

# Achievement to the Highest Standards



**GSA Schedule 736**

**Temporary Administrative and Professional Staffing (TAPS)**

Transtecs Corporation Engineering and Management, a professional services, scientific, and logistics firm with headquarters in Wichita, Kansas, and a secondary facility in Crystal City, Virginia and offers technologically advanced, innovative products, information technology, management, logistics services, and solutions for the Government and the industry. Transtecs presently qualifies as a small disadvantaged, and a woman-owned business.

### **Our Capabilities**

Transtecs Corporation provides a comprehensive suite of engineering and professional services that support customers in the Government and commercial industry. With more than 400 employees nationwide, Transtecs utilizes its deep domain understanding to deliver proven engineering and management services that support customers such as, the US Navy, the US Army and a wide range of Federal customers. For more than 20 years, Transtecs enables customers to achieve their expanding mission requirements, meet enterprise goals, and accomplish business objectives on-time and within budget. Transtecs serves all branches of the Department of Defense, civil agencies, and state and local governments.

Transtecs core engineering capabilities span include: aerospace manufacturing, integrated logistics, information technology, engineering consulting, research & development, and advanced program services; and our management solutions span: human capital management, program management, financial and acquisition support, records and distribution support and many other professional services.

### **Management Solutions**

- Professional Support
- Human Capital Management
- Administrative Support
- Program Management
- Information Modernization
- Financial Services Support

At Transtecs, our processes follow the International Standards Organization (ISO) 9001:2000 and Earn Value Management (EVM) process framework and further extend Lean Six Sigma principles for contract manufacturing, lifecycle management, and Project Management Institute (PMI)-based management processes to achieve operational excellence for the Federal Government.

### **Below is further information on our processes:**

Transtecs' Contract Manufacturing, Integrated Logistics, and Engineering support sectors have earned the ISO 9001:2000 and AS9100B certifications. The certifications benchmarks our approach and capability in delivering engineering solutions and managed technical services, including IT, network services, and prototyping services to the commercial industry and Federal Government. Our ISO and AS9100 certified procedures also consist of Lean Six Sigma and PMI best practices. These are two of many standards and framework components of Transtecs' business, quality management, and process improvement systems.

Transtecs' Earn Value Management (EVM) processes define and control the components of service and infrastructure and maintain accurate configuration information. Our EVM methodology provides visibility into the true progress of a project work against the budget, projections of anticipated project schedule and cost trends, and has the ability to take timely corrective actions for undesired variances. In addition, our approach integrates ISO 9001:2000 quality principles providing a coherent strategy for improving quality of services and ensures customer satisfaction. For all tasks to be successful, Transtecs delivers a comprehensive oversight support methodology that combines our EVM Cost/Schedule Control Systems Criteria (C/SCSC) and ISO 9001:2000 approach, which we used on more than 30 of our past and present contracts (FFP, FFPLOE and CPFF).

**Schedule for Administrative Support and Clerical and Automatic Data Processing Occupations**

**Federal Supply Schedule: 736 FSC Group: R699**

**Contract Number: GS-07F-0186N**

**For more information on ordering from Federal Supply Schedules**

**Click on the FSS Schedules button at <http://www.fss.gsa.gov>**

**Contract Period: 1 January 2003 through 31 December 2013**

**Contractor: Transtecs Corporation Business Size:**

2102 E 21<sup>st</sup> Street North, Wichita, Kansas 67214

Small, Small Disadvantaged, Woman-Owned

**Telephone: 316-651-0389**

**FAX Number: 316-651-0361**

**Web Site: [www.transtecs.com](http://www.transtecs.com)**

**E-mail: [oparag@transtecs.com](mailto:oparag@transtecs.com)**

**Contract Administration: Dr. Godwin R. Opara**

**CUSTOMER INFORMATION**

**1a. Table of Awarded Special Item Numbers with appropriate cross-reference to page numbers:**

<b>SIN</b>	<b>Title</b>
<b>736-1</b>	<b>Administrative Support and Clerical Occupations</b>
<b>736-2</b>	<b>Automatic Data Processing Occupations</b>

**1b. Prompt pay discount: 5% discount if paid within 10 days**

**1c. Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services is provided**

**2. Maximum Order: \$100,000.00**

**3. Minimum Order: \$100.00**

**4. Geographic Coverage (delivery area): United States (all 50 states)**

**5. Points of production: Same as company address**

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted)

**7. Quantity Discounts:** None offered

**8. Prompt payment terms:** NET 30 days

**9. Notification that Government purchase cards are accepted at or below micro-purchase threshold:** Yes

**10. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept over \$2,500

**11. Foreign items (list items by country of origin):** None

**11a. Time of Delivery (Contractor insert number of days):** Specified on Task Order

**11b. Expedited Delivery. The Contractor will insert the sentence Items available for expedited delivery are noted in the price list, under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:**  
Contact Contractor

**11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor

**11d. Urgent Requirements. The Contractor will note in its price list the Urgent Requirements clause of its contract and advise agencies that they can also contact the Contractor s representative to effect a faster delivery:** Contact Contractor

**12. F.O.B. Points:** Destination

**13a. Ordering Address:** Same as company address

**13b. Ordering Procedures:** For temporary services, the ordering procedures, information on Blanket Purchase Agreements (BPA s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules) ).

**14. Payment address:** Same as company address

**15. Warranty Provision:** N/A

**16. Export Packing Charges (if applicable):** N/A

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

**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 applicable):** N/A

**21. List of service and distribution points (if applicable):** N/A

**22. List of participating dealers (if applicable):** N/A

**23. Preventive Maintenance (if applicable):** N/A

**24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A

**24b. Section 508 compliance information:** N/A

## DESCRIPTION OF LABOR CATEGORIES

### **SIN: 736-1 (Administrative Support and Clerical Occupations)**

#### **ACCOUNTING CLERK I**

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

#### **ACCOUNTING CLERK II**

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documentation accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. 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. Excluded from Level IV are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts.

### **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.

### **GENERAL CLERK IV**

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. 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; verifying statistical reports for accuracy and completeness; 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.

### **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 number sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher-level personnel office employees; other work may be checked occasionally.

### **PERSONNEL ASSISTANT IV**

Performs work in support of personnel professionals, which requires a good working knowledge of personnel procedures, guides, and precedents. In representative assignments: interviews applicants, obtains references, and recommends placement of applicants in a few well-defined occupations (trade or clerical) within a stable organization or unit; conducts post-placement or

exit interviews to identify job adjustment problems or reasons for leaving the organization; performs routine statistical analyses related to manpower, EEO, hiring, or other employment concerns, e.g., compares one set of data to another set as instructed; and requisitions applicants through employment agencies for clerical or blue collar jobs. At this level, assistants typically have a range of personal contacts within and outside the organization and with applicants, and must be tactful and articulate. May perform some clerical work in addition to the above duties. Supervisor reviews completed work against stated objectives.

