

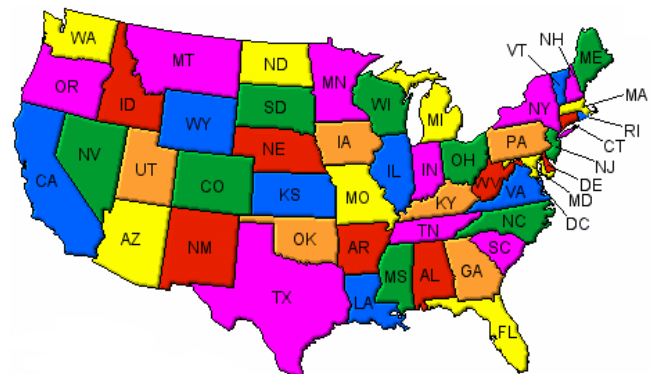


SCHEDULE 736, Temporary, Administrative & Professional Staffing Services



Contract Number: GS-07F-0244Y

Serving all CONUS locations



March 23, 2012

INTRODUCTION

Field of Expertise

Moten Tate Inc. (MTI) is a Human Resources Services Company offering clients services in the following business areas:

1. **Professional Staffing and Augmentation** in Information Technology Services, Engineering, Human Resources, Finance, Quality Assurance, and other administrative and professional disciplines on a permanent or contract basis.
2. **Executive Search Services**
3. **Human Resources Outsourcing** in any of the HR disciplines, and
4. **Project Management** in the IT, Engineering and HR business sectors through the provision of senior level consultants.

MTI has a solid history of success in providing temporary staffing services to both public and private sector organizations. We attribute this success to factors such as the expertise-level of our consultants and our unique client-centered business approach. We deploy only skilled professionals, which results in cost-savings to our clients by eliminating the need to train and develop consultants. After a project is complete, our consultants remain available to assist our clients on an as needed basis. Moten Tate Inc. is a trusted resource, here to meet the Government's Temporary, Administrative and Professional Staffing needs.

Company History

Moten Tate Inc. was established in 1997 by CEO and President, Kenneth Moten. Prior to founding the company, Mr. Moten enjoyed a 30 year career in Human Resources Management, 15 of which were spent at the Vice President level of 3 Fortune 200 Companies.

The company currently staffs professionals representing a variety of business sectors including administrative, financial, technical and human resource support. The government will benefit from Moten Tate Inc.'s ability to locate and deploy skilled professionals to meet your needs. Our 12 month employee turnover rate is less than 1% on projects.

Ordering Instructions

For ordering information, please contact:

Jacqueline Sinkfield, MS, SPHR
Director of Operations
Phone: 407 843 3277
Email: JSinkfield@motentate.com
Fax: 407 278 4039

Contractor Name: MOTEN TATE, INC.
Contract Number: GS-07F-0244Y

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

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

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

Contract No. GS-07F-0244Y

CONTRACT PERIOD: February 6, 2012 through February 5, 2017
For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempservices>.

CONTRACTOR: MOTEN TATE, INC
390 North Orange Avenue, STE 1890
Orlando, FL 32801-1681
Phone number: (407) 843-3277
E-Mail: jsinkfield@motentate.com
Web Site: <http://www.motentate.com>

CONTRACTOR'S ADMINISTRATION SOURCE: Jacqueline Sinkfield

BUSINESS SIZE: Small Business

CUSTOMER INFORMATION:

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

SIN# DESCRIPTION

736-1 Administrative Support and Clerical Occupations

736-2 Automatic Data Processing Occupations

736-5 Technical and Professional Occupations

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 hourly rates shown are firm-fixed-price. See the following price list

for hourly rates for our preponderance of work location and labor categories. See the Job Descriptions provided after the pricing information.

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

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

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

4. GEOGRAPHIC COVERAGE:

Any location listed in the SCA Wage Index Matrix.

For Labor Category(ies) subject to The Service Contract Act (SCA) only (736-1 and 736-5): Washington, DC, Wage Determination No. 2005-2103, Revision 11 dated 6/13/2011.

MOTEN TATE, INC may perform work at any of the locations listed in the SCA Wage Index Matrix. Service in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, will have the prices for that Task Order discounted accordingly.

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

6. DISCOUNT FROM LIST PRICES: N/A

7. QUANTITY DISCOUNT(S): 0%

8. PROMPT PAYMENT TERMS: Net 30.

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

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

10. FOREIGN ITEMS: None

11.a. TIME OF DELIVERY: N/A

11.b. EXPEDITED DELIVERY: N/A

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

11.d. URGENT 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.

