



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-9459S

CONTRACT PERIOD: 18 April, 2016 through 17 April, 2021

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: Northstar Technology Corp.
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CONTRACTOR'S ADMINISTRATION SOURCE: Naren Mohan

BUSINESS SIZE: Economically Disadvantaged Women-Owned Small Business, Minority-Owned Business, Women Owned Business, Women-Owned Small Business.

CUSTOMER INFORMATION:

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

SIN	DESCRIPTION
736-1	Administration Support and Clerical Occupations
736-2	Automatic Data Processing 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*: \$1,000,000 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 preponderance of work location has been identified as:

New York, NY, Wage Determination No. 2005-2375, Revision 16 dated 07/08/2015.

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

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

6. DISCOUNT FROM LIST PRICES: N/A

7. QUANTITY DISCOUNT(S): 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

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 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
- 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. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** N/A

- 25. **DUNS NUMBER:** 145090796
- 26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

Northstar Technology Corp.

Schedule 736 - Temporary, Administrative and Professional Support Services (TAPS)

Preponderance of Work Location: New York City, NY, Wage Determination No.: 2005-2375, Revised No.: 17, Dated 12/29/2015

Rates supplied are based on Wage Determination region above. Northstar will quote using local Wage Determination as required.

CODE	OCCUPATION TITLE	TOTAL GSA PRICE
SIN 736-1 ADMINISTRATIVE, SUPPORT AND CLERICAL OCCUPATIONS		
01000	Administrative Support And Clerical Occupations	
01011	Accounting Clerk I	\$26.68
01012	Accounting Clerk II	\$33.25
01013	Accounting Clerk III	\$36.57
01020	Administrative Assistant	\$49.77
01040	Court Reporter	\$36.21
01051	Data Entry Operator I	\$26.10
01052	Data Entry Operator II	\$28.05
01060	Dispatcher, Motor Vehicle	\$42.27
01070	Document Preparation Clerk	\$27.34
01090	Duplicating Machine Operator	\$27.34
01111	General Clerk I	\$26.26
01112	General Clerk II	\$30.15
01113	General Clerk III	\$32.09
01120	Housing Referral Assistant	\$43.92
01141	Messenger (Courier)	\$23.48
01191	Order Clerk I	\$30.97
01192	Order Clerk II	\$36.25
01261	Personnel Assistant (Employment) I	\$32.30
01262	Personnel Assistant (Employment) II	\$35.60
01263	Personnel Assistant (Employment) III	\$39.16
01270	Production Control Clerk	\$38.94
01280	Receptionist	\$27.50
01290	Rental Clerk	\$30.96



CODE	OCCUPATION TITLE	TOTAL GSA PRICE
01300	Scheduler, Maintenance	\$36.11
01311	Secretary I	\$36.11
01312	Secretary II	\$40.85
01313	Secretary III	\$43.92
01320	Service Order Dispatcher	\$34.55
01410	Supply Technician	\$49.77
01420	Survey Worker	\$36.21
01531	Travel Clerk I	\$27.95
01532	Travel Clerk II	\$29.89
01533	Travel Clerk III	\$32.05
01611	Word Processor I	\$30.34
01612	Word Processor II	\$33.51
01613	Word Processor III	\$36.92
SIN 736-2 AUTOMATIC DATA PROCESSING OCCUPATIONS		
14000	Information Technology Occupations	
14041	Computer Operator I	\$28.36
14042	Computer Operator II	\$35.66
14043	Computer Operator III	\$39.23
14044	Computer Operator IV	\$43.94
14045	Computer Operator V	\$47.20
14150	Peripheral Equipment Operator	\$32.36
14160	Personal Computer Support Technician	\$43.94
SIN 736-3 GENERAL SERVICES AND SUPPORT		
7000	Food Preparation and Service Occupations	
07041	Cook I	\$30.85
07042	Cook II	\$33.16
07070	Dishwasher	\$26.04
07130	Food Service Worker	\$26.04
11000	General Services and Support Occupations	
11030	Cleaner, Vehicles	\$26.40
11060	Elevator Operator	\$26.40
11090	Gardener	\$31.98
11122	Housekeeping Aide	\$27.54
11150	Janitor	\$27.54
11210	Laborer, Grounds Maintenance	\$27.82
11240	Maid or Houseman	\$25.03
11270	Tractor Operator	\$30.93