### **SECRETARY I thru V**

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

### **Classification by Level**

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

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

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

#### **LS-1**

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

#### **LS-2**

Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc.; supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups which meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

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

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

#### **LS-3**

Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: Financial decision-making authority

for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in, such areas as personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

### **Level of Secretary's Responsibility (LR)**

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

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

1. Responds to routine telephone requests, which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;
3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

LR-2 Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests the supervisor, appropriate staff member or other offices should handle. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;
2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
4. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;

5. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

LR-3 Uses greater judgment and initiative to determine the approach or action to take in 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.

LR-4 Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:

1. Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized;
2. Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations;
3. Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems;
4. Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts;
5. In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

Excludes secretaries performing any of the following duties:

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

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

Advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or State officials, members of Congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgement and discretion.

### **WORD PROCESSOR I**

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

### **WORD PROCESSOR II**

Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform 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. May lead lower level word processors.

### **WORD PROCESSOR III**

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

## **SIN: 736-2 (Automatic Data Processing Occupations):**

### **COMPUTER OPERATOR I**

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

### **COMPUTER OPERATOR II**

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

### **COMPUTER OPERATOR III**

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

### **COMPUTER OPERATOR IV**

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

### **COMPUTER OPERATOR V**

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

**LABOR RATES**

**Price List Temporary Administrative Support and Clerical Occupations (SIN 736-1)**  
**and Price List Temporary Automatic Data Processing Occupations (SIN 736-2):**

<b>PENSACOLA, FLORIDA</b>	
<b>LABOR CATEGORIES</b>	<b>GOVT HOURLY RATE</b>
ACCOUNTING CLERK I	\$17.17
ACCOUNTING CLERK II	18.75
ACCOUNTING CLERK III	21.64
ACCOUNTING CLERK IV	25.55
GENERAL CLERK II	15.39
GENERAL CLERK III	17.52
GENERAL CLERK IV	19.30
PERSONNEL ASSISTANT I	14.12
PERSONNEL ASSISTANT II	17.11
PERSONNEL ASSISTANT III	19.51
PERSONNEL ASSISTANT IV	21.54
SECRETARY I	18.74
SECRETARY II	19.83
SECRETARY III	20.60
SECRETARY IV	22.25
WORD PROCESSOR I	15.67
WORD PROCESSOR II	18.23
WORD PROCESSOR III	19.08
COMPUTER OPERATOR I	17.94
COMPUTER OPERATOR II	20.77
COMPUTER OPERATOR III	23.20
COMPUTER OPERATOR IV	26.42
COMPUTER OPERATOR V	27.63

<b>LAKEHURST, NEW JERSEY</b>	
ACCOUNTING CLERK I	19.19
ACCOUNTING CLERK II	23.26
ACCOUNTING CLERK III	23.60

<b>ACCOUNTING CLERK IV</b>	<b>28.21</b>
<b>GENERAL CLERK II</b>	<b>19.75</b>
<b>GENERAL CLERK III</b>	<b>22.18</b>
<b>GENERAL CLERK IV</b>	<b>24.77</b>
<b>PERSONNEL ASSISTANT I</b>	<b>21.85</b>
<b>PERSONNEL ASSISTANT II</b>	<b>24.87</b>
<b>PERSONNEL ASSISTANT III</b>	<b>27.70</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>29.71</b>
<b>SECRETARY I</b>	<b>26.45</b>
<b>SECRETARY II</b>	<b>30.36</b>
<b>SECRETARY III</b>	<b>31.94</b>
<b>SECRETARY IV</b>	<b>33.30</b>
<b>WORD PROCESSOR I</b>	<b>20.60</b>
<b>WORD PROCESSOR II</b>	<b>25.38</b>
<b>WORD PROCESSOR III</b>	<b>28.05</b>
<b>COMPUTER OPERATOR I</b>	<b>22.47</b>
<b>COMPUTER OPERATOR II</b>	<b>26.26</b>
<b>COMPUTER OPERATOR III</b>	<b>33.70</b>
<b>COMPUTER OPERATOR IV</b>	<b>38.74</b>
<b>COMPUTER OPERATOR V</b>	<b>42.57</b>

<b>LOS ANGELES, CALIFORNIA</b>	
<b>ACCOUNTING CLERK I</b>	<b>18.98</b>
<b>ACCOUNTING CLERK II</b>	<b>19.01</b>
<b>ACCOUNTING CLERK III</b>	<b>24.08</b>
<b>ACCOUNTING CLERK IV</b>	<b>27.35</b>
<b>GENERAL CLERK II</b>	<b>18.78</b>
<b>GENERAL CLERK III</b>	<b>22.37</b>
<b>GENERAL CLERK IV</b>	<b>26.35</b>
<b>PERSONNEL ASSISTANT I</b>	<b>21.95</b>
<b>PERSONNEL ASSISTANT II</b>	<b>22.31</b>
<b>PERSONNEL ASSISTANT III</b>	<b>28.53</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>31.70</b>
<b>SECRETARY I</b>	<b>23.98</b>
<b>SECRETARY II</b>	<b>27.74</b>
<b>SECRETARY III</b>	<b>29.58</b>
<b>SECRETARY IV</b>	<b>34.05</b>
<b>WORD PROCESSOR I</b>	<b>22.50</b>
<b>WORD PROCESSOR II</b>	<b>24.91</b>
<b>WORD PROCESSOR III</b>	<b>27.50</b>

<b>COMPUTER OPERATOR I</b>	<b>22.80</b>
<b>COMPUTER OPERATOR II</b>	<b>25.11</b>
<b>COMPUTER OPERATOR III</b>	<b>28.88</b>
<b>COMPUTER OPERATOR IV</b>	<b>30.43</b>
<b>COMPUTER OPERATOR V</b>	<b>33.40</b>

<b>SACRAMENTO, CALIFORNIA</b>	
<b>ACCOUNTING CLERK I</b>	<b>19.19</b>
<b>ACCOUNTING CLERK II</b>	<b>20.49</b>
<b>ACCOUNTING CLERK III</b>	<b>24.33</b>
<b>ACCOUNTING CLERK IV</b>	<b>24.81</b>
<b>GENERAL CLERK II</b>	<b>18.39</b>
<b>GENERAL CLERK III</b>	<b>22.24</b>
<b>GENERAL CLERK IV</b>	<b>25.58</b>
<b>PERSONNEL ASSISTANT I</b>	<b>20.00</b>
<b>PERSONNEL ASSISTANT II</b>	<b>26.83</b>
<b>PERSONNEL ASSISTANT III</b>	<b>30.00</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>31.54</b>
<b>SECRETARY I</b>	<b>21.42</b>
<b>SECRETARY II</b>	<b>25.54</b>
<b>SECRETARY III</b>	<b>26.70</b>
<b>SECRETARY IV</b>	<b>29.81</b>
<b>WORD PROCESSOR I</b>	<b>19.75</b>
<b>WORD PROCESSOR II</b>	<b>23.66</b>
<b>WORD PROCESSOR III</b>	<b>26.15</b>
<b>COMPUTER OPERATOR I</b>	<b>21.82</b>
<b>COMPUTER OPERATOR II</b>	<b>24.33</b>
<b>COMPUTER OPERATOR III</b>	<b>27.57</b>
<b>COMPUTER OPERATOR IV</b>	<b>31.41</b>
<b>COMPUTER OPERATOR V</b>	<b>32.32</b>

