ROSS PROFESSIONAL SERVICES, LLC

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](http://www.gsaadvantage.gov).

**SCHEDULE TITLE:** MAS (Multiple Award Schedule)
FSC/PSC Code: R699

**Contract Number:** GS-07F-9587S
**CONTRACT PERIOD:** July 15, 2006 through July 14, 2026

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at [http://www.gsa.gov/tempservices](http://www.gsa.gov/tempservices)

**CONTRACTOR:** Ross Professional Services, LLC
6230 3rd Street, NW, Suite 6, Washington, DC 20011
Phone number: (202) 726-2809, Fax number: (202) 726-2806
E-Mail: info@rpservices.net, Web Site: www.rpservices.net

**CONTRACTOR’S ADMINISTRATION SOURCE:** Diane Ross

**BUSINESS SIZE:** SBA Certified 8(a) Firm (8a), Women Owned Business (WOB), Women Owned Small Business (WOSB), Economically Disadvantaged Women Owned Small Business (EDWOSB), SBA Certified Small Disadvantaged Business
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN#</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>561320SBSA Temporary Staffing (SBSA)</td>
<td>Administrative Support and Clerical</td>
</tr>
<tr>
<td>561320SBSA Temporary Staffing (SBSA)</td>
<td>Automatic Data Processing</td>
</tr>
<tr>
<td>561320SBSA Temporary Staffing (SBSA)</td>
<td>Technical and Professional</td>
</tr>
</tbody>
</table>

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

1.c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All services rates shown are firm-fixed-price. See the following price list for rates for our preponderance of work location and services offered. See the Service Descriptions provided after the pricing information.

2. MAXIMUM ORDER*: $250,000 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 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: $250 unless the contractor agrees to accept a smaller order.

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

The preponderance of work location has been identified as:
Washington, DC Wage Determination: #2015-4281 Revision: #16 Dated: 04/23/2020

Ross Professional Services, LLC, 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): None
8. PROMPT PAYMENT TERMS: 1% 10, Net 30
9.a. Government Purchase Cards are accepted at or below the micro-purchase threshold.
9.b. Government Purchase Cards are accepted above the micro-purchase threshold
10. FOREIGN ITEMS: None
11.a. TIME OF DELIVERY: N/A
11.b. EXPEDITED DELIVERY: N/A
11.c. OVERNIGHT AND 2-DAY DELIVERY: N/A
11.d. URGENT REQUIREMENTS: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. FOB POINT: N/A
13.a. ORDERING ADDRESS: Same as contractor address. Customer should contact contractor for additional addresses.
13.b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. PAYMENT ADDRESS: Same as contractor address.
15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
ROSS PROFESSIONAL SERVICES, LLC

16. EXPORT PACKING CHARGES: N/A

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

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

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

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

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

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

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

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

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

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

25. DUNS NUMBER: 966440034

26. NOTIFICATION REGARDING REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) Database: Ross Professional Services, LLC has an Active Registration in the SAM database.
<table>
<thead>
<tr>
<th>SKILL CATEGORY/CODE</th>
<th>SKILL DESCRIPTION</th>
<th>GSA BILL RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01011</td>
<td>Accounting Clerk I</td>
<td>$32.85</td>
</tr>
<tr>
<td>01012</td>
<td>Accounting Clerk II</td>
<td>$36.32</td>
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<tr>
<td>01013</td>
<td>Accounting Clerk III</td>
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<tr>
<td>01020</td>
<td>Administrative Assistant</td>
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<tr>
<td>01027</td>
<td>Data Entry Operator I</td>
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<td>01028</td>
<td>Data Entry Operator II</td>
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<td>01070</td>
<td>Document Preparation Clerk</td>
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<td>01090</td>
<td>Duplicating Machine Operator</td>
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<td>01111</td>
<td>General Clerk I</td>
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<td>General Clerk II</td>
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<td>01113</td>
<td>General Clerk III</td>
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<td>01261</td>
<td>Personnel Assistant (Employment) I</td>
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<td>01262</td>
<td>Personnel Assistant (Employment) II</td>
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<td>01263</td>
<td>Personnel Assistant (Employment) III</td>
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<td>01270</td>
<td>Production Control Clerk</td>
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<td>01280</td>
<td>Switchboard Operator-Receptionist</td>
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<td>01311</td>
<td>Secretary (Clerical, Executive, Legal, Medical) I</td>
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<td>01312</td>
<td>Secretary (Clerical, Executive, Legal, Medical) II</td>
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<tr>
<td>01313</td>
<td>Secretary (Clerical, Executive, Legal, Medical) III</td>
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<tr>
<td>01611</td>
<td>Word Processor I</td>
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<tr>
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<td>Word Processor II</td>
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<td>Word Processor III</td>
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<tr>
<td>N/A</td>
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<td>Human Resources Specialist II</td>
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<td>Human Resources Specialist III</td>
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<tr>
<td>N/A</td>
<td>Human Resources Specialist IV</td>
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## SIN 561320SBSA Temporary Staffing (SBSA):
### AUTOMATIC PROCESSING OCCUPATIONS
#### PRICE LIST