CODE	OCCUPATION TITLE	TOTAL GSA PRICE
21000	Material Handling and Packing Occupations	
21020	Forklift Operator	\$29.38
21030	Material Coordinator	\$38.94
21050	Material Handling Laborer	\$28.58
21080	Production Line Worker (Food Processing)	\$29.38
21130	Shipping/Receiving Clerk	\$26.93
21140	Store Worker I	\$26.61
21150	Stock Clerk	\$32.18
21410	Warehouse Specialist	\$29.38
23000	Mechanics and Maintenance and Repair Occupations	
23130	Carpenter, Maintenance	\$48.25
23160	Electrician, Maintenance	\$58.89
23181	Electronics Technician, Maintenance I	\$39.93
23182	Electronics Technician, Maintenance II	\$47.20
23183	Electronics Technician, Maintenance III	\$50.07
23370	General Maintenance Worker	\$40.63
23410	Heating, Ventilation And Air-Conditioning Mechanic	\$43.99
23411	Heating, Ventilation And Air-Conditioning Mechanic (Research Facility)	\$46.85
23470	Laborer	\$27.91
23760	Painter, Maintenance	\$41.80
23790	Pipefitter, Maintenance	\$52.61
23810	Plumber, Maintenance	\$52.69
23960	Welder, Combination, Maintenance	\$38.22
23970	Woodcraft Worker	\$42.41
23980	Woodworker	\$33.09
25000	Plant and System Operations Occupations	
25010	Boiler Tender	\$46.99
25070	Stationary Engineer	\$46.99
28000	Recreation Occupations	
28515	Recreation Specialist	\$38.02
31000	Transportation/ Mobile Equipment Operation Occupations	
31030	Bus Driver	\$33.66
31260	Parking and Lot Attendant	\$20.64
31290	Shuttle Bus Driver	\$30.61
31361	Truckdriver, Light	\$30.61
31362	Truckdriver, Medium	\$32.17
31363	Truckdriver, Heavy	\$40.41
31364	Truckdriver, Tractor-Trailer	\$40.41

CODE	OCCUPATION TITLE	TOTAL GSA PRICE
SIN 736-4 INFORMATION AND ARTS OCUPATIONS INCLUDING MISCELLANEOUS OCCUPATIONS		
13000	Information and Arts Occupations	
13041	Illustrator I	\$43.32
13042	Illustrator II	\$51.78
13043	Illustrator III	\$61.87
13047	Librarian	\$58.99
13058	Library Technician	\$42.02
13061	Media Specialist I	\$39.03
13062	Media Specialist II	\$43.08
13063	Media Specialist III	\$47.52
13071	Photographer I	\$35.70
13072	Photographer II	\$39.80
13073	Photographer III	\$52.61
13074	Photographer IV	\$60.80
13075	Photographer V	\$72.56
99000	Miscellaneous Occupations	
99050	Desk Clerk	\$28.99
99710	Recycling Laborer	\$33.50
99831	Surveying Aide	\$27.22
SIN 736-5 TECHNICAL AND PROFESSIONAL OCCUPATIONS		
15000	Instructional Occupations	
15050	Computer Based Training Specialist/ Instructor	\$62.33
15080	Graphic Artist	\$56.10
15090	Technincal Instructor	\$50.51
15095	Technical Instructor/Course Developer	\$60.58
15110	Test Proctor	\$41.55
30000	Technical Occupations	
30021	Archeological Technician I	\$33.36
30022	Archeological Technician II	\$36.76
30023	Archeological Technician III	\$44.43
30030	Cartographic Technician	\$44.43
30040	Civil Engineering Technician	\$41.42
30061	Drafter/CAD Operator I	\$33.36
30062	Drafter/CAD Operator II	\$36.76
30063	Drafter/CAD Operator III	\$40.46
30064	Drafter/CAD Operator IV	\$48.70
30081	Engineering Technician I	\$33.79
30082	Engineering Technician II	\$37.42
30083	Engineering Technician III	\$41.52

CODE	OCCUPATION TITLE	TOTAL GSA PRICE
30084	Engineering Technician IV	\$50.19
30085	Engineering Technician V	\$60.20
30086	Engineering Technician VI	\$71.86
30090	Environmental Technician	\$38.05
30210	Laboratory Technician	\$36.25
30240	Mathematical Technician	\$43.71
30361	Paralegal/Legal Assistant I	\$38.72
30362	Paralegal/Legal Assistant II	\$46.86
30363	Paralegal/Legal Assistant III	\$56.28
30364	Paralegal/Legal Assistant IV	\$67.15
30390	Photo-Optics Technician	\$44.43
30461	Technical Writer I	\$45.21
30462	Technical Writer II	\$54.12
30463	Technical Writer III	\$64.52

Skill Descriptions/Job Descriptions

SIN 736 1 Administrative Support and Clerical Occupations

1011	<p>ACCOUNTING CLERK I</p> <p>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.</p>
1012	<p>ACCOUNTING CLERK II</p> <p>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.</p>
1013	<p>ACCOUNTING CLERK III</p> <p>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.</p>
1020	<p>ADMINISTRATIVE ASSISTANT</p> <p>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.</p>
1040	<p>COURT REPORTER</p> <p>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.</p>
1051	<p>DATA ENTRY OPERATOR I</p> <p>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.</p>
1052	<p>DATA ENTRY OPERATOR II</p> <p>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.</p>
1060	<p>DISPATCHER, MOTOR VEHICLE</p> <p>The dispatcher assigns drivers and vehicles to convey freight or passengers. Incumbent should be familiar with a variety of the field's concepts, practices, and procedures. A high school diploma or its equivalent is required. Relies on experience and judgment to plan and accomplish goals. The incumbent performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.</p>

1070	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.
1090	DUPLICATING MACHINE OPERATOR
	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. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.
1111	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.
1112	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.
1113	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.
1120	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.
1141	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.

1191	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.
1192	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.
1261	PERSONNEL ASSISTANT (EMPLOYMENT) 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.
1262	PERSONNEL ASSISTANT (EMPLOYMENT) 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.
1263	PERSONNEL ASSISTANT (EMPLOYMENT) 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.
1270	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.
1280	RECEPTIONIST
	This position greets visitors, determining the 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.