<b>SAN DIEGO, CALIFORNIA</b>	
<b>ACCOUNTING CLERK I</b>	<b>18.87</b>
<b>ACCOUNTING CLERK II</b>	<b>20.31</b>
<b>ACCOUNTING CLERK III</b>	<b>23.21</b>
<b>ACCOUNTING CLERK IV</b>	<b>28.12</b>
<b>GENERAL CLERK II</b>	<b>15.34</b>
<b>GENERAL CLERK III</b>	<b>19.20</b>

<b>GENERAL CLERK IV</b>	<b>22.47</b>
<b>PERSONNEL ASSISTANT I</b>	<b>22.33</b>
<b>PERSONNEL ASSISTANT II</b>	<b>25.52</b>
<b>PERSONNEL ASSISTANT III</b>	<b>27.82</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>32.03</b>
<b>SECRETARY I</b>	<b>22.03</b>
<b>SECRETARY II</b>	<b>24.07</b>
<b>SECRETARY III</b>	<b>30.59</b>
<b>SECRETARY IV</b>	<b>34.20</b>
<b>WORD PROCESSOR I</b>	<b>21.41</b>
<b>WORD PROCESSOR II</b>	<b>25.62</b>
<b>WORD PROCESSOR III</b>	<b>30.56</b>
<b>COMPUTER OPERATOR I</b>	<b>21.32</b>
<b>COMPUTER OPERATOR II</b>	<b>23.50</b>
<b>COMPUTER OPERATOR III</b>	<b>27.60</b>
<b>COMPUTER OPERATOR IV</b>	<b>32.63</b>
<b>COMPUTER OPERATOR V</b>	<b>35.79</b>

<b>SAN FRANCISCO / OAKLAND, CALIFORNIA</b>	
<b>ACCOUNTING CLERK I</b>	<b>21.69</b>
<b>ACCOUNTING CLERK II</b>	<b>22.12</b>
<b>ACCOUNTING CLERK III</b>	<b>24.90</b>
<b>ACCOUNTING CLERK IV</b>	<b>27.76</b>
<b>GENERAL CLERK II</b>	<b>20.94</b>
<b>GENERAL CLERK III</b>	<b>25.06</b>
<b>GENERAL CLERK IV</b>	<b>29.66</b>
<b>PERSONNEL ASSISTANT I</b>	<b>21.63</b>
<b>PERSONNEL ASSISTANT II</b>	<b>23.94</b>
<b>PERSONNEL ASSISTANT III</b>	<b>30.85</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>32.50</b>
<b>SECRETARY I</b>	<b>27.24</b>
<b>SECRETARY II</b>	<b>28.78</b>
<b>SECRETARY III</b>	<b>30.74</b>
<b>SECRETARY IV</b>	<b>33.78</b>
<b>WORD PROCESSOR I</b>	<b>22.30</b>
<b>WORD PROCESSOR II</b>	<b>24.68</b>
<b>WORD PROCESSOR III</b>	<b>32.53</b>
<b>COMPUTER OPERATOR I</b>	<b>23.39</b>
<b>COMPUTER OPERATOR II</b>	<b>25.80</b>
<b>COMPUTER OPERATOR III</b>	<b>29.15</b>

<b>COMPUTER OPERATOR IV</b>	<b>31.55</b>
<b>COMPUTER OPERATOR V</b>	<b>34.68</b>

<b>NORFOLK, VIRGINIA</b>	
<b>ACCOUNTING CLERK I</b>	<b>15.18</b>
<b>ACCOUNTING CLERK II</b>	<b>18.37</b>
<b>ACCOUNTING CLERK III</b>	<b>22.14</b>
<b>ACCOUNTING CLERK IV</b>	<b>23.75</b>
<b>GENERAL CLERK II</b>	<b>17.14</b>
<b>GENERAL CLERK III</b>	<b>20.58</b>
<b>GENERAL CLERK IV</b>	<b>22.66</b>
<b>PERSONNEL ASSISTANT I</b>	<b>19.22</b>
<b>PERSONNEL ASSISTANT II</b>	<b>21.74</b>
<b>PERSONNEL ASSISTANT III</b>	<b>22.80</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>25.68</b>
<b>SECRETARY I</b>	<b>20.96</b>
<b>SECRETARY II</b>	<b>23.91</b>
<b>SECRETARY III</b>	<b>26.86</b>
<b>SECRETARY IV</b>	<b>30.97</b>
<b>WORD PROCESSOR I</b>	<b>18.55</b>
<b>WORD PROCESSOR II</b>	<b>21.74</b>
<b>WORD PROCESSOR III</b>	<b>22.62</b>
<b>COMPUTER OPERATOR I</b>	<b>18.23</b>
<b>COMPUTER OPERATOR II</b>	<b>20.60</b>
<b>COMPUTER OPERATOR III</b>	<b>24.80</b>
<b>COMPUTER OPERATOR IV</b>	<b>28.25</b>
<b>COMPUTER OPERATOR V</b>	<b>29.84</b>

<b>ATLANTA, GEORGIA</b>	
<b>ACCOUNTING CLERK I</b>	<b>18.30</b>
<b>ACCOUNTING CLERK II</b>	<b>20.67</b>
<b>ACCOUNTING CLERK III</b>	<b>22.33</b>
<b>ACCOUNTING CLERK IV</b>	<b>26.03</b>
<b>GENERAL CLERK II</b>	<b>17.22</b>
<b>GENERAL CLERK III</b>	<b>23.24</b>
<b>GENERAL CLERK IV</b>	<b>24.23</b>
<b>PERSONNEL ASSISTANT I</b>	<b>20.64</b>
<b>PERSONNEL ASSISTANT II</b>	<b>22.89</b>
<b>PERSONNEL ASSISTANT III</b>	<b>27.12</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>30.30</b>

SECRETARY I	21.54
SECRETARY II	25.10
SECRETARY III	28.53
SECRETARY IV	32.42
WORD PROCESSOR I	21.12
WORD PROCESSOR II	23.94
WORD PROCESSOR III	26.41
COMPUTER OPERATOR I	21.87
COMPUTER OPERATOR II	24.04
COMPUTER OPERATOR III	29.52
COMPUTER OPERATOR IV	32.28
COMPUTER OPERATOR V	38.99