12. FOB POINT: N/A

13.a. ORDERING ADDRESS: Same as contractor address. Customer should contact contractor for additional addresses.

13.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.

14. PAYMENT ADDRESS: Same as contractor address.

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

16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (any thresholds above the micro-purchase level): None.

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

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

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (if applicable): N/A

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

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

Standard Form 1449, Contract for Commercial Items (Cont'd) Page 1G

MOTEN TATE, INC.

CONTRACT NUMBER GS-07F-0244Y

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

23. PREVENTIVE MAINTENANCE (if applicable): N/A

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

24.b. Section 508 Compliance for EIT: N/A

25. DUNS NUMBER: 110323115

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor has an Active Registration in the CCR database.



PRICELIST 11-01-2011

Skill Category	Total Hourly GSA Bill Rate
736-1	
Accounting Clerk I	\$25.12
Secretary 1	\$29.33
Personnel Assistant I	\$29.46
Secretary II	\$30.42
736-5	
Technical Writer	\$33.68
Engineering Technician I	\$36.17
Engineering Technician II	\$40.10
Engineering Technician III	\$44.43
Engineering Technician IV	\$54.08
Engineering Technician V	\$78.18
736-2	
Database Administrator	49.72013
Sr. Database Administrator	65.58321
Data Specialist	40.24963
Configuration Data Manager	51.85099
Sr. Configuration Data Manager	54.45538
Helpdesk Tech I	27.46445
Helpdesk Tech II	33.14675
Helpdesk Tech III	34.0938
Product Engineer Advanced	45.69516
Graphic Artist	44.27459
Program Manager	148.1376
Project Manager	85.2345
Project Engineer	68.1876
Systems Engineer	61.79501
Sr. Systems Engineer	79.5522

Security Specialist	57.29653
Software Programmer	56.823
Systems Analyst	49.48336
Sr. Systems Analyst	53.08215
Subject Matter Experts	156.2633
Sr. Subject Matter Expert	175.2043

LABOR CATEGORIES

SIN 736-1

Job Title: Administrative Assistant

Minimum/General Experience: Training in administrative/clerical area with one (1) year experience in supplying administrative/clerical support to technical teams and technical managers. Other skills: PC applications (MS Word, Excel, PowerPoint and the Internet); verbal and written communication to analyze, interpret, and address customer needs; understands customer needs and providing quality customer service; planning, organizing, and managing time across multiple tasks and customer needs; able to work independently in a fast-paced team environment.

Functional Responsibility: Assists managers with correspondence, files, schedules, presentation graphics and supports the development of contract deliverables and reports. Screens and directs telephone calls and visitors. Answers and resolves routine and complex inquiries. May assist in budget preparation and control of records, statistics and reports regarding operations, personnel changes, etc. Serve as a liaison with others inside and outside of the company regarding administrative issues. Interfaces with all departments to obtain information. Prepares correspondence, reports, and/or forms. Copies and faxes documents. Prepares expense reports, meeting materials and moderately complex presentations. Coordinates meeting arrangements to include catering. Schedules and maintains calendar of appointments, meetings and travel itineraries. Maintains files, sorts and mails documents. Manages large copy and fax requests.

Minimum Education: : Associates degree preferred, Administrative Support Certificate, or an additional 2 years professional experience.

SIN 736-2

Database Administrator

Minimum/General Experience: Two (2) years experience in database administration, including experience in implementing database security rules and procedures necessary to control create, read, update and delete access, and distribution methods for data. Experienced in the processes for the physical dissemination of the data/information, including establishing data access facilities and database user support services. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Functional Responsibility: Provides highly technical expertise in the use of data base management systems (DBMS). Reviews, evaluates, designs, implements and maintains company database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions including stored procedures. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Control and maintain backup and recover procedures. Performs a variety of tasks and typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Information Systems or related discipline or an additional 4 years professional experience in a technical discipline.

Data Specialist

Minimum/General Experience: Two (2) years experience in technical data collection or data analysis. Experience in evaluating and comparing a design against requirements, to include analyzing a design to ensure that it meets design and functional requirements. Possesses good interactive people skills and is self-motivated to work independently or with others within the company to accomplish assigned tasks.

