



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

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

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

Contract No. GS-07F-0514N
Amendment/Modification No. PO-0026

CONTRACT PERIOD: April 30, 2013 through April 29, 2018

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempervices>.

CONTRACTOR: 1st Choice Staffing, LLC
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Baltimore, MD 21202-3122
Phone number: (443) 759-3200
Fax number: (301) 563-6482
E-Mail: mbell@1stchoicegov.com
Web Site: www.1stchoicegov.com

CONTRACTOR'S ADMINISTRATION SOURCE: Michelle Bell

BUSINESS SIZE: Small Disadvantaged, Economically Disadvantaged Woman-Owned Business

CUSTOMER INFORMATION:

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



SIN	DESCRIPTION
736-1	Administration Support and Clerical Occupations
736-2	Information Technology Occupations
736-3	General Services and Support Occupations
736-4	Information and Arts Occupations, including Misc. Occupations
736-5	Technical and Professional Occupations

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

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

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

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

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

4. GEOGRAPHIC COVERAGE: The geographic scope of the contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, Guam and all U.S. Government installations and/or agencies abroad.

The preponderance of work location has been identified as:

Washington, DC, Wage Determination No. 2005-2103, Revision 11 dated 06/13/2011

Service in an area with lower SCA rates, resulting in lower wages being paid, will have the bill rates for that task order discounted accordingly from the approved pricing spreadsheet (baseline). 1st Choice Staffing, LLC shall never offer bill rates to any customer that have been deemed higher than those included on the approved pricing spreadsheet prior to the request (and subsequent receipt or award) of a modification for the area with the higher pricing.



5. **POINT(S) OF PRODUCTION:** N/A
6. **DISCOUNT FROM LIST PRICES:** 1%
7. **QUANTITY DISCOUNT(S):** N/A
8. **PROMPT PAYMENT TERMS:** Net 30.
- 9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.
- 9.b Government Purchase Cards are accepted above the micro-purchase threshold.
10. **FOREIGN ITEMS:** None
- 11.a. **TIME OF DELIVERY:** N/A
- 11.b. **EXPEDITED DELIVERY:** N/A
- 11.c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11.d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** N/A
- 13a. **ORDERING ADDRESS:** Same as contractor address. Customer should contact contractor for additional addresses.
14. **PAYMENT ADDRESS:** Same as contractor address.
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** Not applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None.



18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20.a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24.a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24.b. **Section 508 Compliance for EIT:** N/A
25. **DUNS NUMBER:** 830910597
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** 1st Choice Staffing, LLC has an Active Registration in the CCR database.



**GSA TAPS 736 SCHEDULE
Labor Category and Pricing**

Skill Category/Skill Description	GSA Bill Rate Regular Hourly Rate	Overtime Hourly Rate	Holiday Hourly Rate
Administrative Support and Clerical Occupations SIN736-1			
01011 – Accounting Clerk I	\$27.40	\$34.25	\$41.10
01012 – Accounting Clerk II	\$30.22	\$37.78	\$45.33
01013 – Accounting Clerk III	\$38.46	\$48.08	\$57.69
01020 – Administrative Assistant	\$52.41	\$65.51	\$78.62
01040 – Court Reporter	\$37.75	\$47.19	\$56.63
01051 – Data Entry Operator I	\$26.33	\$32.91	\$39.50
01052 – Data Entry Operator II	\$28.34	\$35.43	\$42.51
01060 – Dispatcher, Motor Vehicle	\$31.67	\$39.59	\$47.51
01070 – Document Preparation Clerk	\$26.07	\$32.59	\$39.11
01090 – Duplicating Machine Operator	\$26.07	\$32.59	\$39.11
01111 – General Clerk I	\$27.10	\$33.88	\$40.65
01112 – General Clerk II	\$29.18	\$36.48	\$43.77
01113 – General Clerk III	\$33.01	\$41.26	\$49.52
01120 – Housing Referral Assistant	\$43.04	\$53.80	\$64.56
01141 – Messenger Courier	\$25.17	\$31.46	\$37.76
01191 – Order Clerk I	\$27.46	\$34.33	\$41.19
01192 – Order Clerk II	\$29.58	\$36.98	\$44.37
01261 – Personnel Assistant	\$32.10	\$40.13	\$48.15

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(Employment) I			
01262 – Personnel Assistant	\$35.43	\$44.29	\$53.15
(Employment) II			
01263 – Personnel Assistant	\$38.99	\$48.74	\$58.49
(Employment) III			
01270 – Production Control Clerk	\$38.04	\$47.55	\$57.06
01280 – Receptionist	\$26.41	\$33.01	\$39.62
01290 – Rental Clerk	\$29.65	\$37.06	\$44.48
01300 – Scheduler, Maintenance	\$31.98	\$39.98	\$47.97
01311 – Secretary I	\$31.98	\$39.98	\$47.97
01312 – Secretary II	\$35.21	\$44.01	\$52.82
01313 – Secretary III	\$43.04	\$53.80	\$64.56
01320 – Service Order Dispatcher	\$30.31	\$37.89	\$45.47
01410 – Supply Technician	\$48.03	\$60.04	\$72.05
01420 – Survey Worker	\$34.98	\$1,916.90	\$52.47
01531 – Travel Clerk I	\$24.66	\$30.83	\$36.99
01532 – Travel Clerk II	\$26.30	\$32.88	\$39.45
01533 – Travel Clerk III	\$28.03	\$35.04	\$42.05
01611 – Word Processor I	\$28.24	\$35.30	\$42.36
01612 – Word Processor II	\$31.37	\$39.21	\$47.06
01613 – Word Processor III	\$34.86	\$43.58	\$52.29
14000 - Information Technology Occupation – SIN736-2 Non-Exempt			
14041 – Computer Operator I	\$33.28	\$41.60	\$49.92
14042 – Computer Operator II	\$36.74	\$45.93	\$55.11
14043 – Computer Operator III	\$40.45	\$50.56	\$60.68
14044 – Computer Operator IV	\$44.46	\$55.58	\$66.69
14045 – Computer Operator V	\$48.79	\$60.99	\$73.19
14071 – Computer Programmer I (1)	\$44.67	\$55.84	\$67.01
14150 – Peripheral	\$33.28	\$41.60	\$49.92