1290	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, 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 re-certifications.
1300	SCHEDULER, MAINTENCE
	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.
1311	SECRETARY I (Clerical, Medical, Executive, Legal)
	Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format. Maintains recurring internal reports, such as: time and leave records, office equipment listings, correspondence controls, training plans, etc. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Works under an organizational structure that is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.
1312	SECRETARY II (Clerical, Medical, Executive, Legal)
	Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. 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 supervisor or manager. A certain degree of creativity and latitude is required. Works under an organizational structure that is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.
1313	SECRETARY III (Clerical, Medical, Executive, Legal)
	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: Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member, or other offices. May prepare and sign routine, non-technical correspondence in own or supervisor's name. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed. Collects information from the files or staff for routine inquires on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected. Works under an organizational structure that is complex and is divided into subordinate groups that usually differ from each other as to subject-matter, and or function; supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls are formal. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)
1320	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.

1410	SUPPLY TECHNICIAN
	<p>This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.</p>
1420	SURVEY WORKER
	<p>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.</p>
1531	TRAVEL CLERK I
	<p>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.</p>
1532	TRAVEL CLERK II
	<p>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.</p>
1533	TRAVEL CLERK III
	<p>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.</p>
1611	WORD PROCESSOR I
	<p>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.</p>

1612	WORD PROCESSOR II
	<p>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:</p> <p>a. Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations.</p> <p>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.</p> <p>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.</p>
1613	WORD PROCESSOR III
	<p>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.</p>
SIN 736 2 Automatic Data Processing Occupations	
14041	COMPUTER OPERATOR I
	<p>The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.</p>
14042	COMPUTER OPERATOR II
	<p>The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.</p>
14043	COMPUTER OPERATOR III
	<p>The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.</p>
14044	COMPUTER OPERATOR IV
	<p>The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.</p>
14045	COMPUTER OPERATOR V
	<p>The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.</p>

14071	<p>COMPUTER PROGRAMMER I</p> <p>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 (as described in Level II) 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.); reports 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.</p>
14072	<p>COMPUTER PROGRAMMER II</p> <p>At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions.</p> <p>May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats.</p> <p>Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.</p>
14073	<p>COMPUTER PROGRAMMER III</p> <p>As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.) Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff, monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data. In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes. Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher level staff or supervisor. May assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.</p>

<p>14074</p>	<p>COMPUTER PROGRAMMER IV</p> <p>Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts.</p> <p>In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.</p> <p>Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.</p>
<p>14101</p>	<p>COMPUTER SYSTEMS ANALYST I</p> <p>At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.</p> <p>Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.</p> <p>The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments.</p>

14102	COMPUTER SYSTEMS ANALYST II
	<p>Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.</p> <p>Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.</p> <p>Works independently under overall project objectives and requirements; apprises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.</p> <p>OR</p> <p>Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst, level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.</p>
14103	COMPUTER SYSTEMS ANALYST III
	<p>Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.</p> <p>Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.</p>
14150	PERIPHERAL EQUIPMENT OPERATOR
	<p>Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor or terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.</p>

14160	PERSONAL COMPUTER SUPPORT TECHNICIAN
	The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.
SIN 736 3 General Services and Support Occupations	
7041	COOK I
	The Cook I independently performs moderately difficult tasks in preparing small quantities of quickly prepared food such as steaks, chops, cutlets, hamburgers, eggs, salads and other similar items. Excludes workers who exercise general supervision over kitchen activities.
7042	COOK II
	The Cook II prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, seasons and cooks all cuts of various meats, fish and poultry, boils, steams or fries vegetables, makes gravies, soups, sauces, roasts, meat pies, fricassees, casseroles, and stews. Excludes food service supervisors and head cooks who exercise general supervision over kitchen activities.
7070	DISHWASHER
	The Dishwasher manually or mechanically washes and rinses dishes, glasses and silverware; maintains proper temperature for sterilization and adds soap as needed, and performs other duties as assigned.
7130	FOOD SERVICE WORKER
	The Food Service Worker (Cafeteria Worker) serves as a cafeteria and/or delicatessen/bakery worker helping in the preparation, presentation and serving of specialty meats, delicacies, preserved foods, cheeses, salads, breads and sweets to patrons. The incumbent assists in weighing, pricing and wrapping selected foods on plates, trays and in bags, prepares food displays in counter cases and other display units, greets customers as they arrive at service counter, takes special orders, and answers basic customer questions about specialty foods. Using prepared ingredients and following routine, repetitive steps, this Worker makes hot and/or cold sandwiches, fruit and vegetable trays, salads and rotisserie chicken, may slice and/or mix simple ingredients, as needed, cleans counters and trays, washes dishes and maintains cleanliness of preparation, work and display areas, inspects and cleans equipment. This Worker may assist in any or all of the following: measuring and mixing ingredients as directed, assists in preparing, cooking and decorating breads, rolls, pastries, cakes and other bakery items, receives, unloads trucks, and stores stock, takes special orders or unusual food requests from customers, takes payment and makes change for customers.
11030	CLEANER, VEHICLES
	The Window Cleaner cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee, crawls through windows from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses basin chair, swings stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.
11060	ELEVATOR OPERATOR
	The Elevator Operator operates elevator to transport passengers or freight between floors of a building such as a department store, hotel, office building, apartment house, or manufacturing plant, pushes buttons or moves levers on signal or instructions from passengers or others to control movement of elevator, opens and closes safety gate and elevator door at each floor where stop is made, may supply information to passengers concerning location of offices, merchandise, and individuals, distribute mail to various floors, answer telephone, and prevent unauthorized persons from entering building; may load or unload freight or assist other employees to do so, transport freight from elevator to designated area, using hand truck, and may sweep or vacuum elevator.