Functional Responsibility: Gather, maintain and process customer and system data into the computer under established procedures. Identifies and resolves data discrepancies. Reconcile customer and department information. Assist in preparing worksheets and generating reports. Enters data through an electronic keyboard to process a variety of business and statistical source data. Under direct supervision, follows standard procedures and has some level of independent judgment in working with standard input documents.

Minimum Education: Degree preferred or an additional 4 years professional experience. Should possess intermediate computer processing skills.

Configuration/Data Manager

Minimum/General Experience: Two (2) years experience in technical data collection, data analysis, or configuration management. Experience in evaluating and comparing a design against requirements, to include analyzing a design to ensure that it meets design and functional requirements. Possesses good interactive people skills and be self-motivation to work independently and with others within the company to accomplish assigned tasks.

Functional Responsibility: Develops configuration baseline control processes. Coordinates, automates and maintains all aspects of Software Configuration Management (SCM) activities for multiple software development projects. Provide configuration control and migration of software versions throughout the project life-cycle, originating with source code control and extending through integration, formal testing, production, fielding and maintenance. Provides configuration management of enterprise-wide systems utilizing automated tools.

Minimum Education: Bachelor's Degree in a related discipline or an additional 4 years professional experience.

Senior Configuration Manager

Minimum/General Experience: Working knowledge of automated tracking tools, 1 year experience with Associate's degree in business management or data management related field or professional certification within the field, or working knowledge of automated tracking tools, 3 years experience in the areas of technical/management data collection, data base management, data analysis, configuration management, deliverable tracking, schedule and financial data monitoring, and high school education.

Functional Responsibility: Supervises and controls all program configuration management activities, maintains configuration management data, establishes and operates IT software library, controls all IT software releases, evaluates IT hardware/software and proposed changes to ensure that they meet all performance, quality, and contract requirement.

Minimum Education: Associates Degree in Business Management, Data Management or related discipline. An additional 2 years of experience in a related technical discipline may be substituted for a degree.

SIN 736-5

Job Title: Technical Writer

Minimum/General Experience: Working knowledge of editing and writing skills. Experienced user of word processing, spreadsheet, and graphic presentation programs. Three (3) years experience in the layout, development, and production of technical documentation, specifications and manuals related to electrical engineering, computers, or information management.

Functional Responsibility: Develops, edits, and produces technical and graphic documentation for task order deliverables. Incorporates information from users, technical personnel, and management personnel. Assists in requirements analysis and preliminary system design activities through participation in user interviews.

Minimum Education: BA or BS in English, Journalism, Communication, Engineering, Physics, Computer Science, Operations Research or related discipline. An additional 3 years of experience in a related discipline may be substituted for a degree.

Job Title: ENGINEERING TECHNICIAN I

1 year of full-time study after high school

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

Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.

Job Title: ENGINEERING TECHNICIAN III

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:

Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.

Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.

Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.

Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.

Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

Job Title: ENGINEERING TECHNICIAN IV

Performs nonroutine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:

Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.

Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.

Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

Job Title: ENGINEERING TECHNICIAN V

Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as:

Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.

From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

ENGINEERING TECHNICIAN VI

Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:

Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).

Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.

Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.

Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment

ENVIRONMENTAL TECHNICIAN Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semi processed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample

for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

INSTRUCTOR Teaches courses in one or more subjects in commercial, governmental, industrial or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling materials to be presented. Instructs students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Selects or develops teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films, film strips, and training handbooks. Supervises practical work carried out by students, and assists them at points of difficulty. Tests students to evaluate their learning progress and to evaluate effectiveness of instruction. Compiles assessment report regarding each student. May arrange visits to or periods of employment in real-work situations to reinforce instruction.

LABORATORY TECHNICIAN (Laboratory Tester) Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. Sets up and adjusts laboratory apparatus and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. Performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Tests raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness. Tests dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscosimeter, torsion balance scale, and pH meter. Tests solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications. Tests materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust. Tests samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductibility, and other specifications. Examines materials, using microscope. Records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts. Cleans and sterilizes laboratory apparatus. May prepare chemical solutions according to standard formulae. May add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

TECHNICAL WRITER Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other

data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures

PARALEGAL/LEGAL ASSISTANT (Occupational Base) Performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams.

The paralegal analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings; conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school, and may have been gained from formalized, professionally instructed agency or educational institution training or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's substantive programs.

Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.

Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Job Title: ENGINEERING TECHNICIAN II

1 year of full-time study after high school

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:

Following specific instructions, assembles or constructs simple or standard equipment or parts; may

service or repair simple instruments or equipment.

Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.

Extracts engineering data from various prescribed but nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.