



# Scientific and Commercial Systems Corporation



## **Federal Supply Group: Professional Services Category**

## **Federal Supply Group: Facilities Category**

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

### **Authorized Federal Supply Schedule 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 are available through GSA *Advantage!* ®, a menu-driven database system. The INTERNET address GSA *Advantage!* ® is: GSAAdvantage.gov.

**Schedule Title:** Multiple Award Schedule (MAS)

**FSC Class:** V122, R799

**Contract number:** GS10F0008P

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

**Contract period:** October 2, 2018 through October 1, 2023

**Contractor:** Scientific and Commercial Systems Corporation

**Address:** 6907 Rochambeau Place  
Springfield, VA 22153

**Phone:** 703-917-9171

**FAX:** 703-917-9797

**Web Site:** [www.scsc.com](http://www.scsc.com)

**Administrator:** Tammy M. Shippy

**Email:** [tshippy@scsc.com](mailto:tshippy@scsc.com)

**Business size:** Small

**Last Modification:** Price list current as of Modification #PS-A812 eff. 3/31/2020



**CUSTOMER INFORMATION:**

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<b>SIN</b>	<b>SIN Description</b>	<b>Awarded Price</b>	<b>Labor Category Descriptions</b>
541614SVC	541614SVC Supply and Value Chain Management	p. 6	pp. 7-25
561210FS	561210FS Facilities Support Services	p. 6	pp. 7-25
OLM	Order-Level Materials (OLM)		

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. – N/A

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. – Please reference Labor Categories and Descriptions, beginning on page 10.

2. Maximum order - \$1,000,000.00

3. Minimum order - \$100.00

4. Geographic coverage (delivery area) – Domestic Delivery.

5. Point(s) of production (city, county, and State or foreign country) – N/A

6. Discount from list prices or statement of net price – Prices Shown Herein are Net (discount deducted)

7. Quantity Discounts -

<b>Description</b>	<b>Quantity Discount</b>
Orders of 1,000 hours per CLIN	1%
Orders greater than \$250,000 in total	2%
Clients with 5 years history	2%

8. Prompt payment terms –Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin) – None.

10a. Time of delivery – Delivery schedule specified on the Task Order. SCSC will deliver or perform services in accordance with the terms negotiated in the agency’s order.

10b. Expedited Delivery – Not applicable.

10c. Overnight and 2-day delivery – Contact Contractor.

10d. Urgent Requirements - Contact Contractor.

11. F.O.B. point(s) – Destination.

12a. Ordering address(es) - Scientific and Commercial Systems Corporation  
6907 Rochambeau Place  
Springfield, VA 22153  
Email: [tshippy@scsc.com](mailto:tshippy@scsc.com)

12b. 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.

13. Payment address(es): Scientific and Commercial Systems Corporation  
6907 Rochambeau Place  
Springfield, VA 22153  
Attn: Accounts Receivable  
For ACH Payments: *contact SCSC for Bank Information*

14. Warranty provision. – Contractor’s standard commercial warranty.

15. Export packing charges, if applicable. – N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable). – N/A

17. Terms and conditions of installation (if applicable). – N/A

18. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). – N/A

19a. Terms and conditions for any other services (if applicable). – N/A

20. List of service and distribution points (if applicable). – N/A

21. List of participating dealers (if applicable). – N/A

22. Preventive maintenance (if applicable). – N/A

23a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). -N/A

23b. Section 508 compliance information: N/A

24. Data Universal Number System (DUNS) number – 11-466-3024

25. Notification regarding registration in System for Award Management (SAM) database – Registered at [www.beta.sam.gov](http://www.beta.sam.gov), CAGE Code 9J678

Service Contract Labor Standard (SCLS): "The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<b>SCLS Matrix</b>			
<b>SCLS Eligible Category</b>	<b>SCA Equivalent Code - Title</b>		<b>WD #</b>
Mechanic**	5220	Motor Vehicle Mechanic Helper	15-5604 15-5614
Mechanic**	5070	Automotive Worker	15-5604 15-5614
Mechanic**	5190	Motor Vehicle Mechanic	15-5604 15-5614
Shipping and Receiving Clerk**	21130	Shipping and Receiving Clerk	15-5604 15-5614
Shipping and Receiving Clerk**	21130	Shipping and Receiving Clerk	15-5604 15-5614
Shipping and Receiving Clerk**	21130	Shipping and Receiving Clerk	15-5604 15-5614
Truck Driver**	31361	Truck Driver, Light	15-5604 15-5614
Truck Driver**	31362	Truck Driver, Medium	15-5604 15-5614
Truck Driver**	31363	Truck Driver, Heavy	15-5604 15-5614
Mail Carrier/Clerk**	1191	Order Clerk I	15-5604 15-5614
Mail Carrier/Clerk**	1192	Order Clerk II	15-5604 15-5614
Mail Carrier/Clerk**	1113	General Clerk III	15-5604 15-5614
Bus Driver**	31290	Shuttle Bus Driver	15-5604 15-5614
Bus Driver**	31030	Bus Driver	15-5604 15-5614
Bus Driver**	31030	Bus Driver	15-5604 15-5614
Recycle Processor**	21050	Material Handling Laborer	15-5604 15-5614
Recycle Processor**	21410	Warehouse Specialist	15-5604 15-5614
Recycle Processor**	21410	Warehouse Specialist	15-5604 15-5614
Equipment Custodian**	1270	Production Control Clerk	15-5604 15-5614
Equipment Custodian**	1270	Production Control Clerk	15-5604 15-5614



Equipment Custodian**	1270	Production Control Clerk	15-5604 15-5614
Stock Clerk**	21150	Stock Clerk	15-5604 15-5614
Stock Clerk**	21150	Stock Clerk	15-5604 15-5614
Stock Clerk**	21150	Stock Clerk	15-5604 15-5614
Property Clerk**	1111	General Clerk I	15-5604 15-5614
Property Clerk**	1112	General Clerk II	15-5604 15-5614
Property Clerk**	1113	General Clerk III	15-5604 15-5614
Cataloger**	23370	General Maintenance Worker	15-5604 15-5614
Cataloger**	23370	General Maintenance Worker	15-5604 15-5614
Cataloger**	23370	General Maintenance Worker	15-5604 15-5614
Material Coordinator**	21030	Material Coordinator	15-5604 15-5614
Material Coordinator**	21030	Material Coordinator	15-5604 15-5614
Material Coordinator**	21030	Material Coordinator	15-5604 15-5614
Inventory Clerk**	1011	Accounting Clerk I	15-5604 15-5614
Inventory Clerk**	1012	Accounting Clerk II	15-5604 15-5614
Inventory Clerk**	1013	Accounting Clerk III	15-5604 15-5614
Warehouseman**	21410	Warehouse Specialist	15-5604 15-5614
Warehouseman**	21410	Warehouse Specialist	15-5604 15-5614
Warehouseman**	21410	Warehouse Specialist	15-5604 15-5614

