

# **CMW and Associates Corporation**

**Temporary Administrative and Professional Staffing (TAPS)**  
GSA Schedule 736

**General Services Administration**  
**Authorized Federal Supply Schedule Catalog/Price List**  
**FSC Group: 736**

**Contract No.:** GS-07F-0263N  
**Period Covered:** Oct 31, 2002 – Jan 30, 2013  
**GSA Federal Supply Schedule 736**

## **SPECIAL ITEM NUMBERS (SIN):**

**SIN 736 1 – Administrative Support and Clerical Occupations**  
**SIN 736 2 – Automatic Data Processing Occupations**  
**SIN 736 3– General Services and Support**  
**SIN 736 4– Information and Arts Occupations, including Miscellaneous Occupations**  
**SIN 736 5– Technical and Professional Occupations**

## **CMW and Associates Corporation** **(DBA: CMW & Associates)**

122 West Pine Street  
Springfield, IL 62704  
Phone: (217) 522-0452  
Fax: (217) 241-5974  
[www.cmwassoc.com](http://www.cmwassoc.com)

**Contact:** Charlene Turczyn, President  
Phone: (217) 522-0452  
(cell) (217) 494-7707  
Email: [c.turczyn@cmwassoc.com](mailto:c.turczyn@cmwassoc.com)

Woman-owned, 8(a), Small Disadvantaged Business

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>  
**SCHEDULE TITLE:** Federal Supply Schedule 736 – Temporary, Administrative and Professional Staffing (TAPS) Services

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## CMW and Associates Corporation

CMW and Associates is a woman-owned, 8(a), Small Disadvantaged Business (SDB) with solid experience in technical, professional, and administrative recruiting and staffing in information technology, data processing occupations, computer systems operators, programmers, analysts, help desk technicians, web support, training specialists, electrical engineers, mechanical engineers, environmental engineers, hazardous waste managers, chemists, and remediation specialists, and financial professionals and accountants within government agencies. The cornerstone of our success is our commitment to excellence in our customer service, technical support, and contract management and compliance, forming long-term support of our customer's missions and needs.

### Disaster Recovery

Section 833 of the John Warner National Defense Authorization Act for fiscal year 2007 (Public Law 109-364) amended 40 U.S.C. 502 to authorize the Administrator of General Services to provide for the use of Federal Supply Schedules by state and local governments for the purchase of products and services to be used in advance of a major disaster declared by the president, as well as in the aftermath of an emergency event (such as major disasters, terrorism, or nuclear, biological, chemical, or radiological attacks) to facilitate recovery.

SINS 736 2 AND 736 5 include Recovery Purchasing:

State and local government entities are responsible for ensuring that the products or services purchased are to be used to facilitate recovery.

## GSA Contract Information

- 1. Geographic Scope of Contract:** The Geographic Scope of Contract is nationwide for Professional Positions. Nationwide Non-Professional Positions which also include: St Louis, MO – St Louis County; Providence, RI-Providence County; Philadelphia, PA – Philadelphia County; Oklahoma City, OK – Oklahoma County; Oakland, CA – Alameda County; Norfolk, VA – Norfolk County; Indianapolis, IN – Marion County; Dayton, OH – Montgomery County; Columbia, SC – Richland County; Columbus, OH – Franklin County; Cheyenne, WY – statewide; Bremerton, WA – Kitsap County; Birmingham, AL – Jefferson County; Chicago, IL – Cook County; Atlanta, GA – Fulton County; District of Columbia – statewide; Alaska – statewide (additional geographic locations will be added as required)  
Delivery times will be determined at the time of Task Order award.

- 2. Contractor's Ordering and Payment Address:**

**CMW and Associates Corporation**  
**122 West Pine Street**  
**Springfield, IL 62704**

Contractors are required to accept credit cards for payments equal to or less than the micro purchase threshold for oral or written delivery orders. ***Credit cards will be acceptable for payment above the micro-purchase threshold.*** In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: 1-800-618-8706.

- 3. Liability for Injury or Damage:** The Contractor will not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

# CMW and Associates Corporation

## Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

### Statistical Data for Government Ordering Office Completion of Standard Form 279:

**Block 9:** G. Order/Modification under Federal Schedule

**Block 16:** Data Universal Numbering System (DUNS) Number: **008279122**

**Block 30:** Type of Contractor – Small Disadvantaged Business

**Block 31:** Woman-Owned Small Business – Yes

**Block 36:** Contractor's Taxpayer Identification Number (TIN): **36 4045354**

4. **FOB:** Destination – CONUS

5. **Discounts:**

- a. **Prompt Payment:** Net 30 Days
- b. **Quantity Discounts:** 0
- c. **Dollar Volume:** None
- d. **Government Educational Institutions:** None
- e. **Use of Government Credit Card:** None
- f. **Other:** None

6. **Minimum Order Quantity:** \$100

7. **Maximum Order Limitation:** \$100,000 per SIN

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

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

## Price List

Professional Positions – Nationwide

GS-07F-0263N

<b>Skill Category/Position</b>	<b>GSA Price</b>
Accountant (I)	\$36.87
Accountant, Sr (IV)	\$61.07
Attorney (III)	\$116.66
Automation Medical Records/Document Security Admin III	\$35.48
Budget Data Entry/Budget Analyst I	\$38.36
Building Technician/Property Manager	\$67.42
Concierge/Meeting Event Director	\$71.70
Contract Administrator/Contracts Admin II	\$46.33
Data Analyst/Client/Server Programmer I	\$49.32
Defense Travel Systems Training/ Training Specialist II	\$42.29
Electrical Engineer/Electrical Engineering Tech II	\$43.33
Electrical Engineer, Sr./Electrical Engineering Tech III	\$51.71
Environmental Engineer (III)	\$67.54
Environmental Engineer, Sr (V)	\$94.40
FAC Coordinator/ PR Specialist II	\$43.44
FAC Specialist/ PR Specialist I	\$34.33
Financial Analyst 1	\$42.43
Financial Analyst 2	\$52.75
Financial Analyst 3	\$64.16
Financial Analyst 4	\$73.86
Help Desk Specialist	\$45.62
Help Desk Specialist, Jr	\$38.99
Jr. Systems Analyst/Application Systems Analyst I	\$47.47
Logistics & Supply Admin/Inventory Control Analyst Sr	\$38.05
Logistics Services/Inventory Control Manager	\$63.67
Materials Control Manager	\$59.93
Mechanical Engineer/Mechanical Engineering Tech III	\$58.32
Officer Development/Training Analyst	\$55.40

# **CMW and Associates Corporation**

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

GSA Schedule 736

Professional Positions – Nationwide

GS-07F-0263N

<b>Skill Category/Position</b>	<b>GSA Price</b>
<b>PC Support Tech/Lan Wan Integrator</b>	<b>\$72.99</b>
<b>Program Manager</b>	<b>\$113.97</b>
<b>Project Manager</b>	<b>\$86.94</b>
<b>Property Manager (or Assistant)</b>	<b>\$67.42</b>
<b>Senior Systems Analyst/Application Systems Analyst V</b>	<b>\$79.18</b>
<b>Systems Analyst/Application Systems Analyst III</b>	<b>\$69.29</b>
<b>Underwriter</b>	<b>\$58.40</b>
<b>Weapons Integration/Business Systems Analyst II</b>	<b>\$51.78</b>
<b>Webmaster</b>	<b>\$58.82</b>