<b>DALLAS, TEXAS</b>	
ACCOUNTING CLERK I	17.66
ACCOUNTING CLERK II	19.33
ACCOUNTING CLERK III	21.69
ACCOUNTING CLERK IV	24.94
GENERAL CLERK II	16.70
GENERAL CLERK III	19.32
GENERAL CLERK IV	21.42
PERSONNEL ASSISTANT I	17.84
PERSONNEL ASSISTANT II	20.74
PERSONNEL ASSISTANT III	24.05
PERSONNEL ASSISTANT IV	29.05
SECRETARY I	21.69
SECRETARY II	24.94
SECRETARY III	28.12
SECRETARY IV	30.87
WORD PROCESSOR I	19.33
WORD PROCESSOR II	21.80
WORD PROCESSOR III	24.94
COMPUTER OPERATOR I	20.73
COMPUTER OPERATOR II	24.19
COMPUTER OPERATOR III	29.26
COMPUTER OPERATOR IV	32.45
COMPUTER OPERATOR V	36.27

<b>FORT WORTH, TEXAS</b>	

ACCOUNTING CLERK I	17.66
ACCOUNTING CLERK II	19.33
ACCOUNTING CLERK III	21.69
ACCOUNTING CLERK IV	24.94
GENERAL CLERK II	16.57
GENERAL CLERK III	19.32
GENERAL CLERK IV	21.42
PERSONNEL ASSISTANT I	18.20
PERSONNEL ASSISTANT II	21.10
PERSONNEL ASSISTANT III	24.05
PERSONNEL ASSISTANT IV	29.20
SECRETARY I	21.69
SECRETARY II	24.94
SECRETARY III	28.12
SECRETARY IV	30.87
WORD PROCESSOR I	19.33
WORD PROCESSOR II	22.27
WORD PROCESSOR III	24.94
COMPUTER OPERATOR I	20.25
COMPUTER OPERATOR II	24.19
COMPUTER OPERATOR III	29.26
COMPUTER OPERATOR IV	32.45
COMPUTER OPERATOR V	36.27

<b>HOUSTON, TEXAS</b>	
ACCOUNTING CLERK I	19.64
ACCOUNTING CLERK II	19.80
ACCOUNTING CLERK III	22.57
ACCOUNTING CLERK IV	25.22
GENERAL CLERK II	16.47
GENERAL CLERK III	20.45
GENERAL CLERK IV	23.02
PERSONNEL ASSISTANT I	20.32
PERSONNEL ASSISTANT II	21.85
PERSONNEL ASSISTANT III	26.97
PERSONNEL ASSISTANT IV	28.62
SECRETARY I	22.70
SECRETARY II	26.23
SECRETARY III	28.37
SECRETARY IV	32.82
WORD PROCESSOR I	18.13
WORD PROCESSOR II	21.95

<b>WORD PROCESSOR III</b>	<b>26.64</b>
<b>COMPUTER OPERATOR I</b>	<b>19.61</b>
<b>COMPUTER OPERATOR II</b>	<b>23.14</b>
<b>COMPUTER OPERATOR III</b>	<b>25.87</b>
<b>COMPUTER OPERATOR IV</b>	<b>34.15</b>
<b>COMPUTER OPERATOR V</b>	<b>35.52</b>

<b>SAN ANTONIO, TEXAS</b>	
<b>ACCOUNTING CLERK I</b>	<b>14.90</b>
<b>ACCOUNTING CLERK II</b>	<b>16.96</b>
<b>ACCOUNTING CLERK III</b>	<b>19.10</b>
<b>ACCOUNTING CLERK IV</b>	<b>22.99</b>
<b>GENERAL CLERK II</b>	<b>15.66</b>
<b>GENERAL CLERK III</b>	<b>18.56</b>
<b>GENERAL CLERK IV</b>	<b>25.45</b>
<b>PERSONNEL ASSISTANT I</b>	<b>18.00</b>
<b>PERSONNEL ASSISTANT II</b>	<b>21.44</b>
<b>PERSONNEL ASSISTANT III</b>	<b>25.35</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>29.15</b>
<b>SECRETARY I</b>	<b>21.54</b>
<b>SECRETARY II</b>	<b>23.88</b>
<b>SECRETARY III</b>	<b>26.50</b>
<b>SECRETARY IV</b>	<b>31.76</b>
<b>WORD PROCESSOR I</b>	<b>19.16</b>
<b>WORD PROCESSOR II</b>	<b>20.10</b>
<b>WORD PROCESSOR III</b>	<b>24.07</b>
<b>COMPUTER OPERATOR I</b>	<b>18.13</b>
<b>COMPUTER OPERATOR II</b>	<b>20.74</b>
<b>COMPUTER OPERATOR III</b>	<b>27.95</b>
<b>COMPUTER OPERATOR IV</b>	<b>30.67</b>
<b>COMPUTER OPERATOR V</b>	<b>33.67</b>

<b>DENVER, COLORADO</b>	
<b>ACCOUNTING CLERK I</b>	<b>18.30</b>
<b>ACCOUNTING CLERK II</b>	<b>18.82</b>
<b>ACCOUNTING CLERK III</b>	<b>22.01</b>
<b>ACCOUNTING CLERK IV</b>	<b>24.50</b>
<b>GENERAL CLERK II</b>	<b>17.34</b>
<b>GENERAL CLERK III</b>	<b>17.65</b>

<b>GENERAL CLERK IV</b>	<b>21.63</b>
<b>PERSONNEL ASSISTANT I</b>	<b>20.33</b>
<b>PERSONNEL ASSISTANT II</b>	<b>23.01</b>
<b>PERSONNEL ASSISTANT III</b>	<b>26.48</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>28.50</b>
<b>SECRETARY I</b>	<b>21.64</b>
<b>SECRETARY II</b>	<b>22.59</b>
<b>SECRETARY III</b>	<b>25.09</b>
<b>SECRETARY IV</b>	<b>29.29</b>
<b>WORD PROCESSOR I</b>	<b>19.14</b>
<b>WORD PROCESSOR II</b>	<b>21.63</b>
<b>WORD PROCESSOR III</b>	<b>24.87</b>
<b>COMPUTER OPERATOR I</b>	<b>22.17</b>
<b>COMPUTER OPERATOR II</b>	<b>24.52</b>
<b>COMPUTER OPERATOR III</b>	<b>30.74</b>
<b>COMPUTER OPERATOR IV</b>	<b>33.78</b>
<b>COMPUTER OPERATOR V</b>	<b>37.10</b>

<b>BALTIMORE, MARYLAND</b>	
<b>ACCOUNTING CLERK I</b>	<b>17.43</b>
<b>ACCOUNTING CLERK II</b>	<b>19.64</b>
<b>ACCOUNTING CLERK III</b>	<b>21.09</b>
<b>ACCOUNTING CLERK IV</b>	<b>26.35</b>
<b>GENERAL CLERK II</b>	<b>19.13</b>
<b>GENERAL CLERK III</b>	<b>21.58</b>
<b>GENERAL CLERK IV</b>	<b>23.50</b>
<b>PERSONNEL ASSISTANT I</b>	<b>20.92</b>
<b>PERSONNEL ASSISTANT II</b>	<b>23.10</b>
<b>PERSONNEL ASSISTANT III</b>	<b>26.22</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>28.83</b>
<b>SECRETARY I</b>	<b>23.62</b>
<b>SECRETARY II</b>	<b>24.98</b>
<b>SECRETARY III</b>	<b>27.63</b>
<b>SECRETARY IV</b>	<b>29.95</b>
<b>WORD PROCESSOR I</b>	<b>20.15</b>
<b>WORD PROCESSOR II</b>	<b>23.66</b>
<b>WORD PROCESSOR III</b>	<b>25.89</b>
<b>COMPUTER OPERATOR I</b>	<b>22.46</b>
<b>COMPUTER OPERATOR II</b>	<b>25.38</b>
<b>COMPUTER OPERATOR III</b>	<b>30.22</b>