Equipment Operator			
14160 – Personal Computer Support Technician	\$44.46	\$55.58	\$66.69
13000 – Information and Arts Occupations-SIN736 –4 Non-Exempt			
13011 – Exhibits Specialist I	\$34.72	\$43.40	\$52.08
13012 – Exhibits Specialist II	\$41.99	\$52.49	\$62.99
13013 – Exhibits Specialist III	\$50.39	\$62.99	\$75.59
13041 – Illustrator I	\$35.67	\$44.59	\$53.51
13042 – Illustrator II	\$43.17	\$53.96	\$64.76
13043 – Illustrator III	\$51.82	\$64.78	\$77.73
13047 – Librarian	\$56.19	\$70.24	\$84.29
13050 – Library Aide/Clerk	\$26.07	\$32.59	\$39.11
13054 – Library Information Technology Systems	\$51.17	\$63.96	\$76.76
13058 – Library Technician	\$34.77	\$43.46	\$52.16
13061 – Media Specialist I	\$32.99	\$41.24	\$49.49
13062 – Media Specialist II	\$36.39	\$45.49	\$54.59
13063 – Media Specialist III	\$40.08	\$50.10	\$60.12
13071 – Photographer I	\$29.81	\$37.26	\$44.72
13072 – Photographer II	\$33.25	\$41.56	\$49.88
13073 – Photographer III	\$40.55	\$50.69	\$60.83
13074 – Photographer IV	\$48.18	\$60.23	\$72.27
13075 – Photographer V	\$56.00	\$70.00	\$84.00
13110 – Video Teleconference Technician	\$35.53	\$44.41	\$53.30
99000 – Miscellaneous -SIN 736-4 Non-Exempt			
99030 – Cashier	\$19.67	\$24.59	\$29.51
99050 – Desk Clerk	\$22.04	\$27.55	\$33.06
99251 – Laboratory Animal Caretaker I	\$21.61	\$27.01	\$32.42
99252 – Laboratory Animal Caretaker II	\$23.22	\$29.03	\$34.83
99510 – Photofinishing Worker	\$24.52	\$30.65	\$36.78
99810 – Sales Clerk	\$22.82	\$28.53	\$34.23
9820 – School Crossing Guard	\$24.88	\$31.10	\$37.32



99830 – Survey Party Chief	\$37.91	\$47.39	\$56.87
99831 – Surveying Aide	\$25.18	\$31.48	\$37.77
99832 – Surveying Technician	\$36.24	\$45.30	\$54.36
99840 – Vending Machine Attendant	\$26.41	\$33.01	\$39.62
99841 – Vending Machine Repairer	\$32.99	\$41.24	\$49.49
99842 – Vending Machine Repairer Helper	\$26.41	\$33.01	\$39.62

30000 – Technical Occupations-SIN 736-5 Non-Exempt

30010 – Air Traffic Control Specialist, Center (HF)	\$65.44	\$81.80	\$98.16
30011 – Air Traffic Control Specialist, Station (HF)	\$45.41	\$56.76	\$68.12
30012 – Air Traffic Control Specialist, Terminal (H)	\$49.57	\$61.96	\$74.36
30021 – Archeological Technician I	\$35.23	\$44.04	\$52.85
30022 – Archeological Technician II	\$38.92	\$48.65	\$58.38
30023 – Archeological Technician III	\$47.15	\$58.94	\$70.73
30030 – Cartographic Technician	\$47.15	\$58.94	\$70.73
30040 – Civil Engineering Technician	\$44.75	\$55.94	\$67.13
30061 – Drafter/CAD Operator I	\$35.23	\$44.04	\$52.85
30062 – Drafter/CAD Operator II	\$38.92	\$48.65	\$58.38
30063 – Drafter/CAD Operator III	\$42.88	\$53.60	\$64.32
30064 – Drafter/CAD Operator IV	\$51.78	\$64.73	\$77.67
30081 – Engineering Technician I	\$39.41	\$49.26	\$59.12

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30082 – Engineering Technician II	\$43.69	\$54.61	\$65.54
30083 – Engineering Technician III	\$48.39	\$60.49	\$72.59
30084 – Engineering Technician IV	\$58.88	\$73.60	\$88.32
30085 – Engineering Technician V	\$71.09	\$88.86	\$106.64
30086 – Engineering Technician VI	\$85.10	\$106.38	\$127.65
30090 – Environmental Technician	\$46.28	\$57.85	\$69.42
30210 – Laboratory Technician	\$40.11	\$50.14	\$60.17
30240 – Mathematical Technician	\$48.62	\$60.78	\$72.93
30361 – Paralegal/Legal Assistant I	\$37.02	\$46.28	\$55.53
30362 – Paralegal/Legal Assistant II	\$44.84	\$56.05	\$67.26
30363 – Paralegal/Legal Assistant III	\$53.86	\$67.33	\$80.79
30364 – Paralegal/Legal Assistant IV	\$64.27	\$80.34	\$96.41
30390 – Photo-Optics Technician	\$47.15	\$58.94	\$70.73

30461 – Technical Writer I	\$37.89	\$47.36	\$56.84
30462 – Technical Writer II	\$45.41	\$56.76	\$68.12
30463 – Technical Writer III	\$54.03	\$67.54	\$81.05
30620 – Weather Observer, Combined Upper Air	\$42.88	\$53.60	\$64.32
30621 – Weather Observer, Senior (2)	\$47.15	\$58.94	\$70.73

15000 – Instructional Occupations-SIN 736-5 Non-Exempt

15010 – Aircrew Training Devices Instructor (Non)	\$60.15	\$75.19	\$90.23
15020 – Aircrew Training Devices Instructor (Rat)	\$71.78	\$89.73	\$107.67
15030 – Air Crew Training	\$85.17	\$106.46	\$127.76