## Awarded Prices

CLIN	SIN	Labor Category	Level 1	Level 2	Level 3
			GSA	GSA	GSA
1	541614SVC, 561210FS	Project Manager	\$47.34	\$52.54	\$56.94
2	541614SVC, 561210FS	Logistics Manager	\$44.66	\$49.12	\$53.64
3	541614SVC, 561210FS	Mechanic**	\$30.96	\$35.49	\$39.19
4	541614SVC, 561210FS	Shipping and Receiving Clerk**	\$25.11	\$29.31	\$36.91
5	541614SVC, 561210FS	Truck Driver**	\$32.57	\$35.80	\$41.54
6	541614SVC, 561210FS	Mail Carrier/Clerk**	\$20.76	\$27.98	\$33.71
7	541614SVC, 561210FS	Bus Driver**	\$28.33	\$31.13	\$35.77
8	541614SVC, 561210FS	Recycle Processor**	\$23.58	\$25.91	\$29.76
9	541614SVC, 561210FS	Equipment Custodian**	\$31.54	\$33.77	\$47.12
10	541614SVC, 561210FS	Stock Clerk**	\$24.97	\$27.26	\$34.82
11	541614SVC, 561210FS	Property Clerk**	\$25.37	\$28.99	\$33.29
12	541614SVC, 561210FS	Cataloger**	\$25.14	\$31.78	\$36.52
13	541614SVC, 561210FS	Material Coordinator**	\$34.44	\$41.30	\$47.03
14	541614SVC, 561210FS	Inventory Clerk**	\$27.50	\$28.67	\$32.94
15	541614SVC, 561210FS	Distribution Clerk	\$33.55	\$36.91	\$42.44
16	541614SVC, 561210FS	Foreman	\$38.93	\$42.83	\$49.26
17	541614SVC, 561210FS	Warehouseman**	\$23.02	\$26.74	\$28.85
18	541614SVC, 561210FS	Records Clerk	\$26.27	\$28.90	\$33.23
19	541614SVC, 561210FS	Freight/Traffic Clerk	\$24.66	\$27.13	\$31.20
20	541614SVC, 561210FS	Quality Auditor	\$36.38	\$40.03	\$41.90
21	541614SVC, 561210FS	Micrographics Specialist	\$38.39	\$46.07	\$57.59
22	541614SVC, 561210FS	Publications Specialist	\$39.03	\$46.84	\$58.55
23	541614SVC, 561210FS	Document Processing Spec.	\$28.67	\$31.86	\$37.59
24	541614SVC, 561210FS	Imaging Technician	\$29.13	\$32.37	\$38.20
25	541614SVC, 561210FS	Logistics Coordinator	\$41.22	\$45.81	\$54.05
26	541614SVC, 561210FS	Data Entry Specialist	\$22.49	\$24.99	\$29.49
27	541614SVC, 561210FS	Records Mgmt. Specialist	\$33.56	\$37.30	\$44.02
28	541614SVC, 561210FS	Records Aide	\$27.32	\$30.37	\$35.83
29	541614SVC, 561210FS	Risk Analyst	\$48.97	\$54.42	\$64.23
30	541614SVC, 561210FS	Space Planner	\$30.69	\$34.10	\$40.25

\*\*denotes SCLS eligible labor categories.

## LABOR CATEGORY DESCRIPTIONS & QUALIFICATIONS

GSA has approved the following SCSC labor categories and associated qualifications for SINs 541614SVC and 561210FS under this contract.

### CLIN 1 – PROJECT MANAGER

#### Project Manager (Level 1)

**Minimum/General Experience:** One (1) year of progressive experience in managing, directing, and implementing projects. Experienced in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel. Experienced in management and control of large funds and resources, strategic planning and demonstrated capability in managing complex, multi-task commercial and government contracts.

**Functional Responsibility:** Serves as the contract manager, and will be the authorized interface with customer representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals to subordinates and subcontractors; responsible for the overall contract performance. Manages logistics services and support operations, which may include multiple projects. Prepares and delivers presentations to colleagues, subordinates, and client representatives.

**Minimum Education:** Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, technical disciplines. In lieu of Bachelor's degree, five years military experience in a similar position.

#### Project Manager (Level 2)

**Minimum/General Experience:** Five (5) years of progressive experience in managing, directing, and implementing projects. Experienced in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel. Experienced in management and control of large funds and resources, strategic planning and demonstrated capability in managing complex, multi-task commercial and government contracts.

**Functional Responsibility:** Serves as the contract manager, and will be the authorized interface with customer representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals to subordinates and subcontractors; responsible for the overall contract performance. Manages logistics services and support operations, which may include multiple projects. Prepares and delivers presentations to colleagues, subordinates, and client representatives.

**Minimum Education:** Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, technical disciplines. In lieu of Bachelor's degree, ten years military experience in a similar position.

#### Project Manager (Level 3)

**Minimum/General Experience:** Ten (10) years of progressive experience in managing, directing, and implementing projects. Experienced in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel. Experienced in management and control of large funds and resources, strategic planning and demonstrated capability in managing complex, multi-task commercial and government contracts.

**Functional Responsibility:** Serves as the contract manager, and will be the authorized interface with customer representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals to subordinates and subcontractors; responsible for the overall contract performance. Manages logistics services and support operations, which may include multiple projects. Prepares and delivers presentations to colleagues, subordinates, and client representatives.

**Minimum Education:** Bachelor's Degree in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, technical disciplines. In lieu of Bachelor's degree, fifteen years military experience in a similar position.

## CLIN 2 – LOGISTICS MANAGER

### Logistics Manager (Level 1)

**Minimum/General Experience:** One (1) year of recent progressive logistics experience in scientific or specialized aircraft weapons systems, such as test evaluation, systems analysis, configuration management, integrated logistics support categories, operations research, or reliability and maintainability is required.

**Functional Responsibility:** Experience with logistics integration requirements and implementation techniques, as applied to complex systems.

**Minimum Education:** Bachelor's degree from an accredited university or college.

### Logistics Manager (Level 2)

**Minimum/General Experience:** Five (5) years of recent progressive logistics experience in scientific or specialized aircraft weapons systems, such as test evaluation, systems analysis, configuration management, integrated logistics support categories, operations research, or reliability and maintainability is required.

**Functional Responsibility:** Experience with logistics integration requirements and implementation techniques, as applied to complex systems.

