

**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:** Federal Supply Schedule 736 – Temporary, Administrative and Professional Staffing Services

**FSC Group:** 736

**CONTRACT NUMBER:** GS-07F-0545W

**CONTRACT PERIOD:** 1 August 2010 – 31 July 2015

For more information on ordering from Federal Supply Schedule, click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov).

**CONTRACTOR:** Contact 1, Inc.  
910 Seventeenth St. NW  
Suite 400  
Washington, DC 20006-2604  
Phone #: (202) 822-8220  
Fax #: (202) 223-5343  
Email: [dgburnett@contact1inc.com](mailto:dgburnett@contact1inc.com)  
WebSite: [www.contact1inc.com](http://www.contact1inc.com)

**CONTRACTOR'S ADMINISTRATION SOURCE:** Donna G. Burnett

**Business Size:** Small

**CUSTOMER INFORMATION:**

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

<b>SIN</b>	<b>DESCRIPTION</b>
736-1	Administrative Support and Clerical Occupations
736-5	Technical and Professional Occupations

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

**1c. HOURLY RATES:** All hourly rates are Firm Fixed Price. See Following Price List for hourly rates by Location and Labor Category

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

\* If the best value selection places your order over the Maximum Order identified in this catalog/price list, 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 preponderance of work location has been identified as:

Washington, DC      Wage Determination: 05-2103      Revision. 10      dated: 6/15/2010

Contact 1, Inc. may perform work at any of the locations listed in the SCA Wage Index Matrix. Service in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, will have the prices for that Task Order discounted accordingly.

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

6. **DISCOUNT FROM LIST PRICES:** Prices shown herein are inclusive of all accepted discounts and/or markups. Prices shown as Total GSA Price are inclusive of the Industrial Funding Fee (IFF). The Industrial Funding Fee (IFF) is a separate collection mechanism and is currently set at 0.75%. The IFF is not considered part of the contractor's discount or markup since it is set by GSA and can change throughout the life of the contract.

7. **QUANTITY DISCOUNTS:** None

8. **PROMPT PAYMENT TERMS:** 2% - 5, Net 30

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

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

10. **FOREIGN ITEMS:** None

11a. **TIME OF DELIVERY:** N/A

11b. **EXPEDITED DELIVERY:** N/A

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

11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to affect 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

13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), and a sample BPA can be found at the GSA Schedules homepage ([www.gsa.gov/schedules](http://www.gsa.gov/schedules)).

14. **PAYMENT ADDRESS:** Same as contractor

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:** (any thresholds above the micro-purchase level)
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):**  
N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE):** N/A
- 20a. **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. **PREVENTATIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **SECTION 508 COMPLIANCE FOR EIT:** N/A
25. **DUNS NUMBER:** 867866501
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.



*Matching Top Employers with Top Talent*

## **Corporate Capability Statement**

**Spring 2015**

**Contact 1, Inc.  
1100 H Street, NW, Suite 520  
Washington, DC 20005**

**202-822-8220 (P)**

**202-223-5343 (F)**

**[contact1inc@contact1inc.com](mailto:contact1inc@contact1inc.com)**

**<http://www.contact1inc.com/>**

# COMPANY PROFILE

Certified as an economically disadvantaged woman owned small business (EDWOSB), Contact 1, Inc. serves employers and those seeking employment in Washington, DC, Maryland, Virginia, West Virginia, and other select areas within the continental US.

The Contact 1 Team offers over 60 years of combined experience across a broad range of areas within the staffing profession. We specialize in placement of temporary administrative support through mid-level manager positions, including receptionists, secretaries, executive and administrative assistants, legal secretaries and paralegals, accounting assistants, and accounting and human resources professionals. We meet our clients' needs, no matter the number of positions they are seeking to fill.