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

**Non-Professional Positions**

**GS-07F-0263N**

**ALASKA - STATEWIDE**

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Clerk I	\$29.59
	Accounting Clerk II	\$35.04
	Accounting Clerk III	\$38.55
	Administrative Assistant	\$41.25
	Data Entry Operator I	\$27.46
	Data Entry Operator II	\$33.42
	Document Preparation Clerk	\$30.57
	Personnel Assistant (Employment) I	\$36.11
	Receptionist	\$27.56
	Word Processor I	\$31.23
	Word Processor II	\$34.59
	Word Processor III	\$37.04
736 2		
	Personal Computer Support Tech	\$47.93
736 4		
	Child Care Attendant	\$25.75
	Driver Courier	\$34.51
736 5		
	Environmental Technician	\$38.33
	Paralegal/Legal Assistant I	\$41.30

Wage Determination No. 2005-2017; Revision No. 9; dated 06/16/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

**Non-Professional Positions**

**GS-07F-0263N**

**Atlanta, GA – Fulton County**

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$26.86
	Jr Accounting Tech/Accounting Clerk II	\$28.89
	Sr Accounting Tech/Accounting Clerk III	\$31.67
	Administrative Assistant	\$45.05
	Data Entry Operator I	\$28.00
	Data Entry Operator II	\$31.05
	Document Clerk/Document Preparation Clerk	\$25.87
	Human Resource Asst/Personnel Assistant (Employment) I	\$30.23
	Receptionist	\$28.82
	Data Entry/Word Processor I	\$25.88
	Clerk I/Word Processor I	\$25.88
	Clerk II/Word Processor II	\$28.94
	Clerk III/Word Processor III	\$32.41
	Clerk IV/Word Processor III	\$32.41
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$42.67
736 4		
	Family & Child Coordinator/Child Care Attendant	\$20.75
	Mail Room Clerk/Driver Courier	\$26.79
736 5		
	Environmental Technician	\$42.61
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$36.06
	Underwriter/Paralegal/Legal Assistant IV	\$56.23

Wage Determination No. 2005-2133; Revision No. 5; dated 06/17/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions GS-07F-0263N Birmingham, AL – Jefferson County

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$26.59
	Jr Accounting Tech/Accounting Clerk II	\$38.16
	Sr Accounting Tech/Accounting Clerk III	\$38.88
	Administrative Assistant	\$38.87
	Data Entry Operator I	\$26.41
	Data Entry Operator II	\$29.59
	Document Clerk/Document Preparation Clerk	\$25.75
	Human Resource Asst/Personnel Assistant (Employment) I	\$33.61
	Receptionist	\$25.75
	Data Entry/Word Processor I	\$26.87
	Clerk I/Word Processor I	\$26.87
	Clerk II/Word Processor II	\$28.26
	Clerk III/Word Processor III	\$33.27
	Clerk IV/Word Processor III	\$33.27
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$41.41
736 4		
	Family & Child Coordinator/Child Care Attendant	\$21.21
	Mail Room Clerk/Driver Courier	\$25.15
736 5		
	Environmental Technician	\$42.24
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$36.30

Wage Determination No. 2005-2003; Revision No. 6; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions GS-07F-0263N Bremerton, WA – Kitsap County

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$28.01
	Jr Accounting Tech/Accounting Clerk II	\$31.81
	Sr Accounting Tech/Accounting Clerk III	\$34.96
	Administrative Assistant	\$42.14
	Data Entry Operator I	\$27.81
	Data Entry Operator II	\$30.21
	Document Clerk/Document Preparation Clerk	\$26.92
	Human Resource Asst/Personnel Assistant (Employment) I	\$31.37
	Receptionist	\$29.01
	Data Entry/Word Processor I	\$28.10
	Clerk I/Word Processor I	\$28.10
	Clerk II/Word Processor II	\$30.98
	Clerk III/Word Processor III	\$33.94
	Clerk IV/Word Processor III	\$33.94
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$41.16
736 4		
	Family & Child Coordinator/Child Care Attendant	\$23.63
	Mail Room Clerk/Driver Courier	\$28.42
736 5		
	Environmental Technician	\$49.64
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$34.76

Wage Determination No. 2005-2559; Revision No. 7; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions

**GS-07F-0263N**

**Chicago, IL- Cook County**

SIN	Skill Category/Position	GSA Price
<b>736 1</b>		
	<b>Accounting Tech/Accounting Clerk I</b>	<b>\$30.58</b>
	<b>Jr Accounting Tech/Accounting Clerk II</b>	<b>\$34.36</b>
	<b>Sr Accounting Tech/Accounting Clerk III</b>	<b>\$36.75</b>
	<b>Administrative Assistant</b>	<b>\$47.04</b>
	<b>Data Entry Operator I</b>	<b>\$27.59</b>
	<b>Data Entry Operator II</b>	<b>\$31.03</b>
	<b>Document Clerk/Document Preparation Clerk</b>	<b>\$26.71</b>
	<b>Human Resource Asst/Personnel Assistant (Employment) I</b>	<b>\$32.93</b>
	<b>Receptionist</b>	<b>\$26.71</b>
	<b>Data Entry/Word Processor I</b>	<b>\$27.02</b>
	<b>Clerk I/Word Processor I</b>	<b>\$27.02</b>
	<b>Clerk II/Word Processor II</b>	<b>\$32.38</b>
	<b>Clerk III/Word Processor III</b>	<b>\$36.29</b>
	<b>Clerk IV/Word Processor III</b>	<b>\$36.29</b>
<b>736 2</b>		
	<b>Jr Help Desk Spec/ Personal Computer Support Tech</b>	<b>\$45.14</b>
<b>736 4</b>		
	<b>Family &amp; Child Coordinator/Child Care Attendant</b>	<b>\$23.05</b>
	<b>Mail Room Clerk/Driver Courier</b>	<b>\$36.69</b>
<b>736 5</b>		
	<b>Environmental Technician</b>	<b>\$38.34</b>
	<b>Contract Administrator (Clerical)/Paralegal/Legal Assistant I</b>	<b>\$36.83</b>

Wage Determination No. 2005-2167; Revision No. 6; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions GS-07F-0263N Cheyenne, WY - STATEWIDE

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$25.26
	Jr Accounting Tech/Accounting Clerk II	\$29.72
	Sr Accounting Tech/Accounting Clerk III	\$30.40
	Administrative Assistant	\$31.56
	Data Entry Operator I	\$21.38
	Data Entry Operator II	\$22.87
	Document Clerk/Document Preparation Clerk	\$23.05
	Human Resource Asst/Personnel Assistant (Employment) I	\$26.34
	Receptionist	\$21.63
	Data Entry/Word Processor I	\$22.36
	Clerk I/Word Processor I	\$22.36
	Clerk II/Word Processor II	\$25.29
	Clerk III/Word Processor III	\$27.65
	Clerk IV/Word Processor III	\$27.65
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$40.37
736 4		
	Family & Child Coordinator/Child Care Attendant	\$18.98
	Mail Room Clerk/Driver Courier	\$26.41
736 5		
	Environmental Technician	\$31.35
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$28.90

Wage Determination No. 2005-2587; Revision No. 4; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions GS-07F-0263N Columbus, OH – Franklin County