11090	GARDENER
	The Gardener plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. The Gardner plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, brooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.
11122	HOUSE KEEPING AID
	The Housekeeping Aide performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. An employee uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. The Housekeeping Aide will dry and wet mop floors, scrub and buff floors with rotor and other machines, vacuum carpets to clean and control bacteria, transport trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, perform special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, move furniture and set up meeting rooms. This Aide collects soiled linen, assists in cleaning emergency spills that are observed or as requested, maintains assigned equipment for cleanliness and requests repairs when needed, reports need for repairs to hospital equipment, furniture, building and fixtures, assists in moving patients in case of fire, disaster or emergency evacuation, and assists security personnel in restraining disturbed patients in psychiatric wards.
11150	JANITOR
	Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.
11210	LABORER, GROUNDS MAINTENANCE
	The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.
11240	MAID OR HOUSEMAN
	The Maid or Houseman cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks: dusting and cleaning Venetian blinds, furniture, and other surfaces, sorts, counts, folds, marks, or carries linens. The Maid or Houseman turns mattresses and makes beds, moves and arranges furniture and hangs drapes, cleans and polishes metalwork and porcelain bathroom fixtures, spot-cleans walls and windows, empties wastebaskets and removes trash, removes soiled linens for laundering, replenishes room supplies, and reports needed repairs to equipment, furniture, building and fixtures.
11270	TRACTOR OPERATOR
	The Tractor Operator drives gasoline or diesel powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.
21020	FORKLIFT OPERATOR
	The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment

21030	MATERIAL COORDINATOR
	Coordinates and expedites flow of materials, parts, and assemblies between sections or departments, according to production and shipping schedules or department priorities, and compiles and maintains manual or computerized records: Reviews production schedules and related information and confers with department supervisors to determine material requirements to identify overdue materials and to track material. Examines material delivered to production departments to verify conformance to specifications. Arranges in-plant transfer of materials to meet production schedules. Computes amount of material required to complete job orders, applying knowledge of product and manufacturing processes. Compiles and maintains manual or computerized records, such as material inventory, in-process production reports, and status and location of materials. May move or transport materials from one department to another, manually or using material handling equipment. May arrange for repair and assembly of material or part. May monitor and control movement of material and parts on automated conveyor system.
21050	MATERIAL HANDLING LABORER
	Ships, receives, stores, or moves material within a warehouse, loading dock, factory, yard, or storage area. Above levels 1, the work requires familiarity with the layout of the storage area, skill in storing and retrieving materials, or knowledge of the establishment's record-keeping requirements. Included are workers who primarily transport materials to, from, or between manufacturing production lines, or primarily pack finished products for shipment or storage as part of a manufacturing production process.
21080	PRODUCTION LINE WORKER (FOOD PROCESSING)
	This position refers to an employee employed in a food processing plant whose duties involve several of the following: loading and unloading commodities from rail cars, trucks, or other conveyances, placing merchandise in proper storage location and transporting the merchandise by hand truck, push-pull, or forklift; blends merchandise ingredients into pre-determined quality by heating, mixing, re-heating, etc. The Production Line Worker monitors blending operation to ensure that finished products meets customer's requirements, monitors flow of product into appropriate container; labels container with identifying information supplied by customer, and places containers into appropriate shipping container. Must have knowledge of various types and sizes of shipping containers and special requirements of customers.
21130	SHIPPING/RECEIVING CLERK
	The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.
21140	STORE WORKER I
	Performs physical tasks involving little or no specialized skill or prior work experience. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, ships, or other transportation devices; unpacking, shelving, or packing items in proper storage locations; packing finished products into standard shipping containers; or transporting goods by hand truck, cart, pallet jack, or wheelbarrow.
21150	STOCK CLERK (SHELF STOCKER, STORE WORKER II)
	Locates stock and delivers items to their destination upon request. Ensures incoming deliveries are accurate and stocks supply room with new goods. Takes inventory and identifies reorder needs for supervisor approval. Checks order forms, delivery requests, and approval forms to ensure proper documentation, accuracy, and on time deliveries. Requires a high school diploma with 0-2 years experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
21410	WAREHOUSE SPECIALIST
	Independently performs duties in one or more broad areas or responsibility requiring little or no supervision. Work involves most of the following: Determines how to best organize and arrange stock within the general storage plan; decides which locations is most suitable for assembling shipments; when to shift, consolidate, and arrange items; and the sequence of steps, methods, and procedures to complete assignments in a timely manner. May direct and coordinate the activities of other workers engaged in handling goods or materials.