➤ **DUNS NUMBER:** 867866501

➤ **NAICS CODES**

- 541611 - Administrative Management and General Management Consulting Services
- 541612 - Human Resources Consulting Services
- 561110 - Office Administrative Services
- 561210 - Facilities Support Services
- 561311 - Employment Placement Agencies
- 561312 - Executive Search Services
- 561320 - Temporary Help Services

➤ **GSA SCHEDULE**

Temporary Administrative and Professional Staffing Services (TAPS) Schedule:  
GS-07F-0545W

➤ **SELECTED CLIENT LIST**

- Federal Housing Finance Agency (FHFA)
- National Council on Disability
- US Department of Agriculture / ARS
- Federal Mediation and Conciliation Services
- ICMA, International County and Municipal Association
- NASA Research & Education Support Services
- District of Columbia Bar
- AFSCME-American Federation of State, County, Municipal Employees
- AHRI-Air Conditioning, Heating & Refrigeration Institute
- Ethics Resource Center
- Pepper Hamilton LLP
- The Endocrine Society

# ABOUT CONTACT 1

Contact 1, Inc. has achieved business success in the Washington area for over 20 years due to repeat customers who are highly satisfied with the exceptional customer service and attention to detail that Contact 1 provides.

Whenever possible, a Contact 1 representative visits the client work site to gain an understanding of the work environment, the chain of supervision, and the history of the position(s) to be filled. This attention to detail enhances our ability to make the best match when identifying candidates for each position.

Our consultants work as a team and share information between divisions. Though each client has a primary contact, every consultant is available to assist the client and resolve any concerns. Candidates are carefully screened, starting with a resume review and telephone interview. If a candidate presents in a professional manner and has the experience required, they are scheduled for an in-person interview with a Contact 1 consultant. That interview covers education, job and salary history, reasons for job changes, motivating factors in finding a new position, and logistical requirements for the position, (i.e., location, pay rate, start time, overtime availability). References are also obtained at this time. Contact 1's reference policy is to obtain a minimum of 3 substantive references whenever possible, verify education and any pertinent certifications, and conduct a criminal background check.

Position-specific testing is administered where applicable. For example, administrative staffing candidates are required to take an MS Office test, including Word, Excel, and PowerPoint; a clerical test, including spelling, grammar, and punctuation; and a typing test. In some cases, proofreading, editing, writing, or basic accounting tests are given. Contact 1 does not administer skills testing for professional-level positions, i.e., Controller, Accounting Manager. Testing is done through Prove-it testing software and maintained in a database.

Candidate and client information is tracked in a relational database called MaxHire. Assignments, interviews, placements, and feedback are all charted in MaxHire and are easily available to any Contact 1 staff member. Following each placement on an assignment, a Contact 1 representative will call the client contact at the end of the first day and weekly thereafter, to obtain feedback on the temporary employee's performance. In the event that the temporary employee needs to be replaced, Contact 1 will take care of all the specifics.

Contact 1's offices are open from 8:00 AM to 6:00 PM, Monday through Friday. The Managing Director for the Temporary Division has access to e-mail and voicemail on Saturdays, Sundays, and Holidays. All staff can access the database information from any location. Our Operations Manager backs up the Temporary Division Managing Director and the Staffing Services & Recruitment Manager, as does the President. All database information is backed up nightly on a secured server within a secured cloud network.

Staff meets several times a week to discuss active/open job orders and available candidates. Candidate, client, and job information updates are shared and documented as they occur. The Vice President/Director of Government Services and the Director of Client Services have over 25 years combined temporary staffing expertise, in addition to corporate experience. They meet daily to discuss changes in assignments and candidate status. Priorities are set several times throughout the day, and both candidates and clients are kept informed daily of the status of an order.

## WHAT OUR CLIENTS SAY

*“Contact 1 consistently provides high caliber candidates and is in tune with our needs. They provide extraordinary service and are available whenever I need them. Their teamwork is phenomenal! The Contact 1 staff is courteous, thorough, pleasant and quite fun to work with. Having worked with them for over 5 years now, I’m hooked! By far, they are the cream of the crop!”*

**LaTanya N. Hunter, Manager, Human Resources**

*“Contact 1 provides me with immediate response and excellent temporary professional support; two things necessary to succeed in my organization. I know when I call Contact 1, I will be met with personal attention, a focus on the details, and a candidate that far exceeds my expectations. Contact 1 is my contact for outstanding professional support – every time.”*