SIN	Skill Category/Position	GSA Price
<b>736 1</b>		
	<b>Accounting Tech/Accounting Clerk I</b>	<b>\$27.50</b>
	<b>Jr Accounting Tech/Accounting Clerk II</b>	<b>\$30.20</b>
	<b>Sr Accounting Tech/Accounting Clerk III</b>	<b>\$34.60</b>
	<b>Administrative Assistant</b>	<b>\$41.71</b>
	<b>Data Entry Operator I</b>	<b>\$24.70</b>
	<b>Data Entry Operator II</b>	<b>\$27.66</b>
	<b>Document Clerk/Document Preparation Clerk</b>	<b>\$25.88</b>
	<b>Human Resource Asst/Personnel Assistant (Employment) I</b>	<b>\$32.46</b>
	<b>Receptionist</b>	<b>\$24.94</b>
	<b>Data Entry/Word Processor I</b>	<b>\$25.95</b>
	<b>Clerk I/Word Processor I</b>	<b>\$25.95</b>
	<b>Clerk II/Word Processor II</b>	<b>\$29.24</b>
	<b>Clerk III/Word Processor III</b>	<b>\$32.05</b>
	<b>Clerk IV/Word Processor III</b>	<b>\$32.05</b>
<b>736 2</b>		
	<b>Jr Help Desk Spec/ Personal Computer Support Tech</b>	<b>\$43.19</b>
<b>736 4</b>		
	<b>Family &amp; Child Coordinator/Child Care Attendant</b>	<b>\$22.96</b>
	<b>Mail Room Clerk/Driver Courier</b>	<b>\$33.20</b>
<b>736 5</b>		
	<b>Environmental Technician</b>	<b>\$35.91</b>
	<b>Contract Administrator (Clerical)/Paralegal/Legal Assistant I</b>	<b>\$31.46</b>

Wage Determination No. 2005-2417; Revision No. 7; dated 09/02/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions GS-07F-0263N Columbia, SC – Richland County

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$24.51
	Jr Accounting Tech/Accounting Clerk II	\$27.50
	Sr Accounting Tech/Accounting Clerk III	\$30.11
	Administrative Assistant	\$36.58
	Data Entry Operator I	\$22.73
	Data Entry Operator II	\$23.84
	Document Clerk/Document Preparation Clerk	\$23.05
	Human Resource Asst/Personnel Assistant (Employment) I	\$26.09
	Receptionist	\$23.16
	Data Entry/Word Processor I	\$24.00
	Clerk I/Word Processor I	\$24.00
	Clerk II/Word Processor II	\$26.28
	Clerk III/Word Processor III	\$28.78
	Clerk IV/Word Processor III	\$28.78
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$46.39
736 4		
	Family & Child Coordinator/Child Care Attendant	\$20.52
	Mail Room Clerk/Driver Courier	\$26.92
736 5		
	Environmental Technician	\$39.81
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$31.62

Wage Determination No. 2005-2475; Revision No. 6; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions

**GS-07F-0263N**

**Dayton, OH – Montgomery County**

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$25.69
	Jr Accounting Tech/Accounting Clerk II	\$28.15
	Sr Accounting Tech/Accounting Clerk III	\$31.20
	Administrative Assistant	\$40.05
	Data Entry Operator I	\$22.89
	Data Entry Operator II	\$24.48
	Document Clerk/Document Preparation Clerk	\$26.29
	Human Resource Asst/Personnel Assistant (Employment) I	\$29.26
	Receptionist	\$23.22
	Data Entry/Word Processor I	\$26.59
	Clerk I/Word Processor I	\$26.59
	Clerk II/Word Processor II	\$29.18
	Clerk III/Word Processor III	\$32.15
	Clerk IV/Word Processor III	\$32.15
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$42.81
736 4		
	Family & Child Coordinator/Child Care Attendant	\$21.79
	Mail Room Clerk/Driver Courier	\$31.43
736 5		
	Environmental Technician	\$37.57
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$35.52

Wage Determination No. 2005-2419; Revision No. 6; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions GS-07F-0263N District of Columbia - STATEWIDE

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Clerk I	\$28.36
	Accounting Clerk II	\$31.17
	Accounting Clerk III	\$38.54
	Administrative Assistant	\$47.86
	Data Entry Operator I	\$26.74
	Data Entry Operator II	\$28.70
	Document Preparation Clerk	\$27.68
	Personnel Assistant (Employment) I	\$33.04
	Receptionist	\$31.81
	Word Processor I	\$27.88
	Word Processor II	\$31.81
	Word Processor III	\$37.20
736 2		
	Personal Computer Support Tech	\$45.70
736 4		
	Child Care Attendant	\$24.38
	Driver Courier	\$26.15
736 5		
	Environmental Technician	\$43.84
	Paralegal/Legal Assistant I	\$39.26
	Paralegal/Legal Assistant I	\$47.43
	Paralegal/Legal Assistant I	\$56.77
	Paralegal/Legal Assistant I	\$67.56

Wage Determination No. 2005-2017; Revision No. 6; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions

**GS-07F-0263N**

**Indianapolis, IN - Marion County**

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$27.69
	Jr Accounting Tech/Accounting Clerk II	\$30.62
	Sr Accounting Tech/Accounting Clerk III	\$33.92
	Administrative Assistant	\$39.74
	Data Entry Operator I	\$24.98
	Data Entry Operator II	\$27.46
	Document Clerk/Document Preparation Clerk	\$27.13
	Human Resource Asst/Personnel Assistant (Employment) I	\$27.95
	Receptionist	\$26.56
	Data Entry/Word Processor I	\$25.73
	Clerk I/Word Processor I	\$25.73
	Clerk II/Word Processor II	\$27.87
	Clerk III/Word Processor III	\$29.83
	Clerk IV/Word Processor III	\$29.83
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$45.49
736 4		
	Family & Child Coordinator/Child Care Attendant	\$20.99
	Mail Room Clerk/Driver Courier	\$31.65
736 5		
	Environmental Technician	\$36.58
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$30.04

Wage Determination No. 2005-2193; Revision No. 6; dated 06/16/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions GS-07F-0263N Norfolk, VA – Norfolk County

SIN	Skill Category/Position	GSA Price
<b>736 1</b>		
	<b>Accounting Tech/Accounting Clerk I</b>	<b>\$26.20</b>
	<b>Jr Accounting Tech/Accounting Clerk II</b>	<b>\$29.17</b>
	<b>Sr Accounting Tech/Accounting Clerk III</b>	<b>\$31.99</b>
	<b>Administrative Assistant</b>	<b>\$41.84</b>
	<b>Data Entry Operator I</b>	<b>\$23.40</b>
	<b>Data Entry Operator II</b>	<b>\$28.10</b>
	<b>Document Clerk/Document Preparation Clerk</b>	<b>\$25.00</b>
	<b>Human Resource Asst/Personnel Assistant (Employment) I</b>	<b>\$30.10</b>
	<b>Receptionist</b>	<b>\$24.12</b>
	<b>Data Entry/Word Processor I</b>	<b>\$25.84</b>
	<b>Clerk I/Word Processor I</b>	<b>\$26.68</b>
	<b>Clerk II/Word Processor II</b>	<b>\$29.30</b>
	<b>Clerk III/Word Processor III</b>	<b>\$32.11</b>
	<b>Clerk IV/Word Processor III</b>	<b>\$32.11</b>
<b>736 2</b>		
	<b>Jr Help Desk Spec/ Personal Computer Support Tech</b>	<b>\$39.82</b>
<b>736 4</b>		
	<b>Family &amp; Child Coordinator/Child Care Attendant</b>	<b>\$18.67</b>
	<b>Mail Room Clerk/Driver Courier</b>	<b>\$27.27</b>
<b>736 5</b>		
	<b>Environmental Technician</b>	<b>\$37.90</b>
	<b>Contract Administrator (Clerical)/Paralegal/Legal Assistant I</b>	<b>\$29.36</b>