23130	CARPENTER, MAINTENANCE
	The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
23160	ELECTRICIAN, MAINTENANCE
	Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
23181	ELECTRONICS TECHNICIAN, MAINTENANCE I
	Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.
23182	ELECTRONICS TECHNICIAN, MAINTENANCE II
	Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.
23183	ELECTRONICS TECHNICIAN, MAINTENANCE III
	Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.
23370	GENERAL MAINTENANCE WORKER
	Performs moderately difficult maintenance and repair work using skills and knowledge of craft trades and some specialized hand or power-tools. Work requires most of the following: Interpreting simple blueprints, manufacturers' manuals, or similar documents; determining methods and materials to be used in completing assignments; making standard shop calculations; prioritizing requests; and responding to emergencies. Work typically includes a variety of the following or equivalent duties: Wiring building accessories such as burglar alarm systems, air conditioners, and hot water heaters; installing basins, lavatories, and pipes; painting in confined or exposed areas; removing, constructing, and repairing walls and floors; and performing standard repairs to equipment and machinery.
23410	HEATING, VENTILATION AND AIR-CONDITIONING MECHANIC
	Performs a variety of standard to moderately complex technical tasks related to installing, maintaining and repairing heating, cooling, ventilation and related systems. Investigates problems and performs repairs on various mechanical and electrical equipment in heating, cooling and ventilation systems. Performs preventative maintenance on various mechanical and electrical equipment in heating and cooling systems. Monitors and inspects heating and cooling systems to ensure continued proper operation. Locates, picks up, and delivers parts required for department needs. Assists in monitoring the work of lower level HVAC mechanics by providing instruction and training, serving as information resource and reviewing completed projects. Checks and changes air filters on a regular basis. Assesses drain problems and performs any needed repairs. Installs humidifiers into system and connects water and drain pipes. Determines amount of airflow required to keep carbon dioxide at a safe level; ensures this level is maintained.

23411	HEATING, VENTILATION AND AIR-CONDITIONING MECHANIC (RESEARCH FACILITY)
	<p>Performs a variety of standard to moderately complex technical tasks related to installing, maintaining and repairing heating, cooling, ventilation and related systems. Investigates problems and performs repairs on various mechanical and electrical equipment in heating, cooling and ventilation systems. Performs preventative maintenance on various mechanical and electrical equipment in heating and cooling systems. Monitors and inspects heating and cooling systems to ensure continued proper operation. Locates, picks up, and delivers parts required for department needs. Assists in monitoring the work of lower level HVAC mechanics by providing instruction and training, serving as information resource and reviewing completed projects. Checks and changes air filters on a regular basis. Assesses drain problems and performs any needed repairs. Installs humidifiers into system and connects water and drain pipes. Determines amount of airflow required to keep carbon dioxide at a safe level; ensures this level is maintained. Has knowledge of the requirements and special needs related to HVAC in a Research Facility and has preferably demonstrated work ability at such a site.</p>
23470	LABORER
	<p>Perform variety of routine tasks to assist in production activities. Carries or hand trucks supplies to work stations. Loads and unloads items from machines, conveyors, and conveyance. Lifts raw materials, final products, and items packed for shipment, manually, or using hoist. Breaks up defective products for reprocessing. Attaches slings, ropes, cables, or identification tags to objects, such as pipes, hoses, and bundles. Weighs raw materials for distribution. Ties product in bundles for further processing or shipment, following prescribed procedure. Threads ends of items, such as thread, cloth, and lace through needles, rollers, and around takeup tube. Positions spout or chute of storage bin to fill containers, during processing. Places product in equipment or on work surface for further processing, inspecting, or wrapping. Cuts or breaks flashing from materials or products. Separates product according to weight, grade, size, and composition of material used to produce product. Folds parts of product and final product during processing. Washes machines, equipment, vehicles and products, such as prints, rugs, and table linens. Counts finished product to determine completion of production order. Inserts parts into partial assembly, during various stages of assembly to complete product. Feeds item into processing machine. Mixes ingredients, according to formula. Examines product to verify conformance to company standards. Records information, such as number of product tested, meter readings, and date and time product placed in oven.</p>
23760	PAINTER, MAINTENANCE
	<p>The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.</p>
23790	PIPEFITTER, MAINTENANCE
	<p>The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the Maintenance Pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.</p>
23810	PLUMBER, MAINTENANCE
	<p>The Plumber, Maintenance assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand.</p>