**Amanda Iverson, Assistant Director, Member Services, American Academy of Child & Adolescent Psychiatry**

*“What a stark difference there is between some agencies and Contact 1. Never have I contacted Garrison and received anything but the most polite, friendly and professional expertise. Your concern about placing the right candidate with our company is a breath of fresh air.”*

**Lisa Cardinal, Manager Human Resources, AHRI**

*“We have worked with Contact 1 since 2008 and have enjoyed a good relationship with the team. They are always friendly, responsive and quick to meet our requirements. The people they have sent us have been of a consistently high caliber and we are fortunate to have been able to offer the most recent professional a fulltime position. We shall continue to look to Contact 1 for our future staffing needs.”*

**Karen Bowden, Aluminum Association**

*“Contact1 has continually impressed me with their excellent customer service, resourcefulness in finding strong candidates for our positions, and ability to anticipate and exceed our expectations. I highly recommend Contact1.”*

**Liz Muhlbau, VP of HR & Administration, Teaching Strategies**

# THE CONTACT 1 TEAM

## **Donna Burnett, President**

- Recruiting, management and human resources since 1980
- Recruiter/Placement Consultant with a respected direct hire and temporary placement agency
- Director of Human Resources with a 60 attorney law firm;
- Manager of a multi-office temporary division.
- Established Contact 1 Inc. as a direct hire agency.
- Added the Temp/Temp to Hire Division in 2007.

## **Chris Bale, Director of Operations**

- Responsible for all payroll and invoicing with additional expertise in financial reports and budgeting
- Deep knowledge of computer systems and software as well as help desk support
- Provides a range of support services for Temporary Staffing Division requirements.
- 3 years of experience recruiting entry to mid level professionals.

## **Kendall Hill, Director of Client Services**

- 9 years staffing & recruiting in the DC area with a background recruiting for all levels of office administrative and support positions.
- Knowledge and experience with Government Agencies, Law Firms, Associations, Non-Profits, Corporations and Consulting Firms.
- Management and supervisory experience including strategic planning, hiring, training and mentoring staff and problem resolution in the office and on client sites.

## **Garrison Lindsey, Vice President/Managing Director of Government Services**

- Started Temporary and Temporary to Hire Division of Contact 1 in 2007
- Brings over 14 years experience in staffing and placement of Accounting, Administrative, Clerical, Finance, Legal and Human Resources professionals throughout the country from entry to senior level.
- Background includes Accounting, Budgeting, Financial Management, Human Resources and Employee Relations.
- Strong management and supervisory experience including hiring, firing, training and mentoring employees.

## Contact 1 Inc GSA Schedule Pricing - GS-07F-0545W

Modified to reflect DOL health & welfare benefit increase effective July 22, 2014

Skill Category	Total GSA Price
<b>736-1</b>	
Accounting Clerk I	\$27.78
Accounting Clerk II	\$30.55
Accounting Clerk III	\$38.68
Administrative Assistant	\$52.45
Data Entry Operator I	\$26.72
Data Entry Operator II	\$28.71
Duplicating Machine Oper	\$26.46
General Clerk I	\$27.49
General Clerk II	\$29.53
General Clerk III	\$33.30
Order Clerk I	\$27.84
Order Clerk II	\$29.92
Personnel Assistant I	\$32.42
Personnel Assistant II	\$35.69
Personnel Assistant III	\$39.21
Receptionist	\$26.79
Secretary I	\$32.28
Secretary II	\$35.48
Secretary III	\$43.20
Travel Clerk I	\$25.07
Travel Clerk II	\$26.70
Travel Clerk III	\$28.39
Word Processor I	\$28.61
Word Processor II	\$31.69
Word Processor III	\$35.14

Skill Category	Total GSA Price
<b>736-5</b>	
Paralegal / Legal Assistant I	\$37.28
Paralegal / Legal Assistant II	\$44.99
Paralegal / Legal Assistant III	\$53.90
Paralegal / Legal Assistant IV	\$64.17
Technical Writer I	\$38.13
Technical Writer II	\$45.54
Technical Writer III	\$54.06