**Minimum Education:** Bachelor's degree from an accredited university or college.

### Logistics Manager (Level 3)

**Minimum/General Experience:** Ten (10) years of recent progressive logistics experience in scientific or specialized aircraft weapons systems, such as test evaluation, systems analysis, configuration management, integrated logistics support categories, operations research, or reliability and maintainability is required.

**Functional Responsibility:** Experience with logistics integration requirements and implementation techniques, as applied to complex systems.

**Minimum Education:** Bachelor's degree from an accredited university or college.

## CLIN 3 – MECHANIC

### Mechanic (Level 1)

**Minimum/General Experience:** One (1) years working experience at journeyman level as a mechanic performing vehicle and equipment repairs. Responsible for planning and administering the work done by vehicle maintenance department in maintaining records, servicing vehicles and managing vehicle replacement programs.

**Functional Responsibility:** Knowledge of maintenance and repair procedures, electronic diagnostics and systems, management of shop operations including record-keeping and documentation necessary to meet requirements of state and local guidelines and regulatory compliance.

**Minimum Education:** A high school diploma or equivalent and technical training and/or certification in vehicle repair. Must possess a valid Commercial Driver's license and ability to maintain license with appropriate endorsements and good driving record.

### Mechanic (Level 2)

**Minimum/General Experience:**

Five (5) years working experience at journeyman level as a mechanic performing vehicle and equipment repairs. Responsible for planning and administering the work done by vehicle maintenance department in maintaining records, servicing vehicles and managing vehicle replacement programs.

**Functional Responsibility:** Knowledge of maintenance and repair procedures, electronic diagnostics and systems, management of shop operations including record-keeping and documentation necessary to meet requirements of state and local guidelines and regulatory compliance.

**Minimum Education:** A high school diploma or equivalent and technical training and/or certification in vehicle repair. Must possess a valid Commercial Driver's license and ability to maintain license with appropriate endorsements and good driving record

### Mechanic (Level 3)

**Minimum/General Experience:** Ten (10) years working experience at journeyman level as a mechanic performing vehicle and equipment repairs. Responsible for planning and administering the work done by vehicle maintenance department in maintaining records, servicing vehicles and managing vehicle replacement programs.

**Functional Responsibility:** Knowledge of maintenance and repair procedures, electronic diagnostics and systems,

management of shop operations including record-keeping and documentation necessary to meet requirements of state and local guidelines and regulatory compliance.

**Minimum Education:** A high school diploma or equivalent and technical training and/or certification in vehicle repair. Must possess a valid Commercial Driver's license and ability to maintain license with appropriate endorsements and good driving record.

#### CLIN 4 – SHIPPING & RECEIVING CLERK

##### Shipping & Receiving Clerk (Level 1)

**Minimum/General Experience:** One (1) year of related experience performing 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, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials.

**Functional Responsibility:** Verifies 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. Verifies the correctness of incoming goods.

**Minimum Education:** A high school diploma or equivalent.

##### Shipping & Receiving Clerk (Level 2)

###### **Minimum/General Experience:**

Experience consistent with education and/or training in performing 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, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials.

**Functional Responsibility:** Verifies 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. Verifies the correctness of incoming goods.

**Minimum Education:** High school diploma or equivalent and 5 years of general experience, or Associates degree and 4 years of general experience, or Bachelor's degree and 1 year of general experience.

##### Shipping & Receiving Clerk (Level 3)

**Minimum/General Experience:** Experience consistent with education and/or training in performing 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, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials.

**Functional Responsibility:** Verifies 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. Verifies the correctness of incoming goods.

**Minimum Education:** High school diploma or equivalent and 10 years of general experience, or Associates degree and 8 years of general experience, or Bachelor's degree and 2 years of general experience.

#### CLIN 5 – TRUCK DRIVER

##### Truck Driver (Level 1)

**Minimum/General Experience:** One (1) year experience driving a straight, light truck, under 1 1/2 tons, usually 4 wheels, in the regular delivery of various types of materials and supplies.

**Functional Responsibility:** Responsible for the safe operation of the assigned vehicle in the delivery of various materials and articles. Responsible for assuring appropriate load weights and volume for the vehicle, and the delivery of all types of waste to disposal sites for waste recycling or processing. Performs accounting for each trip, including load weight, record-keeping, and attendant paperwork for deliveries to sites. Inspects required fluids, lights, tire conditions and overall condition of the vehicle. Responsible for ensuring proper maintenance is completed by mechanics as necessary and keeping maintenance records; may perform light preventive maintenance on tractors and trailers.

**Minimum Education:** High school diploma or equivalent.

**Truck Driver (Level 2)**

**Minimum/General Experience:** Experience consistent with education and/or training driving a straight, medium truck, 1 1/2 tons to 4 tons inclusive, usually 6 wheels, in the regular delivery of various types of materials and supplies

**Functional Responsibility:** Responsible for the safe operation of the assigned vehicle in the delivery of various materials and articles. Responsible for assuring appropriate load weights and volume for the vehicle, and the delivery of all types of waste to disposal sites for waste recycling or processing. Performs accounting for each trip, including load weight, record-keeping, and attendant paperwork for deliveries to sites. Inspects required fluids, lights, tire conditions and overall condition of the vehicle. Responsible for ensuring proper maintenance is completed by mechanics as necessary and keeping maintenance records; may perform light preventive maintenance on tractors and trailers.

**Minimum Education:** High school diploma or equivalent and 5 years' experience driving a medium truck required.

**Truck Driver (Level 3)**

**Minimum/General Experience:** Experience consistent with education and/or training driving a straight, heavy truck, over 10 tons, usually 10 wheels, in the regular delivery of various types of materials and supplies.

**Functional Responsibility:** Responsible for the safe operation of the assigned vehicle in the delivery of various materials and articles. Responsible for assuring appropriate load weights and volume for the vehicle, and the delivery of all types of waste to disposal sites for waste recycling or processing. Performs accounting for each trip, including load weight, record-keeping, and attendant paperwork for deliveries to sites. Inspects required fluids, lights, tire conditions and overall condition of the vehicle. Responsible for ensuring proper maintenance is completed by mechanics as necessary and keeping maintenance records; may perform light preventive maintenance on tractors and trailers.

**Minimum Education:** High school diploma or equivalent and 10 years experience driving a heavy truck required.

**CLIN 6 – MAIL CARRIER/CLERK**

**Mail Carrier/Clerk (Level 1)**

**Minimum/General Experience:** One (1) year of related mail distribution and processing experience.

**Functional Responsibility:** Travels planned routes to deliver and collect mail. Mail carriers typically cover their route on foot or by vehicle, working outdoors in all kinds of weather. Clerical duties include Processing incoming and outgoing mail in a mail room facility using automated mail processing equipment or manual methods of sortation and distribution. Must be capable of continuous standing, stretching, and reaching.