Wage Determination No. 2005-2543; Revision No. 7; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions GS-07F-0263N Oakland, CA – Alameda County

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$32.37
	Jr Accounting Tech/Accounting Clerk II	\$35.71
	Sr Accounting Tech/Accounting Clerk III	\$39.28
	Administrative Assistant	\$55.93
	Data Entry Operator I	\$30.53
	Data Entry Operator II	\$32.81
	Document Clerk/Document Preparation Clerk	\$30.52
	Human Resource Asst/Personnel Assistant (Employment) I	\$35.09
	Receptionist	\$33.53
	Data Entry/Word Processor I	\$37.71
	Clerk I/Word Processor I	\$37.71
	Clerk II/Word Processor II	\$41.70
	Clerk III/Word Processor III	\$46.03
	Clerk IV/Word Processor III	\$46.03
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$49.75
736 4		
	Family & Child Coordinator/Child Care Attendant	\$26.37
	Mail Room Clerk/Driver Courier	\$31.80
736 5		
	Environmental Technician	\$49.78
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$42.66

Wage Determination No. 2005-2051; Revision No. 6; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions GS-07F-0263N Oklahoma City, OK – Oklahoma County

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$25.43
	Jr Accounting Tech/Accounting Clerk II	\$27.91
	Sr Accounting Tech/Accounting Clerk III	\$35.29
	Administrative Assistant	\$38.96
	Data Entry Operator I	\$22.73
	Data Entry Operator II	\$24.30
	Document Clerk/Document Preparation Clerk	\$25.39
	Human Resource Asst/Personnel Assistant (Employment) I	\$27.47
	Receptionist	\$22.90
	Data Entry/Word Processor I	\$24.57
	Clerk I/Word Processor I	\$24.57
	Clerk II/Word Processor II	\$26.92
	Clerk III/Word Processor III	\$28.85
	Clerk IV/Word Processor III	\$28.85
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$38.47
736 4		
	Family & Child Coordinator/Child Care Attendant	\$19.08
	Mail Room Clerk/Driver Courier	\$26.94
736 5		
	Environmental Technician	\$39.10
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$34.82

Wage Determination No. 2005-2431; Revision No. 6; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions

**GS-07F-0263N**

**Philadelphia, PA – Philadelphia County**

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$26.51
	Jr Accounting Tech/Accounting Clerk II	\$30.94
	Sr Accounting Tech/Accounting Clerk III	\$33.68
	Administrative Assistant	\$45.23
	Data Entry Operator I	\$25.93
	Data Entry Operator II	\$28.32
	Document Clerk/Document Preparation Clerk	\$26.51
	Human Resource Asst/Personnel Assistant (Employment) I	\$31.01
	Receptionist	\$28.99
	Data Entry/Word Processor I	\$29.39
	Clerk I/Word Processor I	\$29.39
	Clerk II/Word Processor II	\$32.28
	Clerk III/Word Processor III	\$35.34
	Clerk IV/Word Processor III	\$35.34
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$45.64
736 4		
	Family & Child Coordinator/Child Care Attendant	\$24.99
	Mail Room Clerk/Driver Courier	\$32.36
736 5		
	Environmental Technician	\$37.35
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$35.79

Wage Determination No. 2005-2449; Revision No. 6; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions GS-07F-0263N Providence, RI – Providence County

SIN	Skill Category/Position	GSA Price
<b>736 1</b>		
	<b>Accounting Tech/Accounting Clerk I</b>	<b>\$27.99</b>
	<b>Jr Accounting Tech/Accounting Clerk II</b>	<b>\$30.97</b>
	<b>Sr Accounting Tech/Accounting Clerk III</b>	<b>\$33.69</b>
	<b>Administrative Assistant</b>	<b>\$44.00</b>
	<b>Data Entry Operator I</b>	<b>\$26.40</b>
	<b>Data Entry Operator II</b>	<b>\$29.17</b>
	<b>Document Clerk/Document Preparation Clerk</b>	<b>\$27.99</b>
	<b>Human Resource Asst/Personnel Assistant (Employment) I</b>	<b>\$30.97</b>
	<b>Receptionist</b>	<b>\$26.66</b>
	<b>Data Entry/Word Processor I</b>	<b>\$28.44</b>
	<b>Clerk I/Word Processor I</b>	<b>\$28.44</b>
	<b>Clerk II/Word Processor II</b>	<b>\$32.41</b>
	<b>Clerk III/Word Processor III</b>	<b>\$35.75</b>
	<b>Clerk IV/Word Processor III</b>	<b>\$35.75</b>
<b>736 2</b>		
	<b>Jr Help Desk Spec/ Personal Computer Support Tech</b>	<b>\$47.11</b>
<b>736 4</b>		
	<b>Family &amp; Child Coordinator/Child Care Attendant</b>	<b>\$22.20</b>
	<b>Mail Room Clerk/Driver Courier</b>	<b>\$27.97</b>
<b>736 5</b>		
	<b>Environmental Technician</b>	<b>\$40.98</b>
	<b>Contract Administrator (Clerical)/Paralegal/Legal Assistant I</b>	<b>\$31.84</b>

Wage Determination No. 2005-2253; Revision No. 7; dated 05/29/2008

(The rest of this page is intentionally left blank)

# CMW and Associates Corporation

Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Non-Professional Positions

**GS-07F-0263N**

**St. Louis, MO – St. Louis County**

SIN	Skill Category/Position	GSA Price
736 1		
	Accounting Tech/Accounting Clerk I	\$28.21
	Jr Accounting Tech/Accounting Clerk II	\$30.99
	Sr Accounting Tech/Accounting Clerk III	\$35.76
	Administrative Assistant	\$43.44
	Data Entry Operator I	\$23.54
	Data Entry Operator II	\$27.16
	Document Clerk/Document Preparation Clerk	\$26.26
	Human Resource Asst/Personnel Assistant (Employment) I	\$30.30
	Receptionist	\$27.13
	Data Entry/Word Processor I	\$26.03
	Clerk I/Word Processor I	\$26.03
	Clerk II/Word Processor II	\$29.44
	Clerk III/Word Processor III	\$33.74
	Clerk IV/Word Processor III	\$33.74
736 2		
	Jr Help Desk Spec/ Personal Computer Support Tech	\$43.21
736 4		
	Family & Child Coordinator/Child Care Attendant	\$19.66
	Mail Room Clerk/Driver Courier	\$30.62
736 5		
	Environmental Technician	\$40.50
	Contract Administrator (Clerical)/Paralegal/Legal Assistant I	\$35.19

Wage Determination No. 2005-2309; Revision No. 6; dated 06/11/2008

(The rest of this page is intentionally left blank)



Temporary Administrative and Professional Staffing (TAPS)  
GSA Schedule 736

## Labor Category Descriptions

### Substitute for Education Requirement Policy

CMW recognizes varying levels of education and experience in their position descriptions. CMW maintains that many times experience is as or more important than formal education. Therefore, it is policy to substitute two years of related experience or industry recognized certification for one or more years of higher education.

### SIN 736-1 - ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

**This category includes occupations concerned with preparing, transcribing, transferring, systematizing, and preserving both written and computerized communications and records; gathering and distributing information. The duties in this category also include: operating office machines; storing, distributing, accounting for stores of materials; distributing mail and delivering messages. Performing other administrative support and clerical duties may be required.**

#### ADMINISTRATIVE ASSISTANT

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

#### WORD PROCESSOR (OCCUPATIONAL BASE)

This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, ad sorting and distributing mail. **Excluded are:** a. Typists using automatic or manual typewriters with limited or no text-editing capabilities; workers in these positions are not typically required to use word processing software packages; b. Key Entry Operators, Accounting Clerks, Sales Clerks, and other clerks who may use automated word processing equipment for purposes other than typing composition; c. Positions requiring subject-matter knowledge to prepare and edit text using automated word processing equipment.