23960	WELDER, COMBINATION, MAINTENANCE
	This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.
23970	WOODCRAFTER WORKER
	Makes and repairs high-grade wooden items such as fine cabinets and furniture. Studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. Marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications. Matches materials for color, grain, or texture. Sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. Trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files. Bores holes for insertion of screws or dowels by hand or using boring machine. Glues, fits, and clamps parts and subassemblies together to form complete unit, using clamps or clamping machine. Drives nails or other fasteners into joints at designated places to reinforce joints. Sands and scrapes surfaces and joints of articles to prepare articles for finishing. May dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint. May install hardware, such as hinges, catches, and drawer pulls.
23980	WOODWORKER
	The Woodworker constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.
25010	BOILER TENDER
	Oversees equipment that controls a factory's power supply or a building's heat, refrigeration and cooling systems. Operates the valves, switches, levels and computer programs that run the engines, switchboards, turbines, generators, compressors and pumps comprising a boiler room or power plant. A large portion of a boiler tender's job is repairing and maintaining equipment so that it operates according to his building's or plant's safety and training procedures. They also record these activities, as well as test results, instrument readings and technical malfunctions, in a daily log or report for supervisors and government authorities. Good manual dexterity and hand-eye coordination. Strong decision-making, problem-solving and analytical skills are helpful for troubleshooting maintenance issues and resolving emergencies and malfunctions on the job. In addition, proficiency in math, science and electrical wiring are beneficial. Most jobs require certification or licensure.
25070	STATIONARY ENGINEER
	Operates, repairs, and maintains stationary equipment including refrigeration equipment, air compressors and boilers. Requires a high school diploma or its equivalent and necessary licenses. May have to complete an apprenticeship and/or formal training in area of specialty with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager. Most jobs require certification or licensure.

28515	RECREATION SPECIALIST
	Instructs, conducts, and participates in specific programs in one or more recreation facilities; prepares schedule of events and secures necessary supplies for daily and special activities. Assists in planning, scheduling, organizing, and conducting various activities and services for the special recreational needs of the group being served. Assists in recruiting, training, and supervising volunteers and temporary employees. Assists in maintaining attendance, registration, equipment and other applicable records. Assists in budget preparation and control. Communicates and works with community groups, governmental and private agencies to obtain services, programs and support. Solicits community participation. Cooperates with public and private groups; deals with a wide variety of persons in conducting activities for special groups. Assists in the preparation of publicity release, reports and brochures and the general promotion of the programs. Maintains safety standards, equipment and provides safety training to the staff and volunteers. Understands liability issues and insures compliance with safety regulations and risk management principles for employees, program participants and the general public. In coordination with the Recreation or Facility Supervisor handles disciplinary problems in assigned areas of responsibility. Opens and closes facilities; prepares facilities for use and sets up recreation areas for public use, performing routine custodial work as needed. Plans and develops social or cultural activities for supervisors approval.
31030	BUS DRIVER
	The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.
31260	PARKING AND LOT ATTENDANT
	Work involves the following: operating daily activity in a parking lot, and checking vehicles in and out of lot. This worker may be required to move and/or park vehicles. The Parking Lot Attendant controls authorized entry and use of lot, refers parking related problems arising within the facility to appropriate authorities for administrative action, ticketing or other law enforcement activity deemed warranted.
31290	SHUTTLE BUS DRIVER
	The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.
31363	TRUCKDRIVER, HEAVY TRUCK
	Straight truck, over 4 tons, usually 10 wheels.
31361	TRUCKDRIVER, LIGHT TRUCK
	Straight truck, less than 1 1/2 tons, usually 4 wheels.
31362	TRUCKDRIVER, MEDIUM TRUCK
	Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.
31364	TRUCKDRIVER, TRACTOR-TRAILER
	A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.
SIN 736 4 Information and Arts Occupations	
13041	ILLUSTRATOR I
	Produces presentations and other creative print media based on content prepared by the individual alone or with professional staff. Responsible for completing work with in-house resources or through document production service vendors. Requires an associate's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.



13042	ILLUSTRATOR II
	Produces presentations and other creative print media based on content prepared by the individual alone or with professional staff. Responsible for completing work with in-house resources or through document production service vendors. Requires an associate'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 limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
13043	ILLUSTRATOR III
	Produces presentations and other creative print media based on content prepared by the individual alone or with professional staff. Responsible for completing work with in-house resources or through document production service vendors. Requires an associate's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.
13047	LIBRARIAN
	Maintains library collections of books, serial publications, 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. Describes or demonstrates procedures for searching catalog files. Searches catalog files and shelves to locate information. Issues and receives materials for circulation or for use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subject or interests, using computer. May select, order, catalog, and classify materials. May prepare or assist in preparation of budget. May plan and direct or carry out special projects involving library promotion and outreach activity and be designated Outreach Librarian (library). May be designated according to specialized function as Circulation Librarian (library); Readers'-Advisory-Service Librarian (library); or Reference Librarian (library).
13058	LIBRARY TECHNICIAN
	Provides information service, such as answering questions regarding card catalogs, and assists public in use of bibliographic tools, such as Library of Congress catalog: Performs routine descriptive cataloging, such as fiction and children's literature. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring professional assistance to Librarian (library). Verifies bibliographic information on order requests. Directs activities of workers in maintenance of stacks or in section of department or division, 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.
13061	MEDIA SPECIALIST I
	Maintain 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. 3 years of relevant work experience preferred.
13061	MEDIA SPECIALIST II
	Maintain 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. 5 years of relevant work experience preferred.
13061	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. 7 years of relevant work experience preferred.