Devices Instructor (Pil			
15050 – Computer based Training Specialist/Ins	\$60.15	\$75.19	\$90.23
15060 – Educational Technologist	\$58.38	\$72.98	\$87.57
15070 – Flight Instructor (Pilot)	\$85.17	\$106.46	\$127.76
15080 – Graphic Artist	\$45.35	\$56.69	\$68.03
15090 – Technical Instructor	\$42.71	\$53.39	\$64.07
15095 – Technical Instructor/Course Developer	\$51.27	\$64.09	\$76.91
15110 – Test Proctor	\$35.24	\$44.05	\$52.86
15120 – Tutor	\$35.24	\$44.05	\$52.86
736-5, Technical and Professional Occupations			
Contract Specialist I	\$50.11	\$62.64	\$75.17
Contract Specialist II	\$67.68	\$84.60	\$101.52
Sr. Contract Specialist	\$62.35	\$77.94	\$93.53
Sr. Project Manager	\$93.01	\$116.26	\$139.52
Project Manager	\$62.68	\$78.35	\$94.02
Project Schedulers	\$101.13	\$126.41	\$151.70
Program Assistant	\$39.86	\$49.83	\$59.79
Program Analyst	\$40.50	\$50.63	\$60.75
Document Administrator	\$35.57	\$44.46	\$53.36
Business Analyst	\$56.74	\$70.93	\$85.11



**GSA TAPS 736 SCHEDULE
Federal Staffing Job Descriptions**

SIN 736-1 ADMINISTRATIVE SUPPORT AND CLERICAL POSITIONS

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.

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.

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.



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.

COURT REPORTER

This position records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in a court of law by manual or machine shorthand. The Court Reporter reads portions of transcript during trial at the judge's request, and asks speakers to clarify inaudible statements. The Court Reporter transcribes recorded material using a typewriter, or dictates material into a recording machine.

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.

DISPATCHER, MOTOR VEHICLE

This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers,-work at vehicle distribution centers, and assign vehicles to customer agencies.



DOCUMENT PREPARATION CLERK

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.

DUPLICATING MACHINE OPERATOR

This position operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

GENERAL CLERK I

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

GENERAL CLERK II

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

GENERAL CLERK III

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and



electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

HOUSING REFERRAL ASSISTANT

This position provides housing information to an organization's employees moving to a new location. The Housing Referral Assistant will contact individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone. May correspond to obtain listings of rental or sale properties, future housing prospects, and to develop a working relationship with the housing referral service. Job tasks include: compiling housing lists of rental property and properties for purchase.

Periodically the Housing Referral Assistant communicates with contacts to update listings, ensures that property owners comply with the nondiscrimination policy, and counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs. Job tasks include: providing information regarding community services, searches files, makes telephone calls and referrals, providing information regarding locations, owners, agents, price ranges, loans and other related information. The Housing Referral Assistant maintains daily records of office activities (including number of applicants, number of applicants placed, and agents solicited or listed), schedules appointments for housing inspectors, prepares reports as required, and replies to complaints, investigations and letters of inquiry.

MESSENGER COURIER

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

ORDER CLERK I

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

ORDER CLERK II

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



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.

PERSONNEL ASSISTANT II

This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

PERSONNEL ASSISTANT III

This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

PRODUCTION CONTROL CLERK

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual



worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

RECEPTIONIST

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

RENTAL CLERK

This position performs clerical duties concerned with rental and management of public housing projects answers telephone and responds to requests for maintenance, complaints, and rental information or, as appropriate, forwards calls to senior officials. The Rental Clerk receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. This Clerk receives security deposits and prepares tenant receipts, prepares bank deposits, maintains tenant files, and follows up on income recertifications.

SCHEDULER, MAINTENANCE

This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

SECRETARY I

This position provides principal secretarial support in an office, usually to one individual, and, in



some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings. Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

- a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters
- b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms
- c. Review materials prepared for supervisor's approval for typographical accuracy and proper format
- d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls and training plans
- e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files

SECRETARY II

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following.



- a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for
- b. Information concerning office procedures; determine which requests should be handled by the supervisor, appropriate
- c. Staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name
- d. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings
- e. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed
- f. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff
- g. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing

SECRETARY III

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues. Uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following.



- a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval.
- b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered.
- c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff.
- d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions.
- e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

SERVICE ORDER DISPATCHER

This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to insure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.

SUPPLY TECHNICIAN

This position manages and maintains the company's material stocked product inventory including stock profiles and stock locations. The Supply Technician develops the company's inventory management strategy with the aim of controlling costs within budgetary limits, generating savings, rationalizing inventory and maximizing available working capital; manages and controls perpetual inventory stock counting and inventory accuracy checks. Other duties will include minimizing overstocks and removal of obsolete/redundant raw materials to maximize availability of working capital; ensuring incoming products are receipted and managed according to company procedure; ensuring materials are ready and available for production as and when required; and supervising inventory and counter crew activity.

SURVEY WORKER

This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone following specified sampling procedures, or approaches them at random on street. The Survey Worker asks questions relative



to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in federal, state or local census surveys.

TRAVEL CLERK I

Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

TRAVEL CLERK II

Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides. Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line, or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations. Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. Within general guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

TRAVEL CLERK III

At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information. The incumbent is characterized by independence of



action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.

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.

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.
- c. 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.

WORD PROCESSOR III

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



SIN 736-2 INFORMATION AND TECHNOLOGY OCCUPATIONS

COMPUTER OPERATOR I

Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.

COMPUTER OPERATOR II

Includes duties for an Operator I, in addition: to operate and monitor an electronic digital computer system in advanced data processing and computational applications. Responsible for, under supervision the operation and monitoring of a computer system and peripheral equipment in accordance with established procedures and operational instructions. Operates computers by responding to console messages and handles peripheral equipment such as storage devices, printers, card and tape readers, etc., in accordance with operating procedures and program instructions. Reviews program documentation to determine equipment set-up and operational sequences for machine runs. Places information media into input devices. Removes and stores output. Performs related duties. Assists in maintaining operating logs and time-sharing records. Performs or assigns emergency duties to lower level operators on the shift in case of fire, flood or other disasters. May require an associate's degree or its equivalent and at least 2-4 years of experience as a computer operator.

COMPUTER OPERATOR III

Includes duties listed for an Operator I and II, in addition: To operate and monitor an electronic digital computer system in advanced data processing and computational applications. Responsible for, under supervision the operation and monitoring of a computer system and peripheral equipment in accordance with established procedures and operational instructions. Operates computers by responding to console messages and handles peripheral equipment such as storage devices, printers, card and tape readers, etc., in accordance with operating procedures and program instructions. Reviews program documentation to determine equipment set-up and operational sequences for machine runs. Places information media into input devices. Removes and stores output. Performs related duties. Assists in maintaining operating logs and time-sharing records. Performs or assigns emergency duties to lower level operators on the shift in case of fire, flood or other disasters. May require an associate's degree or its equivalent and at least 3-5 years of experience as a computer operator.