#### CLERK I/WORD PROCESSOR I

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

#### CLERK II/WORD PROCESSOR II

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: a.)Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations. b.)Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper

# CMW and Associates Corporation

## Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

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.

### **CLERK III/ 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.

### **CLERK IV/ 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.

### **DATA ENTRY OPERATOR (Occupational Base)**

This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment.

Positions are classified into levels based on the following definitions:

#### **DATA ENTRY OPERATOR I**

This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

#### **DATA ENTRY OPERATOR II**

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

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

### **DOCUMENTATION CLERK/DOCUMENT PREPARATION CLERK (Document Preparer)**

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

### **RECEPTIONIST**

This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing



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

GSA Schedule 736

visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

### **PERSONNEL ASSISTANT (Occupational Base)**

This position performs a variety of general personnel clerical tasks in such areas as employee records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal employment opportunity/affirmative action. The Personnel Assistant may conduct surveys and update manual and automated personnel records. At the higher levels, assistants perform limited aspects of personnel professionals' work such as interviewing candidates, recommending placements, performing compensation or benefit support activities involving contacts throughout the company, and preparing communications to various third party benefit vendors. Excluded are workers who primarily compute and process payrolls.

### **HUMAN RESOURCE ASSISTANT/PERSONNEL ASSISTANT I**

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

### **ACCOUNTING CLERK (Occupational Base)**

The Accounting Clerk performs one or more accounting tasks such as; posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings.

This position is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level I requires a basic knowledge of routine clerical methods, office practices and procedures as they relate to the clerical processing and recording of transactions. Levels II and III require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system where there are few variations in the types of transactions handled. In addition, most jobs at each level will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

### **ACCOUNTING TECHNICIAN/ACCOUNTING CLERK I**

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

### **JR. ACCOUNTING TECHNICIAN/ACCOUNTING CLERK II**

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

## Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

### **SR. ACCOUNTING TECHNICIAN/ACCOUNTING CLERK III**

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

### **SIN 736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS- INFORMATION TECHNOLOGY OCCUPATIONS**

**This category includes occupations concerned with the utilization of the computer in the analysis and solution of business, scientific, engineering and other technical problems to include the following: operating electronic, optical, and electromechanical machines that record, store, process, and transcribe data from magnetic tape or other sources to solve mathematical, engineering, accounting, or technical problems, to keep records or to supply information; programming computer languages to perform mathematical, engineering and scientific computations or auditing, payroll, mailing list and text handling functions; and storing and retrieving computer files.**

### **JR. HELP DESK SPECIALIST/ PERSONAL COMPUTER SUPPORT TECHNICIAN**

The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.

### **PROJECT MANAGER**

Interfaces with customer. Brings knowledge and expertise to projects. Manages a team of professionals in providing a wide range of services and managing assigned projects within scope and budget. Is responsible for all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.). Provides leadership to the project team, ensures conformance to performance requirements, and assists in the overall direction to all project level activities and personnel. Supervises project leaders, consultants and analysts. Mentors consultants and analysts. Brings business consulting knowledge and expertise to projects. Ensures conformance to performance requirements, and assists in the overall direction of all project level activities and personnel. Requires a BS degree or Bachelor of Arts (BA) degree or three additional year's experience.

### **SENIOR PROGRAMMER/ANALYST**

Extensive programming experience for all types of business processes. Manages the software development phases and provides integration techniques, tools, and methodology into current environment. Tests, debugs, and refines the software applications and provides user documentation. Works with application professionals in providing a

# CMW and Associates Corporation

## Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

wide range of services and managing assigned projects within scope and budget. Is responsible for all aspects of project performance. Brings expertise and technical knowledge and expertise to projects. Ensures conformance to performance requirements, and assists in software application implementation. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or six additional year's experience. **Minimum Experience/Training:** Six (6) years of progressive experience (or equivalent combination of education and experience) in software services, development, and/or integration techniques, tools, methodologies, and managing large complex projects

### PROGRAMMER/ANALYST

Extensive programming experience for one or more programming languages or applications with some design experience. Manages the software development phases and provides integration techniques, tools, and methodology into current environment. Ensures conformance to performance requirements, and assists in software application implementation. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or one additional year experience. **Minimum Experience/Training:** One (1) year of progressive experience (or equivalent combination of education and experience) in software services, development, and/or integration techniques, tools, methodologies, and managing large complex projects

### JR PROGRAMMER/ANALYST

Generally one or more years of experience in software services. Programming experience in one or more languages. Has some design experience.

### CICS PROGRAMMER

Extensive programming experience for all types of business processes including COBOL programming skills on an IBM, HP, or DEC VAX hardware. Manages the software development phases and provides integration techniques, tools, and methodology into current environment. Tests, debugs, and refines the software applications and provides user documentation. Works with application professionals in providing a wide range of services and managing assigned projects within scope and budget. Is responsible for all aspects of project performance. Brings expertise and technical knowledge and expertise to projects. Ensures conformance to performance requirements, and assists in software application implementation. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or three additional year's experience. **Minimum Experience/Training:** Three (3) years of progressive experience (or equivalent combination of education and experience) in software services, development, and/or integration techniques, tools, methodologies, and managing large complex projects

### SENIOR SYSTEMS ANALYST

Extensive experience in systems analysis and engineering. Performs protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Translates user requirements, 4GL, object-oriented, client server technology, database technology, network operating systems, military systems, etc. Is responsible for all aspects of project performance. Brings expertise and technical knowledge and expertise to projects. Ensures conformance to performance requirements, and assists in systems software analysis and application implementation. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or eight additional year's experience. **Minimum Experience/Training:** Eight (8) years of progressive experience (or equivalent combination of education and experience) in software services, development, and/or integration techniques, tools, methodologies, and managing large complex projects

### SYSTEMS ANALYST

Assists with and performs professional assignments and operations, database structuring and management, and evaluation of test plans and procedures. Performs analytical tasks either independently or as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Prepares a variety of reports, assessments, or evaluations. Assists in performing program management functions to provide advice, assistance, and guidance in support of management organizational and business improvement efforts. Ensures conformance to performance requirements, and assists in



## Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

systems software analysis and application implementation. **Minimum Education:** Requires a bachelor's degree or equivalent plus three years experience. One additional year of relevant experience can be substituted for each year of education shortfall. **Minimum Experience/Training:** Three (3) years of relevant experience

### **JUNIOR SYSTEMS ANALYST**

Assists with and performs professional assignments and operations, database structuring and management, and evaluation of test plans and procedures. Performs analytical tasks either independently or as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Prepares a variety of reports, assessments, or evaluations. Assists in performing program management functions to provide advice, assistance, and guidance in support of management organizational and business improvement efforts. Ensures conformance to performance requirements, and assists in systems software analysis and application implementation. **Minimum Education:** Requires a bachelor's degree or equivalent plus two years experience. One additional year of relevant experience can be substituted for each year of education shortfall. **Minimum Experience/Training:** Two (2) years of relevant experience

### **SENIOR NETWORK ADMINISTRATOR**

Extensive experience in network administration and network certification for systems. Performs network administration, computer operations, network connectivity, network backup procedures, network security, and software compatibility and software installations. Brings expertise and technical knowledge and expertise to network implementation and processes. Ensures conformance to network platforms and requirements, and assists in systems software analysis and application implementation. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or five additional year's experience. **Minimum Experience/Training:** Five (5) years of progressive experience (or equivalent combination of education and experience) in network experience and administration.