13071	<p>PHOTOGRAPHER I</p> <p>1 year of general experience in photography. Takes routine pictures in situations where several shots can be taken. Uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph.</p> <p>Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.</p>
13072	<p>PHOTOGRAPHER II</p> <p>2 years of general experience in photography. 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. Based on clear-cut objectives, determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. Requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. Consults with supervisor or more experienced photographers when problems are anticipated.</p>
13073	<p>PHOTOGRAPHER III</p> <p>3 years of general experience in photography. 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. Discusses technical requirements with operating officials or supervisor and customizes treatment for each situation according to a detailed request. Varies camera processes and techniques and uses 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 usually is performed; may use some special-purpose equipment under closer supervision. Works independently; solves most problems through consultations with more experienced photographers, if available, or through references sources.</p>
13074	<p>PHOTOGRAPHER IV</p> <p>4 years of general experience in photography. 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. 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. 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.</p> <p>Works under guidelines and requirements of the subject-matter area to be photographed. Consults with supervisors only when dealing with highly unusual problems or altering existing equipment.</p>
13074	<p>PHOTOGRAPHER V</p> <p>5 years of general experience in photography. As a top technical expert, exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. 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.</p> <p>Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. 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.</p>

99050	DESK CLERK
	Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints. Answer telephones, direct calls and take messages. Compile, copy, sort, and file records of office activities, business transactions, and other activities. Complete and mail bills, contracts, policies, invoices, or checks. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers. Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer. Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail. Review files, records, and other documents to obtain information to respond to requests.
99710	RECYCLING LABORER
	The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.
99831	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.
SIN 736 5 Technical and Professional Occupations	
15050	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR
	Participates in, and conducts technical training programs. Determines training objectives. Writes training programs, including outline, text, handouts, and tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts and texts. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.
15080	GRAPHIC ARTIST
	Serves as a consulting member of an Interactive Courseware (ICW) development team. Determines requirements for computer graphics and integrates them in the ICW. Tests and performs quality control.
15090	TECHNICAL INSTRUCTOR
	Develops and conducts training programs for employees of industrial, commercial, service, or government establishment: Confers with management to gain knowledge of work situation requiring training for employees to better understand changes in policies, procedures, regulations, and technologies. Formulates teaching outline and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops. Selects or develops teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as those concerned with new employee orientation, on-the-job training, use of computers and software, apprenticeship programs, sales techniques, health and safety practices, public relations, refresher training, promotional development, upgrading, retraining displaced workers, and leadership development. Tests trainees to measure progress and to evaluate effectiveness of training. May specialize in developing instructional software.
15090	TECHNICAL INSTRUCTOR/COURSE DEVELOPER
	Designs training programs, including classroom lectures, online courses, and self-study sessions, directed at employees, organization members, or those who use the organization's products or services. Develops and updates course content and coordinates learning curriculum. Conducts assessment and analysis to identify new development needs and recommends training methods accordingly. Maintains in-depth and up-to-date knowledge of the related field. Requires a bachelor's degree in area of specialty and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.

15110	TEST PROCTOR
	Monitors and oversees participants in testing programs. Requires a high school degree 2-4 months of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.
30021	ARCHEOLOGICAL TECHNICIAN I
	Provides technical support to professional archeologist, utilizing a basic understanding of anthropological and archaeological field techniques in connection with locating, testing and evaluating cultural resource sites. Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: Conduct prefield office research, field surveys and site testing, using a variety of reference materials, interview with source individuals, aerial photographs and technical instruments. Search areas of proposed projects for evidence of historic and prehistoric remains. Determine exact location of sites and marks them on maps and aerial photographs. Records information on site survey form and assist in the preparation of an archaeological reconnaissance report needed for evaluation and management of the project. Cleans and catalogs artifacts recovered from inventories and excavations.
30022	ARCHEOLOGICAL TECHNICIAN II
	Provides technical support to professional archeologist, utilizing a basic understanding of anthropological and archaeological field techniques in connection with locating, testing and evaluating cultural resource sites. Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as: Conduct prefield office research, field surveys and site testing, using a variety of reference materials, interview with source individuals, aerial photographs and technical instruments. Search areas of proposed projects for evidence of historic and prehistoric remains. Determine exact location of sites and marks them on maps and aerial photographs. Record information on site survey form and prepare an archaeological reconnaissance report needed for evaluation and management of the project. Insure that work assignments are carried out in safe and timely manner according to established standards and procedures.
30023	ARCHEOLOGICAL TECHNICIAN III
	Provides technical support to professional archeologist, utilizing a basic understanding of anthropological and archaeological field techniques in connection with locating, testing and evaluating cultural resource sites. Performs nonroutine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as: Conduct prefield office research, field surveys and site testing, using a variety of reference materials, interview with source individuals, aerial photographs and technical instruments. Search areas of proposed projects for evidence of historic and prehistoric remains. Determine exact location of sites and marks them on maps and aerial photographs. Record information on site survey form and prepares an archaeological reconnaissance report needed for evaluation and management of the project. Insure that work assignments are carried out in safe and timely manner according to established standards and procedures. Reviews work in progress and reports to superiors relative to the completion date and other standards set in report. Creates nonstandard reports as necessary to transcribe relevant information in a professional manner and may set processes for improvement. Responsible for the on the job training of lower level technicians, as required.
30030	CARTOGRAPHIC TECHNICIAN
	Creates maps, graphs, and other illustrations and maintains their quality control for various project and technical reports. Creates, records, and/or digitally extracts geospatial or statistical data from a variety of sources, and performs spatial analysis on the data. Under indirect supervision, coordinates the creation and maintains quality control of cartographic and other illustrations for various technical reports. Performs spatial analyses of archeological data and creates spatial analytical graphics for analysts using geographic information systems and other digital methods. 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. 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; obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogrammetric 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.