<b>COMPUTER OPERATOR IV</b>	<b>30.71</b>
<b>COMPUTER OPERATOR V</b>	<b>34.92</b>

<b>BOSTON, MASSACHUSETTS</b>	
<b>ACCOUNTING CLERK I</b>	<b>19.62</b>
<b>ACCOUNTING CLERK II</b>	<b>21.13</b>
<b>ACCOUNTING CLERK III</b>	<b>22.73</b>
<b>ACCOUNTING CLERK IV</b>	<b>27.13</b>
<b>GENERAL CLERK II</b>	<b>19.88</b>
<b>GENERAL CLERK III</b>	<b>22.95</b>
<b>GENERAL CLERK IV</b>	<b>24.84</b>
<b>PERSONNEL ASSISTANT I</b>	<b>21.03</b>
<b>PERSONNEL ASSISTANT II</b>	<b>23.26</b>
<b>PERSONNEL ASSISTANT III</b>	<b>25.10</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>29.21</b>
<b>SECRETARY I</b>	<b>23.79</b>
<b>SECRETARY II</b>	<b>24.75</b>
<b>SECRETARY III</b>	<b>27.18</b>
<b>SECRETARY IV</b>	<b>29.72</b>
<b>WORD PROCESSOR I</b>	<b>23.02</b>
<b>WORD PROCESSOR II</b>	<b>24.84</b>
<b>WORD PROCESSOR III</b>	<b>28.83</b>
<b>COMPUTER OPERATOR I</b>	<b>21.80</b>
<b>COMPUTER OPERATOR II</b>	<b>24.03</b>
<b>COMPUTER OPERATOR III</b>	<b>28.50</b>
<b>COMPUTER OPERATOR IV</b>	<b>35.08</b>
<b>COMPUTER OPERATOR V</b>	<b>38.92</b>

<b>CHICAGO, ILLINOIS</b>	
<b>ACCOUNTING CLERK I</b>	<b>18.55</b>
<b>ACCOUNTING CLERK II</b>	<b>21.80</b>
<b>ACCOUNTING CLERK III</b>	<b>23.66</b>
<b>ACCOUNTING CLERK IV</b>	<b>26.38</b>
<b>GENERAL CLERK II</b>	<b>18.78</b>
<b>GENERAL CLERK III</b>	<b>21.95</b>
<b>GENERAL CLERK IV</b>	<b>25.23</b>
<b>PERSONNEL ASSISTANT I</b>	<b>21.09</b>
<b>PERSONNEL ASSISTANT II</b>	<b>23.34</b>
<b>PERSONNEL ASSISTANT III</b>	<b>28.73</b>

<b>PERSONNEL ASSISTANT IV</b>	<b>31.30</b>
<b>SECRETARY I</b>	<b>22.91</b>
<b>SECRETARY II</b>	<b>25.94</b>
<b>SECRETARY III</b>	<b>27.67</b>
<b>SECRETARY IV</b>	<b>34.69</b>
<b>WORD PROCESSOR I</b>	<b>20.26</b>
<b>WORD PROCESSOR II</b>	<b>25.57</b>
<b>WORD PROCESSOR III</b>	<b>30.46</b>
<b>COMPUTER OPERATOR I</b>	<b>21.19</b>
<b>COMPUTER OPERATOR II</b>	<b>23.33</b>
<b>COMPUTER OPERATOR III</b>	<b>27.88</b>
<b>COMPUTER OPERATOR IV</b>	<b>31.28</b>
<b>COMPUTER OPERATOR V</b>	<b>34.31</b>

<b>PHILADELPHIA, PENNSYLVANIA</b>	
<b>ACCOUNTING CLERK I</b>	<b>18.45</b>
<b>ACCOUNTING CLERK II</b>	<b>20.03</b>
<b>ACCOUNTING CLERK III</b>	<b>23.37</b>
<b>ACCOUNTING CLERK IV</b>	<b>26.76</b>
<b>GENERAL CLERK II</b>	<b>19.24</b>
<b>GENERAL CLERK III</b>	<b>20.03</b>
<b>GENERAL CLERK IV</b>	<b>23.37</b>
<b>PERSONNEL ASSISTANT I</b>	<b>20.03</b>
<b>PERSONNEL ASSISTANT II</b>	<b>23.37</b>
<b>PERSONNEL ASSISTANT III</b>	<b>25.39</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>27.43</b>
<b>SECRETARY I</b>	<b>23.37</b>
<b>SECRETARY II</b>	<b>25.33</b>
<b>SECRETARY III</b>	<b>29.08</b>
<b>SECRETARY IV</b>	<b>30.42</b>
<b>WORD PROCESSOR I</b>	<b>20.60</b>
<b>WORD PROCESSOR II</b>	<b>22.66</b>
<b>WORD PROCESSOR III</b>	<b>25.04</b>
<b>COMPUTER OPERATOR I</b>	<b>22.47</b>
<b>COMPUTER OPERATOR II</b>	<b>26.26</b>
<b>COMPUTER OPERATOR III</b>	<b>33.70</b>
<b>COMPUTER OPERATOR IV</b>	<b>38.74</b>
<b>COMPUTER OPERATOR V</b>	<b>42.57</b>

<b>KANSAS CITY, KANSAS/MISSOURI</b>	
ACCOUNTING CLERK I	16.75
ACCOUNTING CLERK II	20.00
ACCOUNTING CLERK III	22.57
ACCOUNTING CLERK IV	26.47
GENERAL CLERK II	18.27
GENERAL CLERK III	20.73
GENERAL CLERK IV	23.95
PERSONNEL ASSISTANT I	21.09
PERSONNEL ASSISTANT II	23.62
PERSONNEL ASSISTANT III	25.91
PERSONNEL ASSISTANT IV	27.92
SECRETARY I	21.09
SECRETARY II	24.16
SECRETARY III	27.70
SECRETARY IV	32.32
WORD PROCESSOR I	19.07
WORD PROCESSOR II	22.64
WORD PROCESSOR III	23.46
COMPUTER OPERATOR I	21.35
COMPUTER OPERATOR II	22.70
COMPUTER OPERATOR III	27.63
COMPUTER OPERATOR IV	33.25
COMPUTER OPERATOR V	34.60