Skill Category	Total GSA Price
<b>736-5</b>	
Accountant I	\$38.23
Accountant II	\$44.27
Accountant III	\$53.34
Accountant IV	\$63.92
Budget Analyst I	\$42.76
Budget Analyst II	\$53.34
Budget Analyst III	\$63.92
Budget Analyst IV	\$79.03
Contract Administrator I	\$42.76
Contract Administrator II	\$48.81
Contract Administrator III	\$63.92
Financial Analyst I	\$42.76
Financial Analyst II	\$53.34
Financial Analyst III	\$65.43
Financial Analyst IV	\$72.99
Procurement Specialist I	\$36.72
Procurement Specialist II	\$44.27
Procurement Specialist III	\$53.34
Procurement Specialist IV	\$66.94

## SCA DIRECTORY OF OCCUPATIONS (Fifth Edition)

### GSA Schedule 736 Special Item Number (SIN) 736-1

#### 01000 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

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

##### 01010 ACCOUNTING CLERK (Occupational Base)

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

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

##### 01011 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.

##### 01012 ACCOUNTING CLERK II

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

### 01013 ACCOUNTING CLERK III

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

### 01020 ADMINISTRATIVE ASSISTANT

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

### 01050 DATA ENTRY OPERATOR (Occupational Base)

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

#### 01151 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.

#### 01152 DATA ENTRY OPERATOR II

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

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

### 01090 DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction Worker)

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.

#### 01110 GENERAL CLERK (Occupational Base)

The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine).

#### 01111 GENERAL CLERK I

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

#### 01112 GENERAL CLERK II

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

#### 01113 GENERAL CLERK III

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

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

#### 01191 ORDER CLERK I

Process orders for material or merchandise received by mail, telephone, or personally from customer or company employee, manually or using computer or calculating machine: Edits orders received for

price discrepancies. Informs customers of unit prices, shipping date, anticipated delays, and any additional information needed by customer, using mail or telephone. Writes or types order form, or enters date into computer to determine total cost for customer. Records or files copy of orders received according to expected delivery date. May ascertain credit rating of customer. May check inventory control and notify stock control department of orders that would deplete stock. May initiate purchase requisitions. May route orders to departments for filling and follow up on orders to ensure delivery by specified dates.

#### 01192 ORDER CLERK II

Process orders for material or merchandise received by mail, telephone, or personally from customer or company employee, manually or using computer or calculating machine: Edits orders received for price discrepancies. Informs customers of unit prices, shipping date, anticipated delays, and any additional information needed by customer, using mail or telephone. Writes or types order form, or enters date into computer to determine total cost for customer. Records or files copy of orders received according to expected delivery date. May ascertain credit rating of customer. May check inventory control and notify stock control department of orders that would deplete stock. May initiate purchase requisitions. May route orders to departments for filling and follow up on orders to ensure delivery by specified dates. Must have two years prior experience.

#### 01260 PERSONNEL ASSISTANT (Occupational Base)

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

#### 01261 PERSONNEL ASSISTANT I

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

#### 01262 PERSONNEL ASSISTANT II

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

needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

### 01263 PERSONNEL ASSISTANT III

This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include 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.

### 01280 RECEPTIONIST

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

### 01310 SECRETARY\* (Occupational Base)

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.

### **Classification by Level**

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

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

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

LS-1 Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ

from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. 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.

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

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

LS-3 Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

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

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

- LR-1 Carries out recurring office procedures independently, 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.

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

- a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
- b. 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;
- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- d. 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;
- e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.

LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- 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.

***Excludes secretaries performing any of the following duties:***

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

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

The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

**CRITERIA FOR MATCHING SECRETARIES BY LEVEL**

Secretary I (01311), Secretary II (01312), Secretary III (01313),

Intentionally blank	LR-1	LR-2	LR-3	
LS-1	I 01311	II 01312	III 01313	
LS-2	I 01311	III 01313	See Note	
LS-3	I 01311	See Note	See Note	

**NOTE: Employees whose duties meet this level of responsibility and supervision may be properly classified under the Administrative Assistant category or the class may need to be conformed.**

### 01530 TRAVEL CLERK (Occupational Base)

This position plans itinerary and schedules travel accommodations for military and civilian personnel with dependents according to travel orders using knowledge of routes, types of carriers, and travel regulations. This Clerk verifies travel orders to insure costs, availability, and convenience of different types of carriers to select most advantageous route and carrier; notifies personnel of travel dates, baggage, limits and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel.