30040	CIVIL ENGINEERING TECHNICIAN
	Assists the engineers in the planning of construction projects such as airports, bridges, channels, dams, railroads, and roads. Helps prepare proposals and cost estimates. Estimates work load to establish completion dates. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
30061	DRAFTER/CAD OPERATOR I
	Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include: From marked-up prints, revises the original drawings of a plumbing system by increasing pipe diameters. From sketches, draws building floor plans, determining size, spacing, and arrangement of freehand lettering according to scale. Draws simple land profiles from predetermined structural dimensions and reduced survey notes. Traces river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.
30062	DRAFTER/CAD OPERATOR II
	Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product. Typical assignments include: From a layout and manual references, prepares several views of a simple gear system. Obtains dimensions and tolerances from manuals and by measuring the layout. Draws base and elevation views, sections, and details of new bridges or other structures; revises complete sets of roadway drawings for highway construction projects; or prepares block maps, indicating water and sewage line locations. Prepares and revises detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.
30063	DRAFTER/CAD OPERATOR III
	Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include: From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment. From electronic schematics, information as to maximum size and manuals giving dimensions of standard parts, determines the arrangement and prepares drawings of printed circuit boards. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes, and beams; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; notifies supervisor of conflicting details in design. Note: Excludes drafters performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.
30064	DRAFTER/CAD OPERATOR IV
	Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawings produced. Exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

30081	ENGINEERING TECHNICIAN I
	<p>Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:</p> <p>Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.</p> <p>Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.</p>
30082	ENGINEERING TECHNICIAN II
	<p>Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as: Following specific instructions assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. Extracts engineering data from various prescribed but nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.</p>
30083	ENGINEERING TECHNICIAN III
	<p>Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:</p> <p>Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions. Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data. Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation. Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.</p>
30084	ENGINEERING TECHNICIAN IV
	<p>Performs nonroutine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:</p> <p>Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts. Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports. Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.</p>

30085	ENGINEERING TECHNICIAN V
	<p>Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as: Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.</p> <p>Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.</p>
30086	ENGINEERING TECHNICIAN VI
	<p>Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as: Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment). Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.</p>
30090	ENVIRONMENTAL TECHNICIAN
	<p>Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semiprocessed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.</p>
30210	LABORATORY TECHNICIAN
	<p>Performs laboratory research/tasks. Also responsible for cleaning, disinfecting and maintenance of all cleanrooms and equipment. Assists with receipt and inspection of raw materials, ordering and stocking. May require a bachelor's degree in area of specialty and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.</p>

30240	MATHEMATICAL TECHNICIAN
	<p>Applies standardized mathematical formulas, principles, and methodology to technological problems in engineering and physical sciences in relation to specific industrial and research objectives, processes, equipment and products. Confers with professional, scientific, and engineering personnel to plan project. Analyzes raw data recorded on magnetic tape, punched cards, photographic film or other media. Selects most practical and accurate combination and sequence of computational methods using algebra, trigonometry, geometry, vector analysis and calculus to reduce raw data to meaningful and manageable terms. Selects most economical and reliable combination of manual, mechanical, or electronic data processing methods and equipment consistent with data reduction requirements. Modifies standard formulas to conform to data processing method selected. Translates data into numerical values, equations, flow charts, graphs or other media. Analyzes processed data to detect errors. May operate card punching or sorting machines, calculators, or data processing equipment.</p>
30361	PARALEGAL/LEGAL ASSISTANT I
	<p>The paralegal analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings. At level I, Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties: Consults prescribed sources of information for facts relating to matters of interest to the program. Reviews documents to extract selected data and information relating to specific items. Reviews and summarizes information in prescribed format on case precedent and decisions. Searches and extracts legal references in libraries and computer-data banks; attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.</p>
30362	PARALEGAL/LEGAL ASSISTANT II
	<p>At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent: Reviews case materials to become familiar with questions under consideration. 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. 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. Interviews potential witnesses and prepares summary interview reports for the attorney's review. 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. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits. Verifies citations and legal references on prepared legal documents. Prepares summaries of testimony and depositions. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.</p>
30363	PARALEGAL/LEGAL ASSISTANT III
	<p>At this level, participates in the substantive development of cases by performing the following functions: Analyzes and evaluates case files against litigation worthiness standards. 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. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity. Interviews relevant personnel and potential witnesses to gather information. Reviews and analyzes relevant statistics. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation. Consults with statistical experts on reliability evaluations. May testify in court concerning relevant data.</p>
30364	PARALEGAL/LEGAL ASSISTANT IV
	<p>At this level, assists in the evaluation, development and litigation of cases by performing the following duties: Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns. 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. 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; interviews potential witnesses for information and prepares witnesses for court appearances; 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; 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; may appear in court as a witness to testify concerning exhibits prepared supporting plaintiffs case.</p>

30390	PHOTO-OPTICS TECHNICIAN
	<p>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.</p>
30461	TECHNICAL WRITER I
	<p>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.</p>
30462	TECHNICAL WRITER II
	<p>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.</p>
30463	TECHNICAL WRITER III
	<p>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.</p>