**Minimum Education:** High school diploma or equivalent and possession of a valid state driver's license, a safe driving record, and at least two years of documented driving experience.

**Mail Carrier/Clerk (Level 2)**

**Minimum/General Experience:** Five (5) years of related mail distribution and processing experience.

**Functional Responsibility:** Travels planned routes to deliver and collect mail. Mail carriers typically cover their route on foot or by vehicle, working outdoors in all kinds of weather. Clerical duties include Processing incoming and outgoing mail in a mail room facility using automated mail processing equipment or manual methods of sortation and distribution. Must be capable of continuous standing, stretching, and reaching.

**Minimum Education:** High school diploma or equivalent and possession of a valid state driver's license, a safe driving record, and at least four years of documented driving experience.

**Mail Carrier/Clerk (Level 3)**

**Minimum/General Experience:** Ten (10) years of related mail distribution and processing experience.

**Functional Responsibility:** Travels planned routes to deliver and collect mail. Mail carriers typically cover their route on foot or by vehicle, working outdoors in all kinds of weather. Clerical duties include Processing incoming and outgoing mail in a mail room facility using automated mail processing equipment or manual methods of sortation and distribution. Must be capable of continuous standing, stretching, and reaching.

**Minimum Education:** High school diploma or equivalent and possession of a valid state driver's license, a safe driving record, and at least five years of documented driving experience.

**CLIN 7 – BUS DRIVER**

**Bus Driver (Level 1)**

**Minimum/General Experience:** Experience consistent with education and/or training in the operation of a passenger bus.

**Functional Responsibility:** 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. Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route.

**Minimum Education:** High school diploma or equivalent and possession of a valid state driver's license, a safe driving record, and at least one years of documented bus driving experience.

**Bus Driver (Level 2)**

**Minimum/General Experience:** Experience consistent with education and/or training in the operation of a passenger bus.

**Functional Responsibility:** 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. Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route.

**Minimum Education:** High school diploma or equivalent and possession of a valid state driver's license, a safe driving record, and at least five years of documented bus driving experience.

**Bus Driver (Level 3)**

**Minimum/General Experience:** Experience consistent with education and/or training in the operation of a passenger bus.

**Functional Responsibility:** 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. Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route.

**Minimum Education:** High school diploma or equivalent and possession of a valid state driver's license, a safe driving record, and at least ten years of documented bus driving experience.

**CLIN 8 – RECYCLE PROCESSOR**

**Recycle Processor (Level 1)**

**Minimum/General Experience:** One (1) year of related experience in a recycling center work environment.

**Functional Responsibility:** Sorts a variety of recycled materials, such as concrete, drywall, plastics, and wood into containers or bucket loaders; sorts metals to separate out high-grade metals, such as copper, brass, and aluminum, for recycling. Keeps recycle area clean by sweeping, raking, picking up broken glass and loose paper debris, and maneuvering barrels and bins into proper locations.

**Minimum Education:** High school diploma or equivalent and ability to safely and efficiently operate a variety of recycling equipment.

**Recycle Processor (Level 2)**

**Minimum/General Experience:** Five (5) years of related experience in a recycling center work environment.

**Functional Responsibility:**

Sorts a variety of recycled materials, such as concrete, drywall, plastics, and wood into containers or bucket loaders; sorts metals to separate out high-grade metals, such as copper, brass, and aluminum, for recycling. Keeps recycle area clean by sweeping, raking, picking up broken glass and loose paper debris, and maneuvering barrels and bins into proper locations.

**Minimum Education:** High school diploma or equivalent and ability to safely and efficiently operate a variety of recycling equipment.

**Recycle Processor (Level 3)**

**Minimum/General Experience:** Ten (10) years of related experience in a recycling center work environment.

**Functional Responsibility:** Sorts a variety of recycled materials, such as concrete, drywall, plastics, and wood into containers or bucket loaders; sorts metals to separate out high-grade metals, such as copper, brass, and aluminum, for recycling. Keeps recycle area clean by sweeping, raking, picking up broken glass and loose paper debris, and maneuvering barrels and bins into proper locations.

**Minimum Education:** High school diploma or equivalent and ability to safely and efficiently operate a variety of recycling equipment.

**CLIN 9 – EQUIPMENT CUSTODIAN**

**Equipment Custodian (Level 1)**

**Minimum/General Experience:** Experience consistent with education and/or training compiling and recording production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of equipment management.

**Functional Responsibility:** Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates. Writes production reports based on data compiled, tabulated and computed, following prescribed formats.

**Minimum Education:** Bachelor's degree in related field and 1 year of experience. In lieu of degree, 2 years of specialized experience and 5 years of general experience.

**Equipment Custodian (Level 2)**

**Minimum/General Experience:** Experience consistent with education and/or training compiling and recording production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of equipment management.

**Functional Responsibility:** Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates. Writes production reports based on data compiled, tabulated and computed, following prescribed formats.

**Minimum Education:** Bachelor's degree in related field and 5 years of experience. In lieu of degree, 4 years of specialized experience and 7 years of general experience.

**Equipment Custodian (Level 3)**

**Minimum/General Experience:** Experience consistent with education and/or training compiling and recording production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of equipment management.

**Functional Responsibility:** Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates. Writes production reports based on data compiled, tabulated and computed, following prescribed formats.

**Minimum Education:** Bachelor's degree in related field and 10 years of experience. In lieu of degree, 6 years of specialized experience and 9 years of general experience.

## CLIN 10 – STOCK CLERK

### Stock Clerk (Level 1)

**Minimum/General Experience:** One (1) years of related experience receiving, storing, and issuing equipment, materials, supplies, merchandise, foodstuffs, or tools.

**Functional Responsibility:** Compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders.

**Minimum Education:** High school diploma or equivalent.

### Stock Clerk (Level 2)

**Minimum/General Experience:** Five (5) years of related experience receiving, storing, and issuing equipment, materials, supplies, merchandise, foodstuffs, or tools.

**Functional Responsibility:** Compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders.

**Minimum Education:** High school diploma or equivalent.

### Stock Clerk (Level 3)

**Minimum/General Experience:** Ten (10) years of related experience receiving, storing, and issuing equipment, materials, supplies, merchandise, foodstuffs, or tools.