### **NETWORK ADMINISTRATOR**

Experience in network administration and network certification for systems. Performs network administration, computer operations, system design and knowledge of network protocols and security, network connectivity, network backup procedures and software compatibility and software installations. Brings technical knowledge and expertise to network implementation and processes. Ensures conformance to network platforms and requirements, and assists in systems software analysis and application implementation. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or three additional year's experience. **Minimum Experience/Training:** Three (3) years of progressive experience (or equivalent combination of education and experience) in network experience and administration.

### **DATABASE ADMINISTRATOR**

Experience in database administration in physical or logical design, database structures, backup and recovery, data integrity and input, and database security and process implementation. Ensures data and processes are implemented in accordance with established platforms and requirements. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or two additional year's experience. **Minimum Experience/Training:** Four (4) years of progressive experience (or equivalent combination of education and experience) in database experience and administration.

### **JUNIOR DATABASE ADMINISTRATOR**

Experience in database administration in physical or logical design, database structures, backup and recovery, data integrity and input, and database security and process implementation. Ensures data and processes are implemented in accordance with established platforms and requirements. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or two additional year's experience. **Minimum Experience/Training:** Two (2) years of information technology experience (or equivalent combination of education and experience) and one year of database experience and administration.

#### **DATA ANALYST**

Experience in data analysis or data warehouse projects. Ensures data and processes are implemented in accordance with established platforms and requirements. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or two additional year's experience. **Minimum Experience/Training:** Four (4) years of information technology experience (or equivalent combination of education and experience) and two years in data warehouse or data analysis.

#### **JUNIOR PC SPECIALIST**

Experience in pc related operating systems, software applications, security software, and Help Desk processes. Ensures data and processes are implemented in accordance with established platforms and requirements. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or two additional year's experience. **Minimum Experience/Training:** Two (2) years of information technology experience (or equivalent combination of education and experience) in Help Desk, databases, computer software applications.

#### **HELP DESK SUPERVISOR**

Experience in the general operations and maintenance of information technology hardware and software; conducts training in accordance with established processes and procedures; priorities work requirements, ensures security and operating standards are met. Experience in pc related operating systems, software applications, security software, and Help Desk processes. Ensures data and processes are implemented in accordance with established platforms and requirements. Ensures IT problems are resolved and corrective actions taken. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or eight additional year's experience. **Minimum Experience/Training:** Two (2) years of information technology experience (or equivalent combination of education and experience) in Help Desk, databases, computer software applications.

#### **SR. HELP DESK SPECIALIST**

Experience in the general operations and maintenance of information technology hardware and software; conducts training in accordance with established processes and procedures; priorities work requirements, ensures security and operating standards are met. Experience in pc related operating systems, software applications, security software, and Help Desk processes. Ensures data and processes are implemented in accordance with established platforms and requirements. Ensures IT problems are resolved and corrective actions taken. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or five additional year's experience. **Minimum Experience/Training:** Five (5) years of information technology experience (or equivalent combination of education and experience) in Help Desk, databases, computer software applications.

#### **HELP DESK SPECIALIST**

Responsible for the general operations and maintenance of information technology hardware and software in accordance with established processes and procedures. Coordinates system trouble reports with appropriate IT personnel to ensure resolution. Experience in pc related operating systems, software applications, security software, and Help Desk processes. Ensures data and processes are implemented in accordance with established platforms and requirements. Ensures IT problems are resolved and corrective actions taken. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or two additional year's experience. **Minimum Experience/Training:** Two (2) years of information technology experience (or equivalent combination of education and experience) in Help Desk, databases, computer software applications.

#### **JUNIOR HELP DESK SPECIALIST**

Responsible for understanding the general operations and maintenance of information technology hardware and software in accordance with established processes and procedures. Coordinates system trouble reports with higher level IT personnel to ensure resolution. Experience in pc related operating systems, software applications, security software, and Help Desk processes. Ensures data and processes are implemented in accordance with established platforms and requirements. Ensures IT problems are resolved and corrective actions taken. **Minimum Education:**

# CMW and Associates Corporation

## Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

BS Degree or Bachelor of Arts (BA) Degree or one additional year's experience. *Minimum Experience/Training:* One (1) years of information technology experience (or equivalent combination of education and experience) in Help Desk, databases, computer software applications.

### 736-4 INFORMATION AND ARTS OCCUPATIONS

**This category includes occupations concerned with the communication of information and ideas through audio, visual, or pictorial means, the collection, custody, presentation, display, and interpretation of art works, cultural objects, and other artifacts, or a branch of fine or applied arts such as industrial design, interior design, or musical composition.**

#### **FAMILY & CHILD COORDINATOR/CHILD CARE ATTENDANT**

This incumbent organizes and leads activities of children in nursery schools, day care centers, and similar organizations, receives children from parents, noting any special instructions parents may provide helps children remove outer garments, prepares play materials and ensures that play areas, equipment and toys are safe and sanitary, supervises play periods, organizes and participates in games, reads to children, distributes toys and play materials, and teaches children simple painting, drawing, handwork, songs and similar activities. This worker attends to physical needs of children, assists them to develop self-help skills, helps children to develop habits of caring for own clothing and picking up and putting away toys and books, and maintains discipline. Work includes the following: consoling upset or distressed children, directing rest periods, preparing and serving meals or snacks. The Childcare Attendant eats with children and observes food intake and needs of children, teaches table manners, and clears tables, ensures that children remain clean, and that each child leaves with parent or authorized individual. This worker may wash, dry, fold, and store bed linens, blankets and diapers.

#### **MAIL ROOM CLERK/ DRIVER/COURIER**

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

### SIN 736-5 TECHNICAL OCCUPATIONS

**This category includes occupations concerned with providing technical assistance to engineers and scientists in laboratory and production activities as well as occupations concerned with independently operating and servicing technical equipment and systems. Characteristic of occupations in this category is the requirements for a knowledge of scientific, engineering, and mathematical theories, principles and techniques that are less than full professional knowledge but which, nevertheless, enables the technician to understand how and why a specific device or system operates.**

**The technician solves practical problems encountered in fields of specialization, such as those concerned with development of electrical and electronic circuits, and establishment of testing methods for electrical, electronic, electromechanical, and hydro-mechanical devices and mechanisms. Work involves the application of engineering principles in solving design, development, and modification problems of parts or assemblies for products or systems, and application of natural and physical science principles to basic or applied research problems in fields, such as metallurgy, chemistry, and physics. The technician may perform technical**



**Temporary Administrative and Professional Staffing (TAPS)**  
GSA Schedule 736

**procedures and related activities independently. Workers with the title of Technician who are concerned primarily with maintenance and repair are classified with Mechanics and Maintenance and Repair Occupations.**

**PARALEGAL/LEGAL ASSISTANT (Occupational Base)**

The Paralegal/Legal Assistant performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant 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, 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.

**CONTRACT ADMIN. (CLERICAL) / PARALEGAL/LEGAL ASSISTANT I**

The Paralegal/Legal Assistant I works under close supervision with required assistance readily available. Persons in this position typically perform the following: a. Consult prescribed sources of information for facts relating to matters of interest to the program; b. Review documents to extract selected data and information relating to specific items; c. Review and summarize information in prescribed format on case precedent and decisions; d. Search and extract legal references in libraries and computer-data banks; e. Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

**ENVIRONMENTAL TECHNICIAN**

The 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. This worker 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.