COMPUTER OPERATOR IV

Includes duties listed for an Operator I, II, and III, in addition: To operate and monitor an electronic digital computer system in advanced data processing and computational applications. Responsible for, under supervision the operation and monitoring of a computer system and peripheral equipment in accordance with established procedures and operational instructions.



Operates computers by responding to console messages and handles peripheral equipment such as storage devices, printers, card and tape readers, etc., in accordance with operating procedures and program instructions. Reviews program documentation to determine equipment set-up and operational sequences for machine runs. Places information media into input devices. Removes and stores output. Performs related duties. Assists in maintaining operating logs and time-sharing records. Performs or assigns emergency duties to lower level operators on the shift in case of fire, flood or other disasters. May require an associate's degree or its equivalent and at least 5-7 years of experience as a computer operator.

COMPUTER OPERATOR V

Includes duties listed for an Operator I, II, III, and IV, in addition: To operate and monitor an electronic digital computer system in advanced data processing and computational applications. Responsible for, under supervision the operation and monitoring of a computer system and peripheral equipment in accordance with established procedures and operational instructions. Operates computers by responding to console messages and handles peripheral equipment such as storage devices, printers, card and tape readers, etc., in accordance with operating procedures and program instructions. Reviews program documentation to determine equipment set-up and operational sequences for machine runs. Places information media into input devices. Removes and stores output. Performs related duties. Assists in maintaining operating logs and time-sharing records. Performs or assigns emergency duties to lower level operators on the shift in case of fire, flood or other disasters. May require an associate's degree or bachelor's degree or its equivalent and at least 7+ years of experience as a computer operator.

COMPUTER PROGRAMMER I

Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments under close supervision. In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); report findings to higher level staff. May receive training in elementary fact-finding. 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.

PERIPHERAL EQUIPMENT OPERATOR

Supervise or perform work involved in collecting, analyzing, interpreting, and developing specialized information about equipment; providing such information together with advisory service to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment; and/or developing, installing, inspecting, or revising equipment maintenance programs and techniques based on a practical knowledge of the equipment, including its design,



production, operational and maintenance requirements.

PERSONAL COMPUTER SUPPORT TECHNICIAN

Supervise or perform work involved in collecting, analyzing, interpreting, and developing specialized information about equipment; providing such information together with advisory service to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment; and/or developing, installing, inspecting, or revising equipment maintenance programs and techniques based on a practical knowledge of the equipment, including its design, production, operational and maintenance requirements.



SIN 736-2 INFORMATION AND ARTS OCCUPATIONS

EXHIBITS SPECIALIST I

At this level Exhibits Specialists bring to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. Performs duties related to the fabrication, finishing and repair of exhibits, while acquiring training in museum or exhibits techniques.

EXHIBITS SPECIALIST II

At this level Exhibits Specialists perform independently the phases of work in which they are proficient, and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits which require a high degree of manual dexterity and moderate but varied artistic skills. Generally they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. On work which involves several processes or stages of development, the supervisor checks their work at the completion of each phase.

EXHIBITS SPECIALIST III

At this level Exhibits Specialists are responsible for the construction of portions of more complex exhibits, such as models, three dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

ILLUSTRATOR I

The Illustrator prepares illustrations and drawings using common art media to depict medical and scientific subjects or technical equipment, renders preliminary or final products such as assembly and component drawings, exploded views, functional, perspective and isometric drawings, and schematic diagrams from rough sketches or notes provided by subject matter specialists, using art media such as oil, water color or pen-and-ink. This person lays out proposed illustrations in conformity with established style and format taking into account perspective, angle of view, and artistic effect, discusses illustration or drawing at various stages of completion with higher-grade illustrator or supervisor, and makes changes as necessary.



ILLUSTRATOR II

Duties for this position require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. The Illustrator I copies drawings, either by tracing or freehand; applies coloring or wash to line drawings; letters by hand or by use of templates, and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment this Illustrator acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, someone in this position acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

ILLUSTRATOR III

The projects to which the Illustrator III are assigned, usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium.

The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

LIBRARIAN

The Librarian maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information. This worker issues and receives materials for circulation or use in library, assembles and arranges displays of books and other library materials, maintains reference and circulation materials. The Librarian also answers correspondence on special reference subjects,



may compile list of library materials according to subjects or interests, and may select, order, catalog and classify materials.

LIBRARY AIDE/CLERK

The Library Aide/Clerk works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including; issuing library cards, explaining library rules and borrowing procedures, recording information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. This Worker contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.

LIBRARY INFORMATION TECHNOLOGY SYSTEMS

The Library Information Technology Systems Administrator administers and supports daily operational requirements of library and information computer network systems including workstation, file servers, and web servers. Duties typically involve the installation of hardware, software, systems upgrades, network accounts, network security, and web page design, interface and updates, planning and implementing long-range automation plan, period reports, and local system design documentation. This Administrator trains staff on software applicable to their position, assists patrons with information technology, and provides instruction on computers and applications.

LIBRARY TECHNICIAN

The Library Technician provides information service such as answering questions regarding card catalogs and assists in the use of bibliographic tools, such as Library of Congress catalog. The incumbent performs routine cataloging of library materials, files cards in catalog drawers according to system used, answers routine inquiries, and refers persons requiring professional assistance to Librarian. This Technician verifies bibliographic information on order requests, works or directs workers in maintenance of stacks or in section of department or division with tasks such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

MEDIA SPECIALIST (Occupational Base)

The Media Specialist maintains functionality (expiration dates, incorrect labeling, etc.) for a variety of media sources, e.g., tapes, cassettes, microfiche, film, and compact disks/DVDs, in addition to introduction of new media technology. Troubleshoots and resolves media errors and data processing problems; lower level media specialists focus on preplanned procedures when troubleshooting, while higher level media specialist may deviate from standard operating



procedures.

MEDIA SPECIALIST I

The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media). In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists.