### 01531 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.

### 01532 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 or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

### 01533 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.

#### 01610 WORD PROCESSOR (Occupational Base)

This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail.

#### **Excluded are:**

- a. Typists using automatic or manual typewriters with limited or no text-editing capabilities; workers in these positions are not typically required to use word processing software packages;
- b. Key Entry Operators, Accounting Clerks, Sales Clerks, and other clerks who may use automated word processing equipment for purposes other than typing composition;
- c. Positions requiring subject-matter knowledge to prepare and edit text using automated word processing equipment.

#### 01611 WORD PROCESSOR I

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

#### 01612 WORD PROCESSOR II

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as:

- a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.
- b. Transcribing scientific reports, lab analysis, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology.

Work requires familiarity with office terminology and practices. Incumbent corrects copy, and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work and provides specific instructions for new or unique projects.

### 01613 WORD PROCESSOR III

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

## **GSA Schedule 736 Special Item Number (SIN) 736-5**

### **15000 INSTRUCTIONAL OCCUPATIONS**

#### 30360 PARALEGAL/LEGAL ASSISTANT (Occupational Base)

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

#### 30361 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.

### 30362 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.

### 30363 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:

- a. Analyzes and evaluates case files against litigation worthiness standards;
- b. 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;
- c. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
- d. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;

- e. Interviews relevant personnel and potential witnesses to gather information;
- f. Reviews and analyzes relevant statistics;
- g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
- h. Consults with statistical experts on reliability evaluations;
- i. May testify in court concerning relevant data.

#### 30364 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. 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.

### 30461 TECHNICAL WRITER I

The Technical Writer I 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.

### 30462 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 relations releases, or specialize in writing material regarding work methods and procedures.

### 30463 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.

**The following positions are Professional Positions, not subject to SCA.**

Accountant I

Assists in preparing journal entries and maintaining and reconciling ledger accounts. Collects data and assists in allocating costs and preparing reports on operating expenses. The Accountant I has over 1 year of experience and has taken at least 2 undergraduate or equivalent accounting courses.

Accountant II

Assists in preparation of accounting papers, schedules, exhibits, and summaries. They examine accounting documents to advise management on accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. The Accountant II assists in analyzing financial reports and records, makes recommendations relative to the accounting of reserves, assets, and expenditures. The Accountant II assists in reviewing and verifying the accuracy of journal entries and accounting classifications assigned to various records. The Accountant II has over 2 year of experience and has an Associate's degree or equivalent with at least 2 undergraduate accounting courses.

Accountant III

Develops, implements, and maintains general accounting systems. They evaluate accounting systems and recommend new accounts, ledgers, account classifications or definitions, and revisions in account structures and reporting systems. The Accountant III analyzes financial reports and records, making recommendations relative to the accounting of reserves, assets, and expenditures to middle management. The Accountant III conducts special studies and develops and recommends accounting methods and procedures. The Accountant III has over 4 years of experience and has a Bachelor's degree or equivalent with at least 4 undergraduate accounting courses.

Accountant IV

Develops, implements, and oversees complex general accounting systems, procedures, and policies. They assess the effectiveness of accounting systems and ensure the accurate compilation, analysis, and reporting of accounting data. The Accountant IV oversees the preparation of accounting reports and makes recommendations for improvements in policies and procedures. They serve as technical advisors in resolving complex issues relating to accounting operations. The Accountant IV has over 7 year of relevant experience. They have a CPA or MBA. A CMA Certificate or 24 hours of accredited Accounting course work may be substituted for the CPA/ MBA requirement.

Budget Analyst I

Reviews operating expenditures and prepares budgets for various groups to monitor adherence to budgetary goals. Has working knowledge of procedures, practices and concepts within the budgetary process. Relies on instruction and guidelines from an immediate supervisor. Bachelor's degree and 0-2 years of relevant experience required.

Budget Analyst II

Reviews operating expenditures and prepares budgets for various groups to monitor adherence to

budgetary goals. Has working knowledge of procedures, practices and concepts within the budgetary process. Able to perform tasks with limited instruction. Usually reports to a manager. Bachelor's degree and 2-5 years of relevant experience required.