**Functional Responsibility:** Compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders.

**Minimum Education:** High school diploma or equivalent.

## CLIN 11 – PROPERTY CLERK

### Property Clerk (Level 1)

**Minimum/General Experience:** One (1) year experience performing property control functions including equipment location and tagging, data entry, and database management. Prepares documents for vehicle licensing and registration. Maintains department bookkeeping system and performs other related clerical and property management duties.

**Functional Responsibility:** Locates, tags, and codes equipment which has been purchased by or loaned to the university; processes equipment check-out and return forms. Manages equipment databases; enters data and generates periodic reports. Maintains and reconciles departmental ledgers to the university accounting system; prepares purchasing documents and monitors departmental expenditures.

**Minimum Education:** High school diploma or equivalent.

### Property Clerk (Level 2)

**Minimum/General Experience:** Five (5) years' experience performing property control functions including equipment location and tagging, data entry, and database management. Prepares documents for vehicle licensing and registration. Maintains department bookkeeping system and performs other related clerical and property management duties.

**Functional Responsibility:** Locates, tags, and codes equipment which has been purchased by or loaned to the university; processes equipment check-out and return forms. Manages equipment databases; enters data and generates periodic reports. Maintains and reconciles departmental ledgers to the university accounting system; prepares purchasing documents and monitors departmental expenditures.

**Minimum Education:** High school diploma or equivalent.

**Property Clerk (Level 3)**

**Minimum/General Experience:** Ten (10) years' experience performing property control functions including equipment location and tagging, data entry, and database management. Prepares documents for vehicle licensing and registration. Maintains department bookkeeping system and performs other related clerical and property management duties.

**Functional Responsibility:** Locates, tags, and codes equipment which has been purchased by or loaned to the university; processes equipment check-out and return forms. Manages equipment databases; enters data and generates periodic reports. Maintains and reconciles departmental ledgers to the university accounting system; prepares purchasing documents and monitors departmental expenditures.

**Minimum Education:** High school diploma or equivalent.

**CLIN 12 – CATALOGER**

**Cataloger (Level 1)**

**Minimum/General Experience:** One (1) year of experience using an automated inventory cataloging system. Prepare necessary input for entry into a supply management system for source of supply, unit of issue, unit price, shelf life code, aircraft codes, effecting National and Local assigned Stock Numbers.

**Functional Responsibility:** Responsible for loading, changing, and deleting of all Program and Store Stock records. Research items for variety of requestor's needs, both on the telephone and in person. Assist requestor with finding any needed information in order to purchase desired items. Maintain local records, files, stock catalogs, etc., current and in consonance with the item identification changes as issued. Order, receive and post all changes to the cataloging manual, handbooks, and other cataloging documents current with the latest rules and procedure changes.

**Minimum Education:** Associates Degree.

**Cataloger (Level 2)**

**Minimum/General Experience:** Five (5) years of experience using an automated inventory cataloging system.

**Functional Responsibility:** Responsible for loading, changing, and deleting of all Program and Store Stock records. Research items for variety of requestor's needs, both on the telephone and in person. Assist requestor with finding any needed information in order to purchase desired items. Maintain local records, files, stock catalogs, etc., current and in consonance with the item identification changes as issued. Order, receive and post all changes to the cataloging manual, handbooks, and other cataloging documents current with the latest rules and procedure changes. Communicate directly with various vendors for complete description of an item, including pricing, availability, standard pack, discount, etc., for requisitioning purpose. Research and update all items.

**Minimum Education:** Associates Degree.

**Cataloger (Level 3)**

**Minimum/General Experience:** Ten (10) years of experience using an automated inventory cataloging system.

**Functional Responsibility:** Responsible for loading, changing, and deleting of all Program and Store Stock records. Research items for variety of requestor's needs, both on the telephone and in person. Assist requestor with finding any needed information in order to purchase desired items. Maintain local records, files, stock catalogs, etc., current and in consonance with the item identification changes as issued. Order, receive and post all changes to the cataloging manual, handbooks, and other cataloging documents current with the latest rules and procedure changes. Communicate directly with various vendors for complete description of an item, including pricing, availability, standard pack, discount, etc., for requisitioning purpose. Research and update all items.

**Minimum Education:** Associates Degree.



## CLIN 13 – MATERIAL COORDINATOR

### **Material Coordinator (Level 1)**

**Minimum/General Experience:** Experience consistent with education and/or training working in Inventory Management System, Integrated Logistics Support (ILS) using off-the-shelf or software tailored to customer specifications. Must be capable of analyzing project requirements and develop plans of action to implement directives commensurate with the specific program requirements.

**Functional Responsibility:** Directs the activities and development of procedures associated with supply and warehouse services; conducts needs analysis to determine hardware and software requirements; performs all warehousing and storing of records, accounts and other source documents; operates stock rooms; determines and directs the shelf life program.

**Minimum Education:** Bachelor's degree in Business Administration or related field and 1 year of general experience. In lieu of degree, 2 years of specialized experience and 5 years of general experience.

### **Material Coordinator (Level 2)**

**Minimum/General Experience:** Experience consistent with education and/or training working in Inventory Management System, Integrated Logistics Support (ILS) using off-the-shelf or software tailored to customer specifications. Must be capable of analyzing project requirements and develop plans of action to implement directives commensurate with the specific program requirements.

**Functional Responsibility:** Directs the activities and development of procedures associated with supply and warehouse services; conducts needs analysis to determine hardware and software requirements; performs all warehousing and storing of records, accounts and other source documents; operates stock rooms; determines and directs the shelf life program.

**Minimum Education:** Bachelor's degree in Business Administration or related field and 5 years of general experience. In lieu of degree, 4 years of specialized experience and 7 years of general experience.

### **Material Coordinator (Level 3)**

**Minimum/General Experience:** Experience consistent with education and/or training working in Inventory Management System, Integrated Logistics Support (ILS) using off-the-shelf or software tailored to customer specifications. Must be capable of analyzing project requirements and develop plans of action to implement directives commensurate with the specific program requirements.

**Functional Responsibility:** Directs the activities and development of procedures associated with supply and warehouse services; conducts needs analysis to determine hardware and software requirements; performs all warehousing and storing of records, accounts and other source documents; operates stock rooms; determines and directs the shelf life program.

**Minimum Education:** Bachelor's degree in Business Administration or related field and 10 years of experience. In lieu of degree, 6 years of specialized experience and 9 years of general experience.

## CLIN 14 – INVENTORY CLERK

### **Inventory Clerk (Level 1)**

**Minimum/General Experience:** One (1) year of experience in receiving, storing, issuing, and inventorying warehouse stock, including ADP equipment, systems furniture, ADP Peripherals, supplies, and other equipment.