MEDIA SPECIALIST II

This Specialist maintains a range of media (tapes, cassettes and microfiche). In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g., tape, disposition or making mechanical adjustments to maintain or restore media equipment). In response to media error reports, this Worker may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to Media Specialist III.

MEDIA SPECIALIST III

The Media Specialist III adapts to a variety of nonstandard problems that require extensive specialist assistance (e.g., expiration date on media, media internally labeled incorrectly or frequent introduction of new media technology). In response to media error conditions, this Worker chooses or devises a course of action from among processing tanks and dryer, around polished drum, and onto take-up reel. The specialist turns valves to fill tanks with premixed solutions such as developer, dyes, stop-baths, fixers, bleaches, and washes, moves thermostatic control to keep steam-heated drum at specified temperature, and splices sensitized paper to leaders using tape. The specialist then starts machine and throws switches to synchronize drive speeds of processing and drying units, compares processed prints with color standard, reports variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.

PHOTOGRAPHER I

The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes. Typically, some familiarity with the organization's activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of



photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, serve as a lead photographer to lower level workers, or may perform work described at lower levels as needed. Positions are matched to the appropriate level based on the difficulty of, and responsibility for the photography performed, including the subject-matter knowledge and artistry required to fulfill the assignment. While the equipment may be an indication of the level of difficulty, photographers at the higher level may use standard equipment, as needed.

PHOTOGRAPHER II

This Photographer uses standard still cameras, commonly available lighting equipment and related techniques to take photographs, which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this Worker determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. This position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. The Photographer II may use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.

PHOTOGRAPHER III

The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision. In typical assignments, the Photographer III photographs the following: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of



approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

PHOTOGRAPHER IV

The Photographer IV uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. This Worker conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment, improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc.

Some assignments are characterized by extremes in light values and the use of complicated equipment. This photographer sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. This person works under guidelines and requirements of the subject-matter area to be photographed, and consults with supervisors only when dealing with highly unusual problems or altering existing equipment.

PHOTOGRAPHER V

As a top technical expert, the Photographer V exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. This worker typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g. works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; (2) plans and organizes the overall technical photographic coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality.



The Photographer V Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. This worker uses imagination and creative ability to implement objectives within the capabilities and limitations of cameras and equipment, may exercise limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken.

- Switches necessary auxiliary equipment into system;
- Diagnoses and corrects equipment malfunctions;
- Reviews error messages and makes corrections during operation or refers problems;
- Maintains operating record.

This operator may test run new or modified programs and assists in modifying systems or programs. Included within the scope of this definition are fully qualified Computer Operators, trainees working to become fully qualified operators, and lead operators providing technical assistance to lower level positions.

VIDEO TELECONFERENCE TECHNICIAN

The Video Teleconference Technician operates video teleconferencing equipment including powering up teleconferencing equipment, checking equipment for proper operation, setting audio levels, positioning camera functions, performing secure or non-secure setup; operate or assist in operating session control panel, studio control unit, and high-resolution graphics. Job tasks require this technician to provide assistance to users in conducting video teleconference sessions, which may include conference preparation, and monitor VTC equipment and system performance, reporting equipment and network problems to appropriate parties for maintenance or repair. The Video Teleconference Technician's responsibilities may include operation of briefing computers, projectors or other audiovisual equipment in conjunction with video teleconferencing services; may include scheduling video teleconferencing sessions, training personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services.



SIN 736-4 MISCELLANEOUS

CASHIER

Receives cash from customers or employees in payment for goods or services and records amounts received. Re-computes or computes bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal. Change, cashes checks, and issue receipts or tickets to customers. Record amounts received and prepare reports of transactions. Reads and records total shown on cash register tape and verify against cash on hand. Make credit card transactions. Gives cash refunds or issue credit memorandums to customers for returned merchandise. Operates ticket-dispensing machine. Sells candy, gum and gift certificates, and issue trading stamps. Usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments. Requires a High School diploma or equivalent and/or 1-2 years' experience.

DESK CLERK

Performs any combination of the following duties for guests of hotel, motel, or other lodging facility: Registers and assigns rooms to guests. Issues and receives room keys. Date-stamps, sorts, and racks incoming mail and messages. Receives and transmits messages, using equipment such as telephone switchboard and/or console and Teletype. Answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions. Keep records of room availability and guests' accounts. Computes bill, collect payment, and makes change for guests. Makes and confirms room reservations. Posts charges such as room, food, liquor, or telephone to cashbooks by hand or machine. May make restaurant, transportation, or entertainment reservations, and arrange for tours. Deposit guests' valuables in safe or safe-deposit box (must be bondable). Requires a High School diploma or equivalent and/or 1-2 years' experience.

LABORATORY ANIMAL CARETAKER (Occupational Base)

Animal care investigative and support personnel are required to follow defined protective procedures. The facilities provide a variety of husbandry options to meet the needs of the investigative staff while maximizing the facilities animal holding capacity. The facilities are individually approved for Bio-safety Level 1, 2, 3 and 4 procedures and many research protocols often require the use of hazardous biological, chemical, and/or physical agents, including ionizing radiation. The experience factor of the workers has to be very technical in order to aid the researchers. These levels of certification assure the investigators of their competence.

LABORATORY ANIMAL CARETAKER I

The Laboratory Animal Caretaker I usually requires certification as an Assistant Laboratory Animal Technician. The caretaker performs the day-to-day functions of animal husbandry such as feeding, cleaning and handling laboratory animals; sanitizes the animal's room and caging,



monitors environmental conditions, and maintains records. This person works under the supervision of a scientist, veterinarian, or higher level Laboratory Animal Caretaker or Facility Manager; is responsible for consistent and thorough animal care in order to ensure that experimental data is not confounded by poor animal management; reports potential animal care problems such as illness, inappropriate housing and equipment.

The Laboratory Animal Caretaker I works with an assortment of equipment including animal restraint devices, autoclaves for sterilization, and different types of cage washing equipment. This caretaker must have a basic understanding of biohazards in the research environment and a working knowledge for biohazard levels one and two; and be trained on safety procedures to avoid infection or exposure. In order to understand their responsibilities, Laboratory Animal Caretaker I should understand the moral and ethical aspects of the care and use of research animals. This position may require a general knowledge about federal, state, and local regulations. Other titles associated are Facility Support Technician, Animal Husbandry Caretaker, Technical Support Technician, and Facility Support Team Leader.