<table>
<thead>
<tr>
<th>SKILL CATEGORY/CODE</th>
<th>SKILL DESCRIPTION</th>
<th>GSA BILL RATE</th>
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</thead>
<tbody>
<tr>
<td>14041</td>
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<tr>
<td>14042</td>
<td>Computer Operator II</td>
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<td>14043</td>
<td>Computer Operator III</td>
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<td>14044</td>
<td>Computer Operator IV</td>
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<td>14045</td>
<td>Computer Operator V</td>
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<tr>
<td>14071</td>
<td>Computer Programmer I</td>
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<tr>
<td>14072</td>
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<td>14073</td>
<td>Computer Programmer III</td>
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<tr>
<td>14074</td>
<td>Computer Programmer IV</td>
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<tr>
<td>14101</td>
<td>Computer Systems Analyst I</td>
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<tr>
<td>14102</td>
<td>Computer Systems Analyst II</td>
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<tr>
<td>14103</td>
<td>Computer Systems Analyst III</td>
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<td>N/A</td>
<td>Sr. Software/Program Developer I</td>
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<tr>
<td>N/A</td>
<td>Sr. Software/Program Developer II</td>
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<td>N/A</td>
<td>Sr. Software/Program Developer III</td>
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</tr>
<tr>
<td>N/A</td>
<td>Sr. Software/Program Developer IV</td>
<td>$93.78</td>
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</table>
## SIN 561320SBSA Temporary Staffing (SBSA):
TECHNICAL AND PROFESSIONAL OCCUPATIONS
PRICE LIST

<table>
<thead>
<tr>
<th>SKILL CATEGORY/CODE</th>
<th>SKILL DESCRIPTION</th>
<th>GSA BILL RATE</th>
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</thead>
<tbody>
<tr>
<td>30210</td>
<td>Laboratory Technician</td>
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<tr>
<td>30361</td>
<td>Paralegal/Legal Assist I</td>
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<tr>
<td>30362</td>
<td>Paralegal/Legal Assist II</td>
<td>$43.77</td>
</tr>
<tr>
<td>30363</td>
<td>Paralegal/Legal Assist III</td>
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<tr>
<td>30364</td>
<td>Paralegal/Legal Assist IV</td>
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<tr>
<td>N/A</td>
<td>Contract Specialist I</td>
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<tr>
<td>N/A</td>
<td>Contract Specialist II</td>
<td>$42.57</td>
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<tr>
<td>N/A</td>
<td>Contract Specialist III</td>
<td>$61.59</td>
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<tr>
<td>N/A</td>
<td>Contract Specialist IV</td>
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<tr>
<td>N/A</td>
<td>Researcher I</td>
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<tr>
<td>N/A</td>
<td>Researcher II</td>
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<tr>
<td>N/A</td>
<td>Researcher III</td>
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<tr>
<td>30461</td>
<td>Technical Writer I</td>
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<tr>
<td>30462</td>
<td>Technical Writer II</td>
<td>$54.64</td>
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<tr>
<td>30463</td>
<td>Technical Writer III</td>
<td>$65.13</td>
</tr>
<tr>
<td>N/A</td>
<td>Sr. Technical Writer</td>
<td>$77.18</td>
</tr>
</tbody>
</table>
Accounting Clerk I
Performs accounting activities such as maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with 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 sound judgment.

Accounting Clerk II
Performs accounting activities such as, maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with 1-3 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 experiences and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required dependent judgment. Typically reports to a supervisor or manager.