**Functional Responsibilities:** Oversees materials carried in warehouse stock and prepares corresponding data entry into tracking system; stores, issues, and secures warehouse items; maintains good driving and safety practices while operating forklift and delivery trucks; monitors for mechanical failures in warehouse equipment; assists in warehouse housekeeping.

**Minimum Education:** High school diploma or equivalent. Requires a valid Driver's License and a clean DMV record.

**Inventory Clerk (Level 2)**

**Minimum/General Experience:** Five (5) years of experience in receiving, storing, issuing, and inventorying warehouse stock, including ADP equipment, systems furniture, ADP Peripherals, supplies, and other equipment.

**Functional Responsibilities:** Oversees materials carried in warehouse stock and performs corresponding data entry into tracking system; stores, issues, and secures warehouse items; maintains good driving and safety practices while operating forklift and delivery trucks; reports accidents utilizing Mishap Reports within 24 hours of occurrence; monitors for mechanical failures in warehouse equipment; assists in warehouse housekeeping.

**Minimum Education:** High school diploma or equivalent. Requires a valid Driver's License and a clean DMV record.

**Inventory Clerk (Level 3)**

**Minimum/General Experience:** Ten (10) years of experience in receiving, storing, issuing, and inventorying warehouse stock, including ADP equipment, systems furniture, ADP Peripherals, supplies, and other equipment.

**Functional Responsibilities:** Oversees materials carried in warehouse stock and performs corresponding data entry into tracking system; stores, issues, and secures warehouse items; maintains good driving and safety practices while operating forklift and delivery trucks; reports accidents utilizing Mishap Reports within 24 hours of occurrence; monitors for mechanical failures in warehouse equipment; assists in warehouse housekeeping.

**Minimum Education:** High school diploma or equivalent. Requires a valid Driver's License and a clean DMV record.

**CLIN 15 – DISTRIBUTION CLERK**

**Distribution Clerk (Level 1)**

**Minimum/General Experience:** One (1) year of central supply or inventory control experience. Knowledge of inventory control, medical supplies, proper lifting techniques, and basic computer skills. Ability to work well under pressure, lift at least fifty (50) pounds, and perform all tasks for the position in a satisfactory manner.

**Functional Responsibility:** Handles orders involving items, which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

**Minimum Education:** High school diploma or equivalent.

**Distribution Clerk (Level 2)**

**Minimum/General Experience:** Five (5) years of central supply or inventory control experience. Knowledge of inventory control, medical supplies, proper lifting techniques, and basic computer skills. Ability to work well under pressure, lift at least fifty (50) pounds, and perform all tasks for the position in a satisfactory manner.

**Functional Responsibility:** Handles orders involving items, which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

**Minimum Education:** High school diploma or equivalent.

**Distribution Clerk (Level 3)**

**Minimum/General Experience:** Ten (10) years of central supply or inventory control experience. Knowledge of inventory control, medical supplies, proper lifting techniques, and basic computer skills. Ability to work well under pressure, lift at least fifty (50) pounds, and perform all tasks for the position in a satisfactory manner.

**Functional Responsibility:** Handles orders involving items, which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.

**Minimum Education:** High school diploma or equivalent.

## CLIN 16 – FOREMAN

### Foreman (Level 1)

**Minimum/General Experience:** Five (5) years of performing limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities.

**Functional Responsibility:** Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Performs material coordination duties for special programs, maintenance, or production shops. Writes item descriptions for a range of new items. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

**Minimum Education:** Associates Degree.

### Foreman (Level 2)

**Minimum/General Experience:** Seven (7) years of performing limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities.

**Functional Responsibility:**

Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Performs material coordination duties for special programs, maintenance, or production shops. Writes item descriptions for a range of new items. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

**Minimum Education:** Associates Degree.

### Foreman (Level 3)

**Minimum/General Experience:** Ten (10) years of performing limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities.

**Functional Responsibility:** Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Performs material coordination duties for special programs, maintenance, or production shops. Writes item descriptions for a range of new items. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

**Minimum Education:** Associates Degree.

## CLIN 17 – WAREHOUSEMAN

### Warehouseman (Level 1)

**Minimum/General Experience:** One (1) year of experience performing a variety of warehousing duties which require an understanding of the establishment's storage plan.

**Functional Responsibility:** Verifies materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. Ability to operate hand or power trucks in performing warehousing duties.

**Minimum Education:** High school diploma or equivalent.

### Warehouseman (Level 2)

**Minimum/General Experience:** Five (5) years of experience performing a variety of warehousing duties which require an understanding of the establishment's storage plan.

**Functional Responsibility:** Verifies materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. Ability to operate hand or power trucks in performing warehousing duties.

**Minimum Education:** High school diploma or equivalent.

**Warehouseman (Level 3)**

**Minimum/General Experience:** Ten (10) years of experience performing a variety of warehousing duties which require an understanding of the establishment's storage plan.

**Functional Responsibility:** Verifies materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. Ability to operate hand or power trucks in performing warehousing duties.

**Minimum Education:** High school diploma or equivalent.

**CLIN 18 – RECORDS CLERK**

**Records Clerk (Level 1)**

**Minimum/General Experience:** One (1) year of related experience maintaining records data, coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts.

**Functional Responsibility:** Organizes and arranges documents in alphabetical, numerical or chronological format, enters data into, or retrieves data from main computer system using PC based or electronic imaging techniques, disposes of files in accordance with statutory or regulatory guidelines. May provide over-the-counter or telephone information and services to the public, or private and other government agencies.

**Minimum Education:** High school diploma or equivalent.

**Records Clerk (Level 1)**

**Minimum/General Experience:** Five (5) years of related experience maintaining records data, coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts.

**Functional Responsibility:** Organizes and arranges documents in alphabetical, numerical or chronological format, enters data into, or retrieves data from main computer system using PC based or electronic imaging techniques, disposes of files in accordance with statutory or regulatory guidelines. May provide over-the-counter or telephone information and services to the public, or private and other government agencies.

**Minimum Education:** High school diploma or equivalent.

**Records Clerk (Level 3)**

**Minimum/General Experience:** Ten (10) years of related experience maintaining records data, coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts.

**Functional Responsibility:** Organizes and arranges documents in alphabetical, numerical or chronological format, enters data into, or retrieves data from main computer system using PC based or electronic imaging techniques, disposes of files in accordance with statutory or regulatory guidelines. May provide over-the-counter or telephone information and services to the public, or private and other government agencies.

**Minimum Education:** High school diploma or equivalent.

**CLIN 19 – FREIGHT/TRAFFIC CLERK**

**Freight/Traffic Clerk (Level 1)**

**Minimum/General Experience:** One (1) years' experience checking contents, compiling and checking documents of freight goods, tally and record consignments and destination details of articles, containers and passengers, and making freight and transport bookings and related arrangements.