LABORATORY ANIMAL CARETAKER II

The Laboratory Animal Caretaker II requires certification as a Laboratory Animal Technician. The caretaker must be technically skilled with appropriate backgrounds in biological sciences, such as anatomy, physiology, microbiology, and pathology. Their responsibilities will encompass the Laboratory Animal Caretaker I in addition to the following: technical support, maintenance and feeding colonies, collection of raw data, supervision of Laboratory Animal Caretaker I, delegation of tasks to Laboratory Animal Caretaker I and other Laboratory Animal Caretaker II workers. Responsibilities include participation in research projects at high technical levels, primary experimental procedures, and observation and treatment of experimental animals and training. Not only are they expected to work with animal restraint devices, autoclaves for sterilization and cage washing equipment, but they must also be familiar with laboratory and surgical equipment. Laboratory Animal Caretaker II must have the full understanding of all four biohazard levels and working knowledge of levels one through three and the safety procedures involved.

Due to stringent federal regulations and guidelines, Laboratory Animal Caretaker II must have a strong knowledge in the biological disciplines, and federal, state, and local regulations. This helps the facility establish and maintain mandated standards in order to avoid any possible penalties. Certification at this level gives a basic knowledge of a variety of species but it does not guarantee handling and restraint experience with all species, especially less commonly used research animals such as livestock, non-human primates and exotic animals. Other titles associated are Team Leader, Animal Health Team Leader, Animal Health Technician, and Institute Specific Research Technician.

PHOTOFINISHING WORKER



The Photofinishing Worker tends one or more machines that automatically develop, fix, wash, and dry photographic prints, threads leaders (paper strips) around rollers, through processing tanks and dryer, around polished drum, and onto take-up reel, turns valves to fill tanks with premixed solutions, such as developer, dyes, stop-baths, fixers, bleaches, and washes. This worker moves thermostatic control to keep steam-heated drum at specified temperature, slices sensitized paper to leaders using tape, starts machine; throws switches to synchronize drive speeds of processing variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.

SALES CLERK

Receives, unpacks, checks, and stores merchandise or materials. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under an immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Requires a high school diploma or 1 years' experience.

SCHOOL CROSSING GUARD

The School Crossing Guard controls traffic at the school crosswalk to insure safety during school hours, when children/pedestrians are going to or coming from school, instructs children/pedestrians to remain on the curb until signaled to cross and enforces instructions, directs action of traffic at street intersection to insure safe crossing of children/pedestrians. This incumbent must be knowledgeable of the traffic hand and arm signals as prescribed, uses the prescribed hand and arm signals (sequentially), stops all vehicles (except emergency vehicles), signals pedestrians to cross, and signals the resumption of vehicle traffic. This worker observes the areas adjacent to the crosswalks/intersection and reports to the police any suspicious activity (loitering, drug dealing, etc.), license numbers of vehicles disregarding traffic signals and any other vehicle moving violations. This person must be knowledgeable of state laws for school buses and school crosswalks, may escort children across the street, may place caution signs at designated points before duty and remove them at end of shift, and may stop vehicles and warn drivers and direct traffic in vicinity.

SURVEY PARTY CHIEF

SURVEYING AIDE

The Surveying Aide performs any of following duties to assist in surveying land: holds level or stadia rod at designated points to assist in determining elevations and laying out stakes for map making, construction, mining, land, and other surveys, calls out reading or writes station number and reading in notebook marks points of measurement with elevation, station number, or other identifying mark, and measures distance between survey points, using steel or cloth tape or surveyor's chain. This worker marks measuring point with keel (marking crayon), paint sticks, scratches, tacks, or stakes, places stakes at designated points and drives them into ground at specified elevation using hammer or hatchet, and cuts and clears brush and trees from line of



survey, using brush hook, knife, ax, or other cutting tools.

SURVEYING TECHNICIAN

The Surveying Technician obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments, compiles notes, sketches, and records of data obtained and work performed, and directs work of subordinate members of survey team.

VENDING MACHINE ATTENDANT

The Vending Machine Attendant receives items from food and retail facilities or from immediate supervisor, and delivers items to vending machines, removes aged food or other merchandise from machines, as required by established procedures, replenishes machines, and makes appropriate notations on required records, gives locked moneyboxes to supervisor or designated cashier. This worker inspects machines frequently to ensure that they are adequately stocked, in good working order, and are in a sanitary condition, monitors brands and prices to ensure compliance with contract terms when vending services are provided on a contract basis. This worker accompanies concessionaires to make spot checks of collections, tests operation of machines by inserting coins to determine if items are being dispensed properly and correct change is being returned, cleans interiors and exteriors of machines using appropriate cleaning solutions, and cleans areas adjacent to machines including snack tables. This worker notifies repairmen or immediate supervisor and places "out-of-order" sign on malfunctioning machines, may assist in the preparation of vending items such as sandwiches, gelatin, and salads, replenishes vending areas with napkins, condiments, paper cup lids, etc., opens crates, cartons or boxes, keep stockroom area in clean and orderly condition, and adheres to sanitation, safety, and security procedures.

VENDING MACHINE REPAIRER

The Vending Machine Repairer installs, services, adjusts, and repairs vending, amusement, and other coin-operated machines, assembles machines following specifications, using hand tools and power tools, fills machines with ingredients or products and tests ice making, refrigeration, carbonation, evaporation, dispensing, electrical, and coin-handling systems. This worker examines defective machines visually or by using test equipment such as voltage meters, circuit testers and pressure and dial gauges to determine causes of malfunctions, adjusts and repairs machines, replacing worn or defective electrical or mechanical parts using hand tools such as hammers, pliers, screwdrivers, soldering irons, and wrenches. Duties may include the following: drive to designated locations to transport, install, or service machines, keep vending records and participate in taking inventories, collect coins from machines and make settlements with concessionaires, and replenish machines.



VENDING MACHINE REPAIRER HELPER

The Vending Machine Repairer Helper assists in the maintenance and repair of vending machines, handles or holds tools and materials, cleans work and repair shop areas, may disassemble machines and clean equipment, and may drive truck to haul materials and equipment to and from work areas.