#### Budget Analyst III

Reviews operating expenditures and prepares budgets for various groups to monitor adherence to budgetary goals. Has intermediate knowledge of procedures, practices and concepts within the budgetary process. Able to perform a variety of complicated tasks, as well as supervise the work of others. Usually reports to a senior manager. Bachelor's degree and a minimum of 5-7 years of relevant experience required.

#### Budget Analyst IV

Reviews operating expenditures and prepares budgets for various groups to monitor adherence to budgetary goals. Has advanced knowledge of procedures, practices and concepts within the budgetary process. Able to perform a variety of complicated tasks, as well as supervise the work of others. Usually reports to a senior manager or executive. Bachelor's degree and a minimum of 7-10 years of relevant experience required.

#### Contract Administrator I

Performs various contract administration responsibilities, which may include all functions from cradle to grave. Functions may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms & conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time & Materials, Commercial and/or GSA Federal Supply Schedule contracting. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required. Works under close supervision. Typically reports to a Contracts Officer, manager or head of a department. 1 – 4 yrs. experience required

#### Contract Administrator II

Performs various contract administration responsibilities, which may include all functions from cradle to grave. Functions may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms & conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time & Materials, Commercial and/or GSA Federal Supply Schedule contracting. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required. A good degree of creativity and latitude is required. Performs a variety of tasks under general supervision. Generally reports to a Contracts Officer, manager or head of a department. 5 - 9 yrs. experience required

#### Contract Administrator III

Performs various contract administration responsibilities, which may include all functions from cradle to grave. Functions may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms & conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination and contract closeout. Individuals as required will have experience with Cost Reimbursable, Fixed Price, Time & Materials, Commercial and/or GSA Federal Supply Schedule contracting. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required. A good degree of creativity and latitude is required. Performs a variety of complicated tasks. Functions under limited supervision. Generally reports to a head of a department. 10+ yrs. experience required

#### Financial Analyst I

Performs Analysis of financial information, various data. Organizes results of analysis in a report or study. Has basic knowledge of concepts and procedures. Works directly under a supervisor. Requires a bachelor's degree and 0-2 years of relevant experience.

#### Financial Analyst II

Performs Analysis of financial information, various data. Organizes results of analysis in a report or study. Has basic knowledge of concepts and procedures. Works directly under a supervisor. Requires a bachelor's degree and 2-4 years of relevant experience.

#### Financial Analyst III

Performs Analysis of financial information, various data. Organizes results of analysis in a report or study. Has basic knowledge of concepts and procedures. Works directly under a supervisor. Requires a bachelor's degree and 4-6 years of relevant experience.

#### Financial Analyst IV

Performs Analysis of financial information, various data. Organizes results of analysis in a report or study. Has basic knowledge of concepts and procedures. Works directly under a supervisor. Requires a bachelor's degree and 6-8 years of relevant experience.

#### Procurement Specialist I

Performs or assists in the performance of some contract administration duties at an entry level or clerical level.

Office experience and experience in commercial and/or government contracting required

#### Procurement Specialist II

Additionally, possesses more years experience and progressively more responsibility and experience in supporting commercial and/or government contracting, including, but not limited to administration, disputes, project control, change negotiation and analysis

#### Procurement Specialist III

Experience in providing pricing and/or proposal and/or request for proposal (RFP) support services which develop/review cost proposals. Experience/exposure to some of the phases of the cost proposal development and lifecycle cost and review. May include limited support to RFP development & analysis, cost model development, costing and/or proposal review/evaluation.

Knowledge of Federal Acquisition Regulations (FAR), procurement regulations and/or contracting principles. Some knowledge of Cost Accounting Standards, public and private sector legal principles and practices, concepts, terminology, etc

#### Procurement Specialist IV

Additionally, possesses more years experience in supporting pricing and/or proposal and/or request for proposal (RFP) source selection review teams. More detailed experience in some of the phases of the cost proposal development and lifecycle cost and review.

Demonstrated experience and capabilities performing costing and pricing efforts. Prior experience with a variety of contract types and financial plans.