Accounting Clerk III
Performs daily accounting activities such as, maintenance of the general ledger and preparation of various accounting statements and financial reports. Requires a high school diploma or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.
Schedule

ROSS PROFESSIONAL SERVICES, LLC

**Administrative Assistant**
Oversee all aspects of general office coordination. Answer telephones, performs general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing. Maintains office calendar to coordinate work flow and meetings. Maintain confidentiality in all aspects of client, staff and agency information. Interact with clients, vendors and visitors. Coordinate and direct office services, such as records, budget preparation, personnel and housekeeping. Creates and modifies documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs. May conduct research, compile data and prepare papers for consideration and presentation to the Executive Director, staff and Board of Directors. Set up and coordinate meetings and conferences. Prepares agendas and make arrangements for committee, Board or other meetings. Research, price and purchase office furniture, equipment and supplies. Support staff in assigned project-based work. May supervise volunteers and other support personnel. Assists in special events, such as fundraising activities and the annual meeting. May requires a degree/certificate and a minimum of 6 years of experience in the field or in a related area.

**Document Preparation Clerk**
Collects, reviews, and prepares documents audits output data. May be expected to code documents. Identifies and resolves production related errors. Maintains and revises procedural lists, control records and coding schemes to process source documents. Requires a high school diploma or its equivalent and 1-3 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. A certain degree of creativity and latitude is required.

**Duplicating Machine Operator**
Operates a photocopy machine to complete assignments ranging from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. May perform all phases of equipment set-up, operation and routine maintenance of machine and its supplies. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and
ROSS PROFESSIONAL SERVICES, LLC

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.

**General Clerk I**
Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. 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.

**General Clerk II**
Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. 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.

**General Clerk III**
Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Requires a high school diploma or its equivalent with at least 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.
Personnel Assistant (Employment) I
Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate's degree in a related area with 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.

Personnel Assistant (Employment) II
Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require an associate's degree in a related area with 1-3 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.

Personnel Assistant (Employment) III
Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. May require a bachelor's degree in a related area with 1-3 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. Should exercise some independent judgment. Typically reports to a supervisor or manager.

Human Resources Specialist I
Provides management, supervision and advice on human resources management products or services. Work may involve position evaluation; establishing and maintaining position classification; analyzing, interpreting, developing, and/or
implementing laws, regulations, policies; recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; advising management; providing guidance and consultation to agencies, employees, former employees, regarding retirement, insurance, health benefits, and compensation. Similar experience as that of a GS-201-11. Requires a minimum bachelor’s degree in a related area and at least 6 years of experience in the field or in a related area.

**Human Resources Specialist II**
Provides management, supervision and advice on human resources management products or services. Work may involve position evaluation; establishing and maintaining position classification; analyzing, interpreting, developing, and/or implementing laws, regulations, policies; recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; advising management; providing guidance and consultation to agencies, employees, former employees, regarding retirement, insurance, health benefits, and compensation. Similar experience as that of a GS-201-12. Requires a minimum bachelor’s degree in a related area and at least 6-7 years of experience in the field or in a related area.

**Human Resources Specialist III**
Provides management, supervision and advice on human resources management products or services. Work may involve position evaluation; establishing and maintaining position classification; analyzing, interpreting, developing, and/or implementing laws, regulations, policies; recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; advising management; providing guidance and consultation to agencies, employees, former employees, regarding retirement, insurance, health benefits, and compensation. Similar experience as that of a GS-201-13. Requires a minimum bachelor’s degree in a related area and at least 7-8 years of experience in the field or in a related area.

**Human Resources Specialist IV**
Provides management, supervision and advice on human resources management products or services. Work may involve position evaluation; establishing and maintaining position classification; analyzing, interpreting, developing, and/or implementing laws, regulations, policies; recruiting, examining, selecting and placing employees; performing job analysis; workforce planning and analysis; advising management; providing guidance and consultation to agencies, employees, former employees, regarding retirement, insurance, health benefits, and compensation.
Similar experience as that of a GS-201-14. Requires a minimum bachelor’s degree in a related area and at least 9-10 years of experience in the field or in a related area.

**Production Control Clerk**
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, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. 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. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

**Secretary (Clerical, Executive, Legal, Medical) I**
Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 1-3 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.

**Secretary (Clerical, Executive, Legal, Medical) II**
Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Requires a high school diploma with 2-3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Secretary (Clerical, Executive, Legal, Medical) III
Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Requires a high school diploma with 3-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor.

Switchboard Operator-Receptionist
Operates a switchboard or telephone console to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 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.

Word Processor I
Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with 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.

Word Processor II
Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with 2-4 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. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Word Processor III
Utilizes the full scope of sophisticated work processing equipment to prepare complex typed documents. Confers with user departments to plan new projects and explores equipment capabilities to ensure maximum quality of the output. Requires a high school diploma with 5-8 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.