SIN 736-5 TECHNICAL AND PROFESSIONAL OCCUPATIONS

ARCHEOLOGICAL TECHNICIAN

This class provides technical support to professional Archeologist, utilizing a basic understanding of anthropological and archeological field techniques in connection with locating, testing and evaluating cultural resource sites, conducts pre-field office research, field surveys, and site testing, using a variety of reference materials. These worker interview with source individuals, aerial photographs and technical instruments, search areas of proposed projects for evidence of historic and re-historic archeological remains, and determine exact locations of sites and marks them on maps and aerial photographs.

ARCHEOLOGICAL TECHNICIAN I

Under the direct supervision of archaeological crew chiefs and under the general supervision of field director/project, the Archeological Technician I performs unskilled and semi- skilled tasks at archaeological field sites. This person assists crew chief in activities associated with the excavation of project areas and found features, walks over project searching for archaeological materials such as historic and prehistoric remains, excavates, screens, back-fills excavated areas, assists in preparation of sketch maps and forms, and field photography, conducts simple surveys using compass, topographical map and aerial photographs. This worker determines the exact locations of sites and marks them on maps and/or aerial photographs, records information on archeological site survey form and prepares simple reports, and cleans, packages, and labels artifacts recovered from inventories and excavations and assists in the flotation of soil samples.

ARCHEOLOGICAL TECHNICIAN II

Under the general supervision of field director/project, this archaeologist, performs skilled tasks, conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples, walk over, and shovel testing, catalogs, packages and labels archaeological artifacts, maintains field equipment and supplies, and conducts inventories of cultural resources in areas of proposed projects. This incumbent researches reference material such as state and national register files, historic documents, archeological reports, maps and aerial photos, and interviews source individuals concerning project areas, performs on-the-ground area searches for surface and subsurface evidence of historic and prehistoric archeological remains.



This technician identifies and records historic and prehistoric cultural resource sites prepares Archeological Reconnaissance Reports (AARF's) and maps, and ensures that archeology work assignments are carried out in safe, timely manner according to established standards and procedures. This technician maintains the Archeological Reconnaissance schedule by estimating and reporting and expected time of completion of each project and updating the project planning board, reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met, and advises other employees on methods of cultural resource inventory. This worker also provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities.

ARCHEOLOGICAL TECHNICIAN III

This incumbent serves as lead archeological technician, under the general supervision of field directory/project archaeologist, and performs skilled tasks at archaeological field sites; conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples and shovel testing, packages and labels archaeological artifacts, and maintains field equipment and supplies.

This technician conducts inventories of forest cultural resources in areas of proposed forest service projects, researches reference materials such as state and national register files, historic documents, and archeological remains. Identifies and records historic and prehistoric cultural resource sites, and prepares Archeological Reconnaissance Reports (AAR's) and maps. The incumbent ensures that archeology work assignments are executed in a safe, timely manner according to established standards and procedures, maintains the Archeological Reconnaissance schedule by estimating and reporting an expected time of completion of each project. This worker updates the project planning board, and reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met.

This technician advises other employees on methods of cultural resource inventory, provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities, and provides site recording and implements field data strategies. This technician also provides leadership to at least three lower graded Archeological Aids or Technicians. Leadership responsibilities are regular and recurring and occupy about 25 percent of the work time. As crew leader, this technician assures the work assignments of employees are carried out, assigns tasks, monitors status, and assures timely accomplishment of workload, instructs employees in special tasks and job techniques, checks work in progress and amends or rejects work not meeting established standards, and reports employee performance, progress, etc., to supervisor.

CARTOGRAPHIC TECHNICIAN

Cartographic Technician provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of



technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. The Cartographic Technician performs any, or a combination of duties such as: collecting, evaluating and selecting source materials, compiling information from source materials and developing a plan for using the information in accordance with product specifications. Duties could involve obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogram metric techniques and equipment, using drafting tools and automated equipment to make maps and charts, assembling aerial photographs into mosaics, and reviewing and editing map and chart manuscripts.

CIVIL ENGINEERING TECHNICIAN

Perform professional work in the field of civil engineering. Typically, must be able to apply a general knowledge of the physical sciences and mathematics which underlie engineering, and possess a specialized knowledge of mechanics of solids, particularly soils, hydraulics, theory of structure, strength of materials, engineering geology, and surveying. The work involves planning, designing, constructing, and/or maintaining structures and facilities that provide shelter, support transportation systems, and control natural resources, investigating, measuring, surveying and mapping the earth's physical features and phenomena, and research and development activities

DRAFTER I

Portraying engineering and architectural ideas and information through drawings. The position requires a practical knowledge of the methods and procedures of drafting, and skill in applying drafting techniques. One to three years of experience.

DRAFTER II

Portraying engineering and architectural ideas and information through drawings. The position requires a practical knowledge of the methods and procedures of drafting, and skill in applying drafting techniques. Three to five years of experience.

DRAFTER III

Portraying engineering and architectural ideas and information through drawings. The position requires a practical knowledge of the methods and procedures of drafting, and skill in applying drafting techniques. Five to seven years of experience.

DRAFTER IV

Portraying engineering and architectural ideas and information through drawings. The position requires a practical knowledge of the methods and procedures of drafting, and skill in applying drafting techniques. Over seven years' experience.



ENGINEERING TECHNICIAN I

Engineering Technicians do not perform work that requires a bachelor's degree in engineering or architecture. This category does not include specialized technical positions. The position involves applying the methods and techniques of engineering or architecture, and the construction, application, properties, operations, and limitations of engineering systems. One to three years of experience.

ENGINEERING TECHNICIAN II

Engineering Technicians do not perform work that requires a bachelor's degree in engineering or architecture. This category does not include specialized technical positions. The position involves applying the methods and techniques of engineering or architecture, and the construction, application, properties, operations, and limitations of engineering systems. Three to five years of experience.

ENGINEERING TECHNICIAN III

Engineering Technicians do not perform work that requires a bachelor's degree in engineering or architecture. This category does not include specialized technical positions. The position involves applying the methods and techniques of engineering or architecture, and the construction, application, properties, operations, and limitations of engineering systems. Five to seven years of experience.