**Functional Responsibility:** Checks the number of articles or containers in consignments of goods received or dispatched. Ensure that articles are in good condition and correspond to invoices, manifests or other records arrange internal distribution of goods received, prepare and attach documentation to articles to be dispatched. Dispatch goods and arrange prompt delivery on arrival, pack and unpack goods in warehouse.

**Minimum Education:** High school diploma or equivalent.

**Freight/Traffic Clerk (Level 2)**

**Minimum/General Experience:** Five (5) years' experience checking contents, compiling and checking documents of freight goods, tally and record consignments and destination details of articles, containers and passengers, and making freight and transport bookings and related arrangements.

**Functional Responsibility:** Checks the number of articles or containers in consignments of goods received or dispatched. Ensure that articles are in good condition and correspond to invoices, manifests or other records arrange internal distribution of goods received, prepare and attach documentation to articles to be dispatched. Dispatch goods and arrange prompt delivery on arrival, pack and unpack goods in warehouse.

**Minimum Education:** High school diploma or equivalent, or Associates degree.

**Freight/Traffic Clerk (Level 3)**

**Minimum/General Experience:** Ten (10) years' experience checking contents, compiling and checking documents of freight goods, tally and record consignments and destination details of articles, containers and passengers, and making freight and transport bookings and related arrangements.

**Functional Responsibility:** Checks the number of articles or containers in consignments of goods received or dispatched. Ensure that articles are in good condition and correspond to invoices, manifests or other records arrange internal distribution of goods received, prepare and attach documentation to articles to be dispatched. Dispatch goods and arrange prompt delivery on arrival, pack and unpack goods in warehouse.

**Minimum Education:** Associates degree.

**CLIN 20 – QUALITY PROCESS AUDITOR**

**Quality Process Auditor (Level 1)**

**Minimum/General Experience:** One (1) year experience of quality-related experience with demonstrated knowledge and experience in quality systems, inspection and reporting, and in-plant quality systems and procedures.

**Functional Responsibility:** Analytical problem analysis and solution determination, knowledge of manufacturing operations and processes, ability to perform quality systems audits.

**Minimum Education:** Bachelor's Degree.

**Quality Process Auditor (Level 2)**

**Minimum/General Experience:** Five (5) years' experience of quality-related experience with demonstrated knowledge and experience in quality systems, inspection and reporting, and in-plant quality systems and procedures.

**Functional Responsibility:** Analytical problem analysis and solution determination, knowledge of manufacturing operations and processes, ability to perform quality systems audits, assistance in coordinating quality activities or performing Lead Auditor or Auditor functions.

**Minimum Education:** Bachelor's Degree.

**Quality Process Auditor (Level 3)**

**Minimum/General Experience:** Ten (10) years' experience of quality-related experience with demonstrated knowledge and experience in quality systems, inspection and reporting, and in-plant quality systems and procedures.

**Functional Responsibility:** Analytical problem analysis and solution determination, knowledge of manufacturing operations and processes, ability to perform quality systems audits, assistance in coordinating quality activities or performing Lead Auditor or Auditor functions.

**Minimum Education:** Bachelor's Degree.

**CLIN 21 - MICROGRAPHICS SPECIALIST**

**Micrographics Specialist (Level 1)**

**Minimum/General Experience:** Three (3) years of general experience in graphic design and publishing utilizing graphics software packages and manual graphics production. Requires knowledge of database planning and design.

**Functional Responsibility:** Creates graphic design concepts; designs, develops and enhances graphics documents in various media; develops database programs.

**Minimum Education:** Bachelor's degree in Computer Science or related field. In lieu of degree, 2 years of specialized experience and 3 years of general experience.

**Micrographics Specialist (Level 2)**

**Minimum/General Experience:** Five (5) years of general experience in graphic design and publishing utilizing graphics software packages and manual graphics production. Requires knowledge of database planning and design.

**Functional Responsibility:** Creates graphic design concepts; designs, develops and enhances graphics documents in various media; develops database programs.

**Minimum Education:** Bachelor's degree in Computer Science or related field. In lieu of degree, 4 years of specialized experience and 5 years of general experience.

**Micrographics Specialist (Level 3)**

**Minimum/General Experience:** Seven (7) years of general experience in graphic design and publishing utilizing graphics software packages and manual graphics production. Requires knowledge of database planning and design.

**Functional Responsibility:** Creates graphic design concepts; designs, develops and enhances graphics documents in various media; develops database programs.

**Minimum Education:** Master's degree in Computer Science or related field. In lieu of degree, 6 years of specialized experience and 7 years of general experience.

**CLIN 22 - PUBLICATIONS SPECIALIST**

**Publications Specialist (Level 1)**

**Minimum/General Experience:** Three years (3) of technical experience in preparing, processing, and publishing technical documents, data, and records. Requires competence in performing administrative support work such as preparing correspondence, maintaining files, familiarity with publications software, and strong computer skills.

**Functional Responsibility:** Assists with the maintenance and administration of publishing documents; reviews manuscripts and drafts for changes and updates; proofreads completed documents to ensure accuracy, prepares publication specifications and distribution requirements; prepares periodic or special reports.

**Minimum Education:** Bachelor's degree in English or related field. In lieu of degree, 2 years of specialized experience and 3 years of general experience.

**Publications Specialist (Level 2)**

**Minimum/General Experience:** Five (5) years of technical experience in preparing, processing, and publishing technical documents, data, and records. Requires competence in performing administrative support work such as preparing correspondence, maintaining files, familiarity with publications software, and strong computer skills.

**Functional Responsibility:** Assists with the maintenance and administration of publishing documents; reviews manuscripts and drafts for changes and updates; proofreads completed documents to ensure accuracy, prepares publication specifications and distribution requirements; prepares periodic or special reports.

**Minimum Education:** Bachelor's Degree in English or related field.

**Publications Specialist (Level 3)**

**Minimum/General Experience:** Seven years (7) of technical experience in preparing, processing, and publishing technical documents, data, and records. Requires competence in performing administrative support work such as preparing correspondence, maintaining files, familiarity with publications software, and strong computer skills.

**Functional Responsibility:** Assists with the maintenance and administration of publishing documents; reviews manuscripts and drafts for changes and updates; proofreads completed documents to ensure accuracy, prepares publication specifications and distribution requirements; prepares periodic or special reports.

**Minimum Education:** Bachelor's Degree in English or related field.

## CLIN 23 - DOCUMENT PROCESSING SPECIALIST

### Document Processing Specialist (Level 1)

**Minimum/General Experience:** Three (3) years of related word processing experience with ability to type a minimum of 75 wpm using MS Word, Word Perfect, MS Access, FoxPro, and Advanced Graphics functions. Requires competence in composing routine correspondence and ability to follow specific established procedures and standards and prioritize efforts.