Computer Operator I
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 of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 0-1 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.

Computer Operator II
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 of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and at least 2-4 years of experience as a computer operator. 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 report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

**Computer Operator III**
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 of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 5-7 years of experience as a computer operator. 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 project leader or manager. A certain degree of creativity and latitude is required.

**Computer Operator IV**
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 of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 6-8 years of experience as a computer operator. 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 project leader or manager. A certain degree of creativity and latitude is required.

**Computer Operator V**
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 of terminal to detect faulty output or machine stoppage. May require an associate's degree or its equivalent and 7-10 years of experience as a computer operator. 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 project leader or manager. A certain degree of creativity and latitude is required.
**Computer Programmer I**
Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an associate's degree in a related area 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.

**Sr. Software/Program Developer I**
Writes programs using different platforms to include but not limited to UNIX, SAS, Cobol, Oracle, Basic & PL/SQL code, etc. Experience with coding and macros. Develops programs to generate comprehensive control reports. May require an associate's degree in a related area and 2-3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. Familiar with a variety of the field's concepts, practices, and procedures. Typically reports to a manager or head of a unit/department. Develops programs to generate comprehensive control reports. Researches online data and various database information. Writes and reads programs according to data provided.

**Sr. Software/Program Developer II**
Writes programs using different platforms to include but not limited to UNIX, SAS, Cobol, Oracle, Basic & PL/SQL code, etc. Experience with coding and macros. Develops programs to generate comprehensive control reports. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. May require a bachelor's degree in area of specialty and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Develops programs to generate comprehensive control reports. Researches online data and various database information. Writes and reads programs according to data provided.
Sr. Software/Program Developer III
 Writes programs using different platforms to include but not limited to UNIX, SAS, Cobol, Oracle, Basic & PL/SQL code, etc. Experience with coding and macros. Develops programs to generate comprehensive control reports. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. May require a bachelor's degree in area of specialty 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 extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Develops programs to generate comprehensive control reports. Researches online data and various database information. Writes and reads programs according to data provided.

Sr. Software/Program Developer IV
 Writes programs using different platforms to include but not limited to UNIX, SAS, Cobol, Oracle, Basic & PL/SQL code, etc. Experience with coding and macros. Develops programs to generate comprehensive control reports. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. May require a master's degree in area of specialty or 8-10 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. Develops programs to generate comprehensive control reports. Researches online data and various database information. Writes and reads programs according to data provided.
**Contract Specialist I**
Provide support and assistance in the areas of acquisition and procurement. Prepare and or review pre-procurement packages and assist gathering market research. Perform pre-award contract administration simplified acquisition contracts. Respond to Request for Information. Prepare proposal summaries, contract briefings, and determination and findings for contract files. Assist with processing incoming task/delivery orders, contract modifications, and blanket purchase agreements. Review purchase requisitions for price quotation, justification, charge code, and authorized signatures. Prepare purchase orders for distribution to program personnel and vendors/suppliers. Individual has knowledge of Federal Acquisition Regulations (FAR) and works closely supervised. One to three years of experience. Contract employee does not have the authority to negotiate contracts on the government’s behalf.

**Contract Specialist II:**
Provide support and assistance in the areas of acquisition and procurement. Prepare and or review pre-procurement packages and assist gathering market research. Perform pre-award and post-award contract administration for simplified acquisition contracts. On occasion assist with open-market contracts in excess of $100K. Respond to Request for Information. Prepare proposal summaries, contract briefings, and determination and findings for contract files. Process incoming task/delivery orders, contract modifications, and blanket purchase agreements. Review purchase requisitions for price quotation, justification, charge code, and authorized signatures. Prepare purchase orders for distribution to program personnel and vendors/suppliers. Individual has knowledge of Federal Acquisition Regulations (FAR) and works closely supervised. Individual works virtually independently and may assist with maintaining new policies and procedures relating to acquisitions. Three to six years of experience plus BS/BA degree. Contract employee does not have the authority to negotiate contracts on the government’s behalf.
**Contract Specialist III:**
Provide support and assistance in the areas of acquisition and procurement. Prepare and or review pre-procurement packages and assist gathering market research. Perform pre-award and post-award contract administration for simplified acquisition contracts. Assist with open-market contracts in excess of $100K-500K. Prepare proposal summaries, contract briefings, and determination and findings for contract files. Process incoming task/delivery orders, contract modifications, and blanket purchase agreements. Prepare purchase orders for distribution to program personnel and vendors/suppliers. Individual has extensive knowledge of Federal Acquisition Regulations (FAR) and the ability to work independently with little or no supervision. Prepare requests for quotes and proposals. Review Performance Work Statements. Process Inter agency agreements for various services. Provide cradle to grave contract administration. At least seven years of experience plus BS/BA degree and certification. Contract employee does not have the authority to negotiate contracts on the government’s behalf.