<b>ST LOUIS, MISSOURI</b>	
ACCOUNTING CLERK I	19.30
ACCOUNTING CLERK II	20.74
ACCOUNTING CLERK III	24.05
ACCOUNTING CLERK IV	29.98
GENERAL CLERK II	17.46
GENERAL CLERK III	19.48
GENERAL CLERK IV	23.39
PERSONNEL ASSISTANT I	19.71
PERSONNEL ASSISTANT II	21.77
PERSONNEL ASSISTANT III	25.33
PERSONNEL ASSISTANT IV	27.79
SECRETARY I	21.06
SECRETARY II	23.91
SECRETARY III	25.73

<b>SECRETARY IV</b>	<b>31.25</b>
<b>WORD PROCESSOR I</b>	<b>19.93</b>
<b>WORD PROCESSOR II</b>	<b>22.53</b>
<b>WORD PROCESSOR III</b>	<b>27.95</b>
<b>COMPUTER OPERATOR I</b>	<b>18.91</b>
<b>COMPUTER OPERATOR II</b>	<b>22.80</b>
<b>COMPUTER OPERATOR III</b>	<b>29.52</b>
<b>COMPUTER OPERATOR IV</b>	<b>32.99</b>
<b>COMPUTER OPERATOR V</b>	<b>35.65</b>

<b>DETROIT, MICHIGAN</b>	
<b>ACCOUNTING CLERK I</b>	<b>17.54</b>
<b>ACCOUNTING CLERK II</b>	<b>19.29</b>
<b>ACCOUNTING CLERK III</b>	<b>23.92</b>
<b>ACCOUNTING CLERK IV</b>	<b>29.75</b>
<b>GENERAL CLERK II</b>	<b>17.68</b>
<b>GENERAL CLERK III</b>	<b>22.25</b>
<b>GENERAL CLERK IV</b>	<b>22.59</b>
<b>PERSONNEL ASSISTANT I</b>	<b>22.48</b>
<b>PERSONNEL ASSISTANT II</b>	<b>24.90</b>
<b>PERSONNEL ASSISTANT III</b>	<b>28.54</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>31.49</b>
<b>SECRETARY I</b>	<b>24.48</b>
<b>SECRETARY II</b>	<b>26.32</b>
<b>SECRETARY III</b>	<b>29.15</b>
<b>SECRETARY IV</b>	<b>32.96</b>
<b>WORD PROCESSOR I</b>	<b>19.17</b>
<b>WORD PROCESSOR II</b>	<b>22.92</b>
<b>WORD PROCESSOR III</b>	<b>30.33</b>
<b>COMPUTER OPERATOR I</b>	<b>22.38</b>
<b>COMPUTER OPERATOR II</b>	<b>23.17</b>
<b>COMPUTER OPERATOR III</b>	<b>27.32</b>
<b>COMPUTER OPERATOR IV</b>	<b>31.58</b>
<b>COMPUTER OPERATOR V</b>	<b>34.68</b>

<b>DES MOINES, IOWA</b>	
<b>ACCOUNTING CLERK I</b>	<b>17.36</b>
<b>ACCOUNTING CLERK II</b>	<b>18.55</b>
<b>ACCOUNTING CLERK III</b>	<b>21.15</b>

<b>ACCOUNTING CLERK IV</b>	<b>24.61</b>
<b>GENERAL CLERK II</b>	<b>15.89</b>
<b>GENERAL CLERK III</b>	<b>17.11</b>
<b>GENERAL CLERK IV</b>	<b>18.82</b>
<b>PERSONNEL ASSISTANT I</b>	<b>17.37</b>
<b>PERSONNEL ASSISTANT II</b>	<b>19.14</b>
<b>PERSONNEL ASSISTANT III</b>	<b>21.08</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>26.15</b>
<b>SECRETARY I</b>	<b>19.90</b>
<b>SECRETARY II</b>	<b>21.90</b>
<b>SECRETARY III</b>	<b>27.22</b>
<b>SECRETARY IV</b>	<b>32.80</b>
<b>WORD PROCESSOR I</b>	<b>16.50</b>
<b>WORD PROCESSOR II</b>	<b>18.75</b>
<b>WORD PROCESSOR III</b>	<b>20.61</b>
<b>COMPUTER OPERATOR I</b>	<b>15.13</b>
<b>COMPUTER OPERATOR II</b>	<b>19.97</b>
<b>COMPUTER OPERATOR III</b>	<b>22.64</b>
<b>COMPUTER OPERATOR IV</b>	<b>26.67</b>
<b>COMPUTER OPERATOR V</b>	<b>27.06</b>

<b>OKLAHOMA CITY, OKLAHOMA</b>	
<b>ACCOUNTING CLERK I</b>	<b>17.09</b>
<b>ACCOUNTING CLERK II</b>	<b>18.50</b>
<b>ACCOUNTING CLERK III</b>	<b>22.88</b>
<b>ACCOUNTING CLERK IV</b>	<b>29.56</b>
<b>GENERAL CLERK II</b>	<b>17.34</b>
<b>GENERAL CLERK III</b>	<b>21.16</b>
<b>GENERAL CLERK IV</b>	<b>29.15</b>
<b>PERSONNEL ASSISTANT I</b>	<b>19.84</b>
<b>PERSONNEL ASSISTANT II</b>	<b>21.38</b>
<b>PERSONNEL ASSISTANT III</b>	<b>23.84</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>27.16</b>
<b>SECRETARY I</b>	<b>20.48</b>
<b>SECRETARY II</b>	<b>24.80</b>
<b>SECRETARY III</b>	<b>28.25</b>
<b>SECRETARY IV</b>	<b>31.39</b>
<b>WORD PROCESSOR I</b>	<b>14.86</b>
<b>WORD PROCESSOR II</b>	<b>17.20</b>
<b>WORD PROCESSOR III</b>	<b>18.42</b>

<b>COMPUTER OPERATOR I</b>	<b>17.41</b>
<b>COMPUTER OPERATOR II</b>	<b>20.74</b>
<b>COMPUTER OPERATOR III</b>	<b>26.79</b>
<b>COMPUTER OPERATOR IV</b>	<b>28.73</b>
<b>COMPUTER OPERATOR V</b>	<b>31.52</b>

