporting and forecasting tools (e.g. TM1 Budget Modeling System). Develops the testing, validation, and evaluation of proposed changes to financial systems Responsible for following change control procedures that meets SOX requirements for systems such as SAP and TM1. Ensure adherence to internal controls, recommends additional SOP’s required, and maintains adherence to financial policies and procedures. Demonstrates company values on a consistent basis
**Education:** Bachelor degree required. -Concentration in Finance and Information Technology preferred. MBA or CPA preferred
**Experience:** 3+ years experience in a finance/financial systems related field (Prefer SAP). Advanced knowledge of Excel, Access, and SAP/TM1 is required. Management Responsibility: This position may act as project lead on smaller scale projects. Interpersonal and information gathering skills, ability to coordinate efforts in a multi-site, international project. Has achieved a satisfactory level of technical and professional skill. Can clearly convey complex systems information.

Contract Analyst
The position will primarily be responsible for supporting the contracting functions within the dispensing business unit; specifically negotiating exceptions to pricing policy and agreement terms within specified parameters and administering executed contracts. This position will also interact closely with other internal departments, including accounting, database operations, collections, field sales, and field customer service representatives.
**Education:** Bachelor's in Business Administration, Finance, or Accounting
**Experience:** 1-3 years experience in finance, accounting, or contracts. Also experienced in Customer supporting role. Prepare lease and purchase contracts. Understand, interpret, and enforce contract related policies and procedures. Perform financial analysis of non-standard pricing proposals. Prepare presentation and executive summaries for complex proposals.
CPA
Responsible for the management and operation of the Finance Dept, including general accounting, budget, fixed assets, payroll, accounts payable and cost accounting. Ensures all assets are appropriately safeguarded, transactions are properly authorized, processed and recorded, and financial reports are presented in accordance with generally accepted accounting principles.

**Education**: Bachelor’s degree in Accounting. CPA required. Master’s degree preferred.

**Experience**: Five years’ experience in financial management of related industry

Facilitator
This position performs coordination of imported materials including warehouse and distribution related activities and all phases of outbound customer sales. Updating and/or compiling project status information in MS Project, and creating a project dashboard. Also, compiling project information into reports in Excel and PowerPoint

**Education**: Bachelor Degree

**Experience**: -Must have technical skills: Excel, PowerPoint. MS Project is a big plus. Good communication skills needs to be proactive and have initiative, detail-oriented and organized; able to keep on top of multiple deadlines; needs to be flexible and capable of shifting priorities at last minute

Project Manager
Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Identifies resources needed and assigns individual responsibilities. Manages day-to-day operational aspects of a project and scope. Reviews deliverables prepared by team before passing to client. Effectively applies our methodology and enforces project standards. Minimizes exposure and risk on projects. Ensures project documents are complete, current, and stored appropriately.

**Education**: BA required.

**Experience**: Communication, Facilitates team, hold status meetings, informative about changes, great communicator, and organized presentations Resolves and/or escalates issues in a timely fashion. Experience as an IT Business Analyst and the documentation of business requirements into IS documentation preferred. Understands process of documenting inbound and outbound interface requirements Experience with SAP Account Payable Module a plus...

Purchasing Specialist
Plan and consolidate business needs for his/her spend categories and internal customers. Perform spend analysis and develop purchasing plans to obtain best value. Apply the recommendations of the COE Heads and/or Purchasing Managers Propose local purchasing strategies when appropriate for specific spend categories, Ensure supplier selection, terms and condition negotiation. Validate the contract and master agreement cost and quality are in line with the agreement conditions

**Education**: Bachelor’s degree from an accredited four-year college or university (or equivalent experience) Area of specialization: Business related preferred. This position requires a minimum of 2 - 5 years purchasing experience.

**Experience**: Technical Skills: Mastery of sourcing process, Product/Category knowledge, Finance and legal aspects, Negotiation skills, Ethics/Policies. Ability to adjust to change management, Ability to work in a Matrix Organization, Rigorous and methodical work approach

Technical Editor
Editing and some composing of information related to computer system enhancements and upgrades for multiple applications. Edit training materials to reflect current status of the systems. Standardize graphical elements and visual structure of documents. Meet all delivery deadlines.
Ensure that system documentation is maintained in accordance with regulatory requirements. Strict adherence to corporate SOPs, validation processes and Quality & Compliance requirements is mandatory

**Education**: Bachelor’s Degree in English or equivalent

**Experience**: Formatting documents, including creating TOCs and appendices, figure and table captions, and tables. Must also have experience creating and applying styles, creating and managing templates, managing headers and footers, and inserting cross references. Working knowledge of CRM and document/data management systems. Project management and software development lifecycle methodologies a plus. Ability to convey technical concepts to a non-technical audience. Knowledge of Microsoft suite of programs, including advanced MS Word and Intermediate PowerPoint and Visio.

**Senior Technical Writer**

Responsible for creating, editing, updating and/or maintaining required documentation for projects relating to the technologies listed below, all in strict accordance with the approved departmental documentation standards and procedures. Must have strong interpersonal, communication and organizational skills to facilitate effective, direct and frequent interaction with technical Subject Matter Experts during the document drafting, review, and approval stages. The output of the Technical Writing process must comprise focus, clarity, accuracy, coherence, context, quality and consistency, amongst other attributes. Platform technologies to be supported via Technical Writing include: client, server, storage, database, automation, software packaging, software delivery, and others

**Education**: 4 year degree or equivalent experience

**Experience**: Microsoft Word, Microsoft Visio, Microsoft PowerPoint, Adobe. Experience working in a structured development lifecycle environment is required, experience with project methodology.

**Trainer**

Designing and facilitating both general and specific training programs for and facilitating both general and specific training programs for management & staff. Working under the supervision and direction of the Director of Human Resources, this person will be responsible for the creation of training materials and lesson plans as well as metric tracking and ad-hoc analysis.

**Education**: Bachelor’s degree required

**Experience**: 3-5 years corporate training. Strong presentation skills, ability to teach and train adult learners. Demonstrating success in sales and customer service training. Proficient in Word, Excel, and PowerPoint.

Employee Leasing of Greater New York, LLC does business as Distinctive Personnel. We are a Service Disable Veteran Owned Small Business that was established in 1983. This schedule has been update as of 11.12.2021 and is subject to change with updated pricing, descriptions, and regions.