**Contract Specialist IV:**
Provide support and assistance in the areas of acquisition, contracts and administration manager. Prepare and or review acquisition packages and assist in gathering market research and organizational policy. Administer commercial and government contracts in accordance with agency policies and legal requirements. Strong familiarity with a variety of contract concepts, practices and procedures. Relies on extensive experience and judgment to accomplish goals. Assist with pre-award and post-award contract administration for simplified acquisition contracts. Assist with open-market contracts in excess of $100K-500K. Prepare proposal summaries, contract briefings, and determination and findings for contract files. Process incoming task/delivery orders, contract modifications, and blanket purchase agreements. Prepare purchase orders for distribution to program personnel and vendors/suppliers. Individual has extensive knowledge of Federal Acquisition Regulations (FAR) and the ability to work independently with little or no supervision. Review Performance Work Statements. Process Inter agency agreements for various services. Possess at least ten years of experience. Contract employee does not have the authority to negotiate contracts on the government’s behalf or to commit the government in any way. BS/BA and a certification.
Laboratory Technician
Performs manual and automated routine blood tests. Prepares specimens for microscope examination. May require an associate's degree or its equivalent and 0-2 years of clinical experience in a related field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to an and accomplish goals. Performs a variety of tasks. Typically reports to supervisor or manager.

Paralegal/Legal Assist I
Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to an attorney.

Paralegal/Legal Assist II
Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 2-4 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to an attorney.

Paralegal/Legal Assist III
Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 4-6 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to an attorney.

Paralegal/Legal Assist IV
Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate's degree or its equivalent and 6-8 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established
guidelines to perform the functions of the job. Works under immediate supervision; typically reports to an attorney.

**Researcher I**
Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in variety of areas, such as science, social science, law, medicine, or politics: Searches sources, such as reference works, literature, documents, newspapers, and statistical records, to obtain data on assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistical tabulations, using calculator or computer. May require an associate's degree in a related area or 1-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field.

**Researcher II**
Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in variety of areas, such as science, social science, law, medicine, or politics: Searches sources, such as reference works, literature, documents, newspapers, and statistical records, to obtain data on assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistical tabulations, using calculator or computer. May require an associate's degree in a related area or 3-4 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field.

**Researcher III**
Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in variety of areas, such as science, social science, law, medicine, or politics: Searches sources, such as reference works, literature, documents, newspapers, and statistical records, to obtain data on assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistical tabulations, using calculator or computer. May require a bachelor's degree in a related area or 1-2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Writes reports or presents data in formats such as abstracts, bibliographies, graphs, or maps.
Technical Writer I
Extensive experience and knowledge in documentation, administration, technical writing, and operational evaluation testing. Prepares reviews, formulates, edits, and rewrites specifications, reports, manuals, handbooks, and other support documentation to ensure technical accuracy. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May require a bachelor's degree in area of specialty or 2-3 years of experience in the field or in a related area.

Sr. Technical Writer I
Extensive experience and knowledge in documentation, administration, technical writing, and operational evaluation testing. Prepares reviews, formulates, edits, and rewrites specifications, reports, manuals, handbooks, and other support documentation to ensure technical accuracy. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May require a bachelor's degree in area of specialty and 4-6 years of experience in the field or in a related area.

Sr. Technical Writer II
Extensive experience and knowledge in documentation, administration, technical writing, and operational evaluation testing. Prepares reviews, formulates, edits, and rewrites specifications, reports, manuals, handbooks, and other support documentation to ensure technical accuracy. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May require a master's degree in area of specialty and 6-8 years of experience in the field or in a related area.

Sr. Technical Writer III
Extensive experience and knowledge in documentation, administration, technical writing, and operational evaluation testing. Prepares reviews, formulates, edits, and rewrites specifications, reports, manuals, handbooks, and other support documentation to ensure technical accuracy. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May require a master's degree in area of specialty and 6-8 years of experience in the field or in a related area.