<b>NEW YORK CITY, NEW YORK</b>	
<b>ACCOUNTING CLERK I</b>	<b>14.31</b>
<b>ACCOUNTING CLERK II</b>	<b>17.22</b>
<b>ACCOUNTING CLERK III</b>	<b>18.84</b>
<b>ACCOUNTING CLERK IV</b>	<b>20.27</b>
<b>GENERAL CLERK II</b>	<b>14.67</b>
<b>GENERAL CLERK III</b>	<b>17.71</b>
<b>GENERAL CLERK IV</b>	<b>19.04</b>
<b>PERSONNEL ASSISTANT I</b>	<b>15.53</b>
<b>PERSONNEL ASSISTANT II</b>	<b>17.61</b>
<b>PERSONNEL ASSISTANT III</b>	<b>19.56</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>20.94</b>
<b>SECRETARY I</b>	<b>18.70</b>
<b>SECRETARY II</b>	<b>21.74</b>
<b>SECRETARY III</b>	<b>22.48</b>
<b>SECRETARY IV</b>	<b>25.03</b>
<b>WORD PROCESSOR I</b>	<b>16.41</b>
<b>WORD PROCESSOR II</b>	<b>17.29</b>
<b>WORD PROCESSOR III</b>	<b>20.68</b>
<b>COMPUTER OPERATOR I</b>	<b>17.06</b>
<b>COMPUTER OPERATOR II</b>	<b>19.02</b>
<b>COMPUTER OPERATOR III</b>	<b>22.70</b>
<b>COMPUTER OPERATOR IV</b>	<b>27.81</b>
<b>COMPUTER OPERATOR V</b>	<b>28.16</b>

<b>NEW ORLEANS, LOUISIANA</b>	
<b>ACCOUNTING CLERK I</b>	<b>13.91</b>
<b>ACCOUNTING CLERK II</b>	<b>16.51</b>
<b>ACCOUNTING CLERK III</b>	<b>18.88</b>
<b>ACCOUNTING CLERK IV</b>	<b>22.19</b>
<b>GENERAL CLERK II</b>	<b>13.48</b>
<b>GENERAL CLERK III</b>	<b>16.88</b>

<b>GENERAL CLERK IV</b>	<b>19.67</b>
<b>PERSONNEL ASSISTANT I</b>	<b>13.13</b>
<b>PERSONNEL ASSISTANT II</b>	<b>15.13</b>
<b>PERSONNEL ASSISTANT III</b>	<b>19.59</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>20.20</b>
<b>SECRETARY I</b>	<b>18.55</b>
<b>SECRETARY II</b>	<b>20.86</b>
<b>SECRETARY III</b>	<b>24.46</b>
<b>SECRETARY IV</b>	<b>29.02</b>
<b>WORD PROCESSOR I</b>	<b>15.67</b>
<b>WORD PROCESSOR II</b>	<b>19.52</b>
<b>WORD PROCESSOR III</b>	<b>21.80</b>
<b>COMPUTER OPERATOR I</b>	<b>16.64</b>
<b>COMPUTER OPERATOR II</b>	<b>18.34</b>
<b>COMPUTER OPERATOR III</b>	<b>20.70</b>
<b>COMPUTER OPERATOR IV</b>	<b>22.64</b>
<b>COMPUTER OPERATOR V</b>	<b>24.78</b>

<b>LOUISVILLE, KENTUCKY</b>	
<b>ACCOUNTING CLERK I</b>	<b>16.86</b>
<b>ACCOUNTING CLERK II</b>	<b>18.58</b>
<b>ACCOUNTING CLERK III</b>	<b>22.64</b>
<b>ACCOUNTING CLERK IV</b>	<b>26.64</b>
<b>GENERAL CLERK II</b>	<b>17.53</b>
<b>GENERAL CLERK III</b>	<b>19.24</b>
<b>GENERAL CLERK IV</b>	<b>23.39</b>
<b>PERSONNEL ASSISTANT I</b>	<b>19.94</b>
<b>PERSONNEL ASSISTANT II</b>	<b>22.03</b>
<b>PERSONNEL ASSISTANT III</b>	<b>24.56</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>27.54</b>
<b>SECRETARY I</b>	<b>20.22</b>
<b>SECRETARY II</b>	<b>24.30</b>
<b>SECRETARY III</b>	<b>27.25</b>
<b>SECRETARY IV</b>	<b>32.39</b>
<b>WORD PROCESSOR I</b>	<b>17.95</b>
<b>WORD PROCESSOR II</b>	<b>20.29</b>
<b>WORD PROCESSOR III</b>	<b>22.27</b>
<b>COMPUTER OPERATOR I</b>	<b>17.56</b>
<b>COMPUTER OPERATOR II</b>	<b>22.38</b>
<b>COMPUTER OPERATOR III</b>	<b>28.14</b>

<b>COMPUTER OPERATOR IV</b>	<b>28.88</b>
<b>COMPUTER OPERATOR V</b>	<b>31.65</b>

<b>INDIANAPOLIS, INDIANA</b>	
<b>ACCOUNTING CLERK I</b>	<b>16.03</b>
<b>ACCOUNTING CLERK II</b>	<b>19.68</b>
<b>ACCOUNTING CLERK III</b>	<b>23.59</b>
<b>ACCOUNTING CLERK IV</b>	<b>28.36</b>
<b>GENERAL CLERK II</b>	<b>16.72</b>
<b>GENERAL CLERK III</b>	<b>18.95</b>
<b>GENERAL CLERK IV</b>	<b>23.88</b>
<b>PERSONNEL ASSISTANT I</b>	<b>17.85</b>
<b>PERSONNEL ASSISTANT II</b>	<b>19.90</b>
<b>PERSONNEL ASSISTANT III</b>	<b>21.66</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>24.00</b>
<b>SECRETARY I</b>	<b>20.90</b>
<b>SECRETARY II</b>	<b>22.76</b>
<b>SECRETARY III</b>	<b>25.25</b>
<b>SECRETARY IV</b>	<b>33.53</b>
<b>WORD PROCESSOR I</b>	<b>18.11</b>
<b>WORD PROCESSOR II</b>	<b>20.48</b>
<b>WORD PROCESSOR III</b>	<b>21.03</b>
<b>COMPUTER OPERATOR I</b>	<b>21.47</b>
<b>COMPUTER OPERATOR II</b>	<b>23.84</b>
<b>COMPUTER OPERATOR III</b>	<b>26.83</b>
<b>COMPUTER OPERATOR IV</b>	<b>32.12</b>
<b>COMPUTER OPERATOR V</b>	<b>37.28</b>

<b>SALT LAKE CITY, UTAH</b>	
<b>ACCOUNTING CLERK I</b>	<b>15.12</b>
<b>ACCOUNTING CLERK II</b>	<b>16.79</b>
<b>ACCOUNTING CLERK III</b>	<b>19.97</b>
<b>ACCOUNTING CLERK IV</b>	<b>22.94</b>
<b>GENERAL CLERK II</b>	<b>16.59</b>
<b>GENERAL CLERK III</b>	<b>17.40</b>
<b>GENERAL CLERK IV</b>	<b>20.33</b>
<b>PERSONNEL ASSISTANT I</b>	<b>18.61</b>
<b>PERSONNEL ASSISTANT II</b>	<b>20.20</b>
<b>PERSONNEL ASSISTANT III</b>	<b>21.08</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>23.08</b>