T

his worker 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, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker 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.

This worker 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, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

**CHIEF INFORMATION OFFICER**

Provides expert advice on highly complex business matters. Conducts studies to address significant, complex operational issues. Participates in data collection and analysis tasks that contribute to the development of business

# CMW and Associates Corporation

## Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

cases to support management decision-making. May also conduct cost benefit analyses. Provides direction to professional staff or teams working on multiple tasks in area of discipline or related areas. Requires a BS Degree or Bachelor of Arts (BA) Degree or three additional year's experience. **Minimum Experience/Training:** Fifteen (15) years of relevant experience

### SENIOR SOFTWARE ENGINEER

Manages the software development phases and provides integration techniques, tools, and methodology into current environment. Performs block diagrams and logic flow charts. Develops and translates detailed design into computer software. Tests, debugs, and refines the software applications and provides user documentation. Engineer's software to optimize operating time and efficiency. Estimates software development costs and schedules, operating systems, communications software, education and training systems, database compilers and object technologies. Works with application professionals in providing a wide range of services and managing assigned projects within scope and budget. Is responsible for all aspects of project performance. Brings expertise and technical knowledge and expertise to projects. Ensures conformance to performance requirements, and assists in software application implementation. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or two additional year's experience.

### JUNIOR SOFTWARE ENGINEER

Analyzes systems requirements and design specifications. Participates in the development of detailed design required projects. Prepares required documentation, including design and user documentation. Enhances software to reduce operating time and access time, device allocation, validation checks, organization, protection and security, documentation, guide-lines, and statistical methods. Brings technical knowledge and expertise to projects. Ensures conformance to performance requirements, and assists in software application implementation. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or two additional year's experience

### SENIOR BUSINESS ANALYST

Provides project leadership in support of strategic, business, and action planning, performance measurement analysis, process and productivity improvement analyses, and business process and action planning and analyses. Provides analysis support to Department of Defense and commercial programs and projects including program management, program integration, program oversight, and project management. Solves difficult and unique types of management, financial, operations, mission, or analytical problems. Develops specialized tools, models, or applications for process, acquisition, or training project execution. Makes technical or business judgments and provides advice on the resolution of technical, schedule, performance, or budgetary issues. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or four additional year's experience. **Minimum Experience/Training:** Four (4) years of relevant experience

### BUSINESS ANALYST

Conducts financial, operational, and process analysis, identifying areas for improvement, and managing processes, procedures, work instructions, organizational structure and resources. Conducts independent analysis or as part of a team of analysts to support completion of management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Responsible for the development of work plans and methodologies to facilitate the collection and analyses of data. Performs program management functions to provide expert advice, assistance, and guidance in support of management organizational and business improvement efforts. Performs strategic, business, and action planning efforts. Performs performance measurement analysis, process and productivity improvement analysis, and business process and acquisition planning and analysis. Provides program management support including project control, project planning, and cost analysis. **Minimum Education:** Requires a bachelor's degree or equivalent plus three years experience. One additional year of relevant experience can be substituted for each year of education shortfall. **Minimum Experience/Training:** Three (3) years of relevant experience



**Temporary Administrative and Professional Staffing (TAPS)**  
GSA Schedule 736

**TRAINING SPECIALIST**

Responsible for understanding the general operations and maintenance of information technology hardware and software in accordance with established processes and procedures. Coordinates system trouble reports with higher level IT personnel to ensure resolution. Experience in pc related operating systems, software applications, security software, and Help Desk processes. Ensures data and processes are implemented in accordance with established platforms and requirements. Ensures IT problems are resolved and corrective actions taken. **Minimum Education:** BS Degree or Bachelor of Arts (BA) Degree or three additional year's experience. **Minimum Experience/Training:** Three (3) years of information technology experience (or equivalent combination of education and experience) in Help Desk, databases, computer software applications

**SR HAZARDOUS WASTE MANAGER (Professional)**

May supervise or lead assigned environmental specialist and/or other staff. Responsible for establishing and maintaining an effective chemical waste management program for the department. Manage the chemical waste program in accordance with federal, state, and local regulations. Coordinate with the Environmental and Occupational Health and Safety for disposal of hazardous wastes. Identify chemical "unknowns" using analytical methods including OC/Mass Spec, AA, IR, and NMR. Maintain all records concerning hazardous waste in accordance with Federal, state, and local regulations.

**HAZARDOUS WASTE CHEMIST (Professional)**

Collects, analyzes and interprets various chemical compounds, hazardous wastes or biologic compounds within a lab or field setting. Responsible for chemical issues.

**HAZARDOUS WASTE REMEDIATION SPECIALIST (Professional)**

Responsible for establishing and maintaining an effective chemical waste management program for the Department. Manage the chemical waste program in accordance with the Federal, state, and local regulations. Coordinate with the Environmental and Occupational Health and Safety for disposal of hazardous wastes. Identify chemical "unknowns" using analytical methods including OC/Mass Spec, AA, IR, and NMR. Maintain all records concerning hazardous waste in accordance with Federal, state, and local regulations.

**PROFESSIONAL**

**PROPERTY MANAGER (Professional)**

Responsible for the maintenance of a portfolio of properties. Directs the buying, selling, and leasing of properties in the portfolio. May manage commercial, industrial, or residential properties. Provides information on operating costs as well as the annual budget for the properties. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to top management.

**BUILDING TECHNICIAN (Professional)**

Responsible for the maintenance of a portfolio of properties. Directs the buying, selling, and leasing of properties in the portfolio. May manage commercial, industrial, or residential properties. Provides information on operating costs as well as the annual budget for the properties. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to top management.

**CONCIERGE (Professional)**

Directs the daily operations of the Meeting/Events department. Oversees strategy and planning of meetings and special events for an organization. Coordinates all amenities and accommodations at the event. Monitors and

# CMW and Associates Corporation

## Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

controls event budgets and negotiates all necessary contracts. May require a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area. Familiar with a variety of concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is required. Typically reports to a top management.

### **ASSISTANT PROPERTY MANAGER (Professional)**

Responsible for the maintenance of a portfolio of properties. Directs the buying, selling, and leasing of properties in the portfolio. May manage commercial, industrial, or residential properties. Provides information on operating costs as well as the annual budget for the properties. Requires a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to top management.

### **OFFICER DEVELOPMENT (Professional)**

Researches and develops training programs for an organization. Develops methods and materials for training staff and may prepare curriculum such as lectures, ideas for group discussions, demonstrations, and workshops. Evaluates training delivery, measures results, and recommends program changes. Must stay abreast of new training methods and determine relevancy to company employees. Requires a bachelor's degree in a related area and at least 5 years of experience in the field or in a related area. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

### **WEAPONS INTEGRATION (Professional)**

Reviews, analyzes, and evaluates business systems and user needs. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. May require an associate's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

### **DEFENSE TRAVEL SYSTEMS TRAINING (Professional)**

Designs and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. Involved in initial plan design and existing plan enhancements. Requires a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.

### **LOGISTICS & SUPPLY ADMINISTRATION (Professional)**

Schedules and revises shipment plans to ensure efficient distribution of products to satisfy customers. Analyzes inventory levels, production speed and product demand to determine reorder levels which will ensure product availability and minimize inventory costs. Requires a bachelor's degree with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

### **AUTOMATION MEDICAL RECORDS (Professional)**

Classifies, files, audits, receives, distributes, tracks and maintains system of classified and unclassified company documents according to established procedures and standards for security and document organization. Requires a high school diploma or its equivalent and at least 4 years of experience in the field or in a related area. Familiar



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

GSA Schedule 736

with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager.