ENGINEERING TECHNICIAN IV

Engineering Technicians do not perform work that requires a bachelor's degree in engineering or architecture. This category does not include specialized technical positions. The position involves applying the methods and techniques of engineering or architecture, and the construction, application, properties, operations, and limitations of engineering systems. Seven to nine years of experience.

ENGINEERING TECHNICIAN V

Engineering Technicians do not perform work that requires a bachelor's degree in engineering or architecture. This category does not include specialized technical positions. The position involves applying the methods and techniques of engineering or architecture, and the construction, application, properties, operations, and limitations of engineering systems. Nine to eleven years of experience.

ENGINEERING TECHNICIAN VI

Engineering Technicians do not perform work that requires a bachelor's degree in engineering or architecture. This category does not include specialized technical positions. The position involves applying the methods and techniques of engineering or architecture, and the construction, application, properties, operations, and limitations of engineering systems. Over eleven years of experience.



ENVIRONMENTAL TECHNICIAN

Perform support of professional engineering work in order to provide a clean and healthful environment. Protect or improve air, land, and water resources. Such work requires applying professional knowledge of the principles, methods, and techniques of engineering concerned with controlling pollution, and protecting the quality of resources and the environment, and an understanding of the pertinent aspects of chemistry, biological sciences, and public health that pertain to the control or elimination of pollutants.

GRAPHIC ARTIST

The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

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

PARALEGAL/LEGAL ASSISTANT II

At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:

- a. Reviews case materials to become familiar with questions under consideration
- b. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents



- c. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law
- d. Interviews potential witnesses and prepares summary interview reports for the attorney's review
- e. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage
- f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits
- g. Verifies citations and legal references on prepared legal documents
- h. Prepares summaries of testimony and depositions
- i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases

PARALEGAL/LEGAL ASSISTANT III

At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:

- h. Analyzes and evaluates case files against litigation worthiness standards
- i. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney
- j. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys
- k. Gathers, sorts, classifies and interprets data to discover patterns of possible discriminatory activity
- l. Interviews relevant personnel and potential witnesses to gather information
- m. Reviews and analyzes relevant statistics
- n. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation
- o. Consults with statistical experts on reliability evaluations
- p. May testify in court concerning relevant data

PARALEGAL/LEGAL ASSISTANT IV

At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties:

- a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law



- b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information
- c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence
- d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns
- e. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation
- f. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems
- g. Interviews potential witnesses for information and prepares witnesses for court appearances
- h. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results
- i. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court.
 - a. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files
- j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

TECHNICAL WRITER I

The Technical Writer revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.



TECHNICAL WRITER II

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relation's releases, or specialize in writing material regarding work methods and procedures.

TECHNICAL WRITER III

The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.



PHOTO-OPTICS TECHNICIAN

The Photo-Optics Technician sets up and operates photo-optical instrumentation to record and photograph data for scientific and engineering projects, operates and calibrates photo-optical equipment according to formalized procedures, maintenance manuals, and schematic diagrams, operates test equipment and performs analysis of data for engineering and scientific personnel. The Photo-Optic Technician may install and calibrate optical and photographic data collection equipment in missiles, aircraft, weaponry, weather or communication satellites, underwater devices, or other installations, may evaluate adequacy of data obtained to determine need for future changes in instrumentation, and may modify existing equipment and participate in planning and testing modified equipment and instrumentation procedures.

WEATHER OBSERVER, COMBINED UPPER AIR OR SURFACE PROGRAMS

Weather Observer takes, records and disseminates radiosonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment, and makes surface observations periodically and as required, special and local observations. This worker documents rawinsonde observation of atmospheric pressure, temperature, relative humidity, wind direction, and speeds aloft, using automatic methods, obtains data of cloud height, wind transmissive atmospheric pressure, and precipitation from autographic records.

WEATHER OBSERVER, SENIOR

This position is responsible for all administrative matters including record keeping, documentation, equipment accountability, and training. This worker manages the technical, administrative and personnel functions of the facility, takes, records and disseminates radiosonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment, and makes surface observations periodically, as well as special and local observations. Performs radiosonde observations, utilizing semi-automatic methods when automatic radiotheodolite equipment fails, and observes, evaluates and codes flight data. This person is responsible for an active quality control system with a procedure for notifying personnel of problem areas. Each observer is responsible for checking his/her observations before dissemination. The Senior Weather Observer disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings.



COMPUTER BASED TRAINING SPECIALIST

The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.

CONTRACT SPECIALIST I

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 0-2 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 direct supervision; typically reports to a manager.

CONTRACT SPECIALIST II

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.

SENIOR CONTRACT SPECIALIST

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 at least 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 complex tasks. Works under general supervision; typically reports to a manager.

PROJECT MANAGER

Responsible for overall running of a program, project or task order. Responsible to customer for the coordination and execution of assigned task order. Jointly assess project/task order status with customer. Advises customer in matters of program administration.

PROJECT SCHEDULER

Assists in the development and maintenance of programmatic Integrated Master Plan, Integrated Master Schedule and Schedule Roadmap. Assist in the maintenance of work flow. Incorporate



events, milestones and accomplishments to align activities with related tasks. Tasks will be connected to project start dates based on calendar schedules.

PROGRAM ASSISTANT

Detailed oriented with excellent analytical, research, writing and oral communication skills. Possess strong documentation skills to support the facilitation of meetings and working sessions. Capable of researching biometric capabilities of other countries information through various means; must be proficient in MS Excel, PowerPoint, and Word. Must work with the capabilities to link and manipulate information for purposes of tracking and communication of information.

PROGRAM ANALYST

Assists in the development of briefings, budget presentations, project reviews, meeting minutes, flowcharts and periodic reports. Possess strong writing ,analytical and interpersonal skills. Accustomed to short deadlines, fast paced environment and frequent refinement to given tasks. Must be adept at independent priority setting and problem solving while delivering innovative solutions.

BUSINESS ANALYST

Must generate financial reports and other ad hoc reports. Receive and process all contractor invoices; knowledge in accounting systems; excellent communication skills. Assists in the development of briefings, budget presentations , project reviews, flow charts, and periodic reports. Provides research and information analysis. Conduct tracking, researching and reviewing data.