<b>SECRETARY I</b>	<b>19.04</b>
<b>SECRETARY II</b>	<b>21.05</b>
<b>SECRETARY III</b>	<b>23.60</b>
<b>SECRETARY IV</b>	<b>27.50</b>
<b>WORD PROCESSOR I</b>	<b>18.49</b>
<b>WORD PROCESSOR II</b>	<b>23.98</b>
<b>WORD PROCESSOR III</b>	<b>26.26</b>
<b>COMPUTER OPERATOR I</b>	<b>17.81</b>
<b>COMPUTER OPERATOR II</b>	<b>21.71</b>
<b>COMPUTER OPERATOR III</b>	<b>27.32</b>
<b>COMPUTER OPERATOR IV</b>	<b>29.50</b>
<b>COMPUTER OPERATOR V</b>	<b>32.37</b>

<b>SEATTLE, WASHINGTON</b>	
<b>ACCOUNTING CLERK I</b>	<b>18.71</b>
<b>ACCOUNTING CLERK II</b>	<b>20.63</b>
<b>ACCOUNTING CLERK III</b>	<b>23.50</b>
<b>ACCOUNTING CLERK IV</b>	<b>26.66</b>
<b>GENERAL CLERK II</b>	<b>17.11</b>
<b>GENERAL CLERK III</b>	<b>22.88</b>
<b>GENERAL CLERK IV</b>	<b>24.85</b>
<b>PERSONNEL ASSISTANT I</b>	<b>19.78</b>
<b>PERSONNEL ASSISTANT II</b>	<b>21.83</b>
<b>PERSONNEL ASSISTANT III</b>	<b>23.95</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>27.41</b>
<b>SECRETARY I</b>	<b>22.85</b>
<b>SECRETARY II</b>	<b>23.11</b>
<b>SECRETARY III</b>	<b>25.36</b>
<b>SECRETARY IV</b>	<b>31.70</b>
<b>WORD PROCESSOR I</b>	<b>20.97</b>
<b>WORD PROCESSOR II</b>	<b>24.49</b>
<b>WORD PROCESSOR III</b>	<b>30.10</b>
<b>COMPUTER OPERATOR I</b>	<b>22.78</b>
<b>COMPUTER OPERATOR II</b>	<b>24.26</b>
<b>COMPUTER OPERATOR III</b>	<b>28.57</b>
<b>COMPUTER OPERATOR IV</b>	<b>31.90</b>
<b>COMPUTER OPERATOR V</b>	<b>35.00</b>

<b>SEATTLE, WASHINGTON (94-2559)</b>	
ACCOUNTING CLERK I	18.36
ACCOUNTING CLERK II	20.64
ACCOUNTING CLERK III	23.50
ACCOUNTING CLERK IV	26.64
GENERAL CLERK II	17.11
GENERAL CLERK III	21.60
GENERAL CLERK IV	22.70
PERSONNEL ASSISTANT I	20.97
PERSONNEL ASSISTANT II	22.54
PERSONNEL ASSISTANT III	23.92
PERSONNEL ASSISTANT IV	27.41
SECRETARY I	22.85
SECRETARY II	23.11
SECRETARY III	25.36
SECRETARY IV	31.70
WORD PROCESSOR I	20.97
WORD PROCESSOR II	24.49
WORD PROCESSOR III	25.42
COMPUTER OPERATOR I	22.01
COMPUTER OPERATOR II	24.26
COMPUTER OPERATOR III	27.90
COMPUTER OPERATOR IV	31.99
COMPUTER OPERATOR V	35.11

<b>SEATTLE, WASHINGTON (94-2561)</b>	
ACCOUNTING CLERK I	19.16
ACCOUNTING CLERK II	20.64
ACCOUNTING CLERK III	23.50
ACCOUNTING CLERK IV	26.64
GENERAL CLERK II	17.11
GENERAL CLERK III	22.88
GENERAL CLERK IV	24.85
PERSONNEL ASSISTANT I	19.78
PERSONNEL ASSISTANT II	21.83
PERSONNEL ASSISTANT III	23.95
PERSONNEL ASSISTANT IV	27.41
SECRETARY I	22.85
SECRETARY II	23.11

SECRETARY III	25.36
SECRETARY IV	31.70
WORD PROCESSOR I	20.76
WORD PROCESSOR II	22.92
WORD PROCESSOR III	27.64
COMPUTER OPERATOR I	22.54
COMPUTER OPERATOR II	24.26
COMPUTER OPERATOR III	28.57
COMPUTER OPERATOR IV	31.90
COMPUTER OPERATOR V	35.00

<b>WASHINGTON, DC</b>	
ACCOUNTING CLERK I	17.76
ACCOUNTING CLERK II	20.26
ACCOUNTING CLERK III	23.40
ACCOUNTING CLERK IV	26.79
GENERAL CLERK II	22.94
GENERAL CLERK III	25.26
GENERAL CLERK IV	30.23
PERSONNEL ASSISTANT I	21.96
PERSONNEL ASSISTANT II	23.69
PERSONNEL ASSISTANT III	26.86
PERSONNEL ASSISTANT IV	31.48
SECRETARY I	24.37
SECRETARY II	25.30
SECRETARY III	29.87
SECRETARY IV	31.44
WORD PROCESSOR I	20.15
WORD PROCESSOR II	23.66
WORD PROCESSOR III	27.19
COMPUTER OPERATOR I	22.33
COMPUTER OPERATOR II	25.77
COMPUTER OPERATOR III	30.03
COMPUTER OPERATOR IV	30.52
COMPUTER OPERATOR V	36.33

<b>RALEIGH, NC</b>	
ACCOUNTING CLERK I	18.47
ACCOUNTING CLERK II	18.98

<b>ACCOUNTING CLERK III</b>	<b>21.29</b>
<b>ACCOUNTING CLERK IV</b>	<b>26.03</b>
<b>GENERAL CLERK II</b>	<b>15.44</b>
<b>GENERAL CLERK III</b>	<b>18.90</b>
<b>GENERAL CLERK IV</b>	<b>20.58</b>
<b>DATA ENTRY CLERK II</b>	<b>17.66</b>
<b>DATA ENTRY CLERK III</b>	<b>18.37</b>
<b>PERSONNEL ASSISTANT I</b>	<b>21.57</b>
<b>PERSONNEL ASSISTANT II</b>	<b>23.84</b>
<b>PERSONNEL ASSISTANT III</b>	<b>24.21</b>
<b>PERSONNEL ASSISTANT IV</b>	<b>24.85</b>
<b>SECRETARY I</b>	<b>22.79</b>
<b>SECRETARY II</b>	<b>23.15</b>
<b>SECRETARY III</b>	<b>23.75</b>
<b>SECRETARY IV</b>	<b>28.59</b>
<b>WORD PROCESSOR I</b>	<b>18.94</b>
<b>WORD PROCESSOR II</b>	<b>20.90</b>
<b>WORD PROCESSOR III</b>	<b>25.27</b>
<b>COMPUTER OPERATOR I</b>	<b>22.24</b>
<b>COMPUTER OPERATOR II</b>	<b>28.73</b>
<b>COMPUTER OPERATOR III</b>	<b>29.15</b>
<b>COMPUTER OPERATOR IV</b>	<b>33.31</b>
<b>COMPUTER OPERATOR V</b>	<b>36.19</b>