### **LOGISTICS SERVICES (Professional)**

Ensures adequate inventory of materials and products in accord with inventory cycles and organizational philosophy. Conducts daily inventory analysis to solve inventory problems. Develops and implements inventory control procedures. Coordinates and manages daily physical cycle counts. Trains an inventory team. Requires a bachelor's degree with 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

### **PROGRAM MANAGER (Professional)**

Requires a bachelor's degree and at least 10 years of experience in the field or related area. Responsibilities include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications and financial conditions of contracts. Ensures adherence to master plans and schedules, develops solutions to program problems. Ensures projects are completed on time and within budget. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

### **SR. SYSTEMS ANALYST (Professional)**

Requires a bachelor's degree and eight years of progressively more responsible experience in systems analysis and engineering. Performs professional assignments in the general areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Translates user automation requirements into hardware, software, and communications requirements, and solutions. Provides expertise in the following: 4GL, object-oriented, client server technology, database technology, network operating systems, military systems, electronic publishing tools, techniques, environments, and Internet Web technology.

### **SYSTEMS ANALYST (Professional)**

Requires a bachelor's degree and five years of progressively more responsible experience in systems analysis and engineering. Assists with/performs professional assignments in the general areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Assists with the translation of user automation requirements into hardware, software, and communications requirements, and solutions. Provides expertise in the following: 4GL, object-oriented, client server technology, database technology, network operating systems, military systems, electronic publishing tools, techniques, environments, and Internet Web technology.

### **JR. SYSTEMS ANALYST (Professional)**

Requires a bachelor's degree and two years of experience in systems analysis and engineering. Assists with/performs professional assignments in the general areas of computer hardware and software such as: analysis of computer systems, protocols, computer operations, database structuring and management, and evaluation of computer test plans and procedures. Assists with the translation of user automation requirements into hardware, software, and communications requirements, and solutions. Provides expertise in the following: 4GL, object-oriented, client server technology, database technology, network operating systems, military systems, electronic publishing tools, techniques, environments, and Internet Web technology.

### **DATA ANALYST (Professional)**

At least two years of experience in either data warehouse or data analysis. At least 4 years of total experience in an Information Technology discipline. May assist higher level staff by performing elementary programming tasks

# CMW and Associates Corporation

## Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization. May be responsible for data normalization and analysis. May perform elementary fact finding concerning a specified work process and then report findings to higher level staff. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion. Has had experience working on complete projects.

### **PERSONAL COMPUTER SUPPORT TECHNICIAN (Professional)**

Have two or more years of experience in Help Desk Technologies. Extensive experience in a number of PC packages and databases. Extensive experience in PC hardware and PC utility tools, and in supporting outside business entities. Provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.

### **HELP DESK SPECIALIST (Professional)**

Requires an associate's degree and two years of progressively more responsible experience with general operations and maintenance of IT systems. Must understand concepts related to identification of routine/high priority system problems and assignment of corrective action requirements according to established priority categories. Coordinates system trouble reports with database analysts, system and application programmers, and functional database managers. Ensures compliance with electronic and physical security procedures and standards.

### **JR/ HELP DESK SPECIALIST (Professional)**

Requires an associate's degree and less than one year of experience with general operations and maintenance of IT systems. Must understand concepts related to identification of routine/high priority system problems and assignment of corrective action requirements according to established priority categories. Coordinates system trouble reports with database analysts, system and application programmers, and functional database managers. Ensures compliance with electronic and physical security procedures and standards.

### **WEBMASTER (Professional)**

Requires a bachelor's degree and two to four years experience. Develops and maintains the company's portal. Performs backups and ensures user accessibility to the site. Monitors site traffic and helps scale site capacity to meet traffic demands performance. Improves company's efficiency and designs the look and feel for the site. Must have a working knowledge of HTML, JavaScript and SQL. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

### **SR. ELECTRICAL ENGINEER (Professional)**

Registered Professional Engineer. Responsible for providing electrical engineering support of the electrical systems and critical facilities infrastructure and technical oversight of all electrical systems. Typically has seven or more years of experience.

### **ELECTRICAL ENGINEER (Professional)**

Responsible for providing electrical engineering support of the electrical systems and critical facilities infrastructure and technical oversight of all electrical systems. Typically has between 2-8 years of experience. May or may not have PE.



**Temporary Administrative and Professional Staffing (TAPS)**  
GSA Schedule 736

**MECHANICAL ENGINEER (Professional)**

Responsible for performing engineering and scientific work in the installation, operation, or inspection of mechanical apparatus and equipment such as boilers, engines, turbines, machine tools, construction machinery, heating and ventilation equipment, and the like, and similar duties with respect to intelligence aspects of foreign activities in mechanical engineering. Candidate will provide mechanical engineering support of the mechanical systems and critical facilities infrastructure and technical oversight of all mechanical systems. Typically has between 2-8 years experience. May or may not have PE. Typically has seven or more years of experience.

**SR. ENVIRONMENTAL ENGINEER (Professional)**

As a registered professional engineer, performs professional environmental engineering duties in an assigned program involving the protection of public health and/or the protection of restoration of the environment. Seven or more years of experience.

**ENVIRONMENTAL ENGINEER (Professional)**

Is responsible for air, water and soil quality. Performs the full range of professional environmental engineering duties within an assigned environmental program involving the protection of public health and/or the protection or restoration of the environment. May have between 2-7 years experience. May or may not have PE.

**ATTORNEY (Professional)**

Prepares and examines contracts involving leases, licenses, purchases, sales, insurance, etc. Provides legal advice to an organization, prepares resolutions and forms, and participates in major legal actions. Responsible for foreseeing and protecting the company against legal risks. Must be a graduate of an accredited law school with 5-8 years of experience and admitted into the state bar. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected.

**SR. ACCOUNTANT (Professional)**

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

**ACCOUNTANT (Professional)**

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**JR ACCOUNTANT (Professional)**

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax

# CMW and Associates Corporation

## Temporary Administrative and Professional Staffing (TAPS)

GSA Schedule 736

strategies, and assumptions underlying budget forecasts. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

### **MATERIALS CONTROL MANAGER (Professional)**

Manages and coordinates the distribution of materials for production. Performs analysis of materials and determines optimum control levels. Requires a bachelor's degree with 5 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.

### **FAC SPECIALIST (Professional)**

Prepares and disseminates information regarding an organization through newspapers, periodicals, television and radio and other forms of media. May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Had knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision; typically reports to a supervisor or manager.

### **FAC COORDINATOR (Professional)**

Prepares and disseminates information regarding an organization through newspapers, periodicals, television and radio and other forms of media. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

### **CONTRACT ADMINISTRATOR (Professional)**

Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.

### **BUDGET DATA ENTRY (Professional)**

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

### **PROJECT MANAGER II**

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. May require a bachelor's degree and 4-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.



**Temporary Administrative and Professional Staffing (TAPS)**  
GSA Schedule 736

**FINANCIAL ANALYST I**

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

**FINANCIAL ANALYST II**

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

**FINANCIAL ANALYST III**

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

**FINANCIAL ANALYST IV**

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

**UNDERWRITER**

Perform valuation/mortgage credit pre-closing reviews and detailed pre-endorsement, review of the appraisal and mortgage credit of test case files. Note if the file is approved or rejected and complete a report. Assign ratings to lenders based on current guidance in accordance with regulations. Evaluate credit risk of the borrower based on regulations. Verify the accuracy of the items and calculations on applicant forms. Assist in determining if loan is insurable and in evaluating the loan application.