**Functional Responsibility:** Design slide presentations; develop database programs to track files and other related materials; type routine correspondence, charts, manuals, lists, labels, etc.; assist in other clerical duties.

**Minimum Education:** Associate's degree. In lieu of degree, 2 years of specialized experience and 3 years of general experience.

### Document Processing Specialist (Level 2)

**Minimum/General Experience:** Five (5) years of related word processing experience with ability to type a minimum of 75 wpm using MS Word, Word Perfect, MS Access, FoxPro, and Advanced Graphics functions. Requires competence in composing routine correspondence and ability to follow specific established procedures and standards and prioritize efforts.

**Functional Responsibility:** Design slide presentations; develop database programs to track files and other related materials; type routine correspondence, charts, manuals, lists, labels, etc.; assist in other clerical duties.

**Minimum Education:** Associate's degree. In lieu of degree, 4 years of specialized experience and 5 years of general experience.

### Document Processing Specialist (Level 3)

**Minimum/General Experience:** Seven (7) years of related word processing experience with ability to type a minimum of 75 wpm using MS Word, Word Perfect, MS Access, FoxPro, and Advanced Graphics functions. Requires competence in composing routine correspondence and ability to follow specific established procedures and standards and prioritize efforts.

**Functional Responsibility:** Design slide presentations; develop database programs to track files and other related materials; type routine correspondence, charts, manuals, lists, labels, etc.; assist in other clerical duties.

**Minimum Education:** Associate's degree. In lieu of degree, 6 years of specialized experience and 7 years of general experience.

## CLIN 24 - IMAGING TECHNICIAN

### Imaging Technician (Level 1)

**Minimum/General Experience:** Three (3) years of technical experience to include operating optical scanning equipment and automated imaging systems.

**Functional Responsibility:** Scan documents onto computer peripherals; insure high quality of images on all documents; monitor and control the flow of documents to be scanned; operate and maintain image transfer equipment to include microfilm machines and optical disk scanners (digital and electronic).

**Minimum Education:** High school diploma or GED equivalent.

### Imaging Technician (Level 2)

**Minimum/General Experience:** Five (5) years of technical experience to include operating optical scanning equipment and automated imaging systems.

**Functional Responsibility:** Scan documents onto computer peripherals; insure high quality of images on all documents; monitor and control the flow of documents to be scanned; operate and maintain image transfer equipment to include microfilm machines and optical disk scanners (digital and electronic).

**Minimum Education:** High school diploma or GED equivalent.

### Imaging Technician (Level 3)

**Minimum/General Experience:** Seven (7) years of technical experience to include operating optical scanning equipment and automated imaging systems.

**Functional Responsibility:** Scan documents onto computer peripherals; insure high quality of images on all documents; monitor and control the flow of documents to be scanned; operate and maintain image transfer equipment to include microfilm machines and optical disk scanners (digital and electronic).

**Minimum Education:** High school diploma or GED equivalent.

## CLIN 25 - LOGISTICS COORDINATOR

### ***Logistics Coordinator (Level 1)***

**Minimum/General Experience:** Three (3) years of experience working in Inventory Management System, Integrated Logistics Support (ILS) using off-the-shelf or software tailored to customer specifications. Must be capable of analyzing project requirements and develop plans of action to implement directives commensurate with the specific program requirements.

**Functional Responsibility:** Directs the activities and development of procedures associated with supply and warehouse services; conducts needs analysis to determine hardware and software requirements; performs all warehousing and storing of records, accounts and other source documents; operates stock rooms; determines and directs the shelf life program.

**Minimum Education:** Bachelor's degree in Business Administration or related field. In lieu of degree, 2 years of specialized experience and 3 years of general experience.

### ***Logistics Coordinator (Level 2)***

**Minimum/General Experience:** Five (5) years of experience working in Inventory Management System, Integrated Logistics Support (ILS) using off-the-shelf or software tailored to customer specifications. Must be capable of analyzing project requirements and develop plans of action to implement directives commensurate with the specific program requirements.

**Functional Responsibility:** Directs the activities and development of procedures associated with supply and warehouse services; conducts needs analysis to determine hardware and software requirements; performs all warehousing and storing of records, accounts and other source documents; operates stock rooms; determines and directs the shelf life program.

**Minimum Education:** Bachelor's degree in Business Administration or related field. In lieu of degree, 4 years of specialized experience and 5 years of general experience.

### ***Logistics Coordinator (Level 3)***

**Minimum/General Experience:** Seven (7) years of experience working in Inventory Management System, Integrated Logistics Support (ILS) using off-the-shelf or software tailored to customer specifications. Must be capable of analyzing project requirements and develop plans of action to implement directives commensurate with the specific program requirements.

**Functional Responsibility:** Directs the activities and development of procedures associated with supply and warehouse services; conducts needs analysis to determine hardware and software requirements; performs all warehousing and storing of records, accounts and other source documents; operates stock rooms; determines and directs the shelf life program.

**Minimum Education:** Bachelor's degree in Business Administration or related field. In lieu of degree, 6 years of specialized experience and 7 years of general experience.

## CLIN 26 - DATA ENTRY SPECIALIST

### ***Data Entry Specialist (Level 1)***

**Minimum/General Experience:** Three (3) years of technical experience in performing data entry and preparation for use in computer systems. Requires competence in all phases of data entry techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, and processes.

**Functional Responsibility:** Performs data entry activities; performs data corrections and editing; conducts validation and insures results.

**Minimum Education:** High School Diploma or GED.

### ***Data Entry Specialist (Level 2)***

**Minimum/General Experience:** Five (5) years of technical experience in performing data entry and preparation for use in computer systems. Requires competence in all phases of data entry techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, and processes.

**Functional Responsibility:** Performs data entry activities; performs data corrections and editing; conducts validation and insures results.

**Minimum Education:** High School Diploma or GED.

**Data Entry Specialist (Level 3)**

**Minimum/General Experience:** Seven (7) years of technical experience in performing data entry and preparation for use in computer systems. Requires competence in all phases of data entry techniques, concepts and methods; in addition to knowledge of available hardware, software, devices, and processes.

**Functional Responsibility:** Performs data entry activities; performs data corrections and editing; conducts validation and insures results.

**Minimum Education:** High School Diploma and professional training certificates.

**CLIN 27 - RECORDS MANAGEMENT SPECIALIST**

**Records Management Specialist (Level 1)**

**Minimum/General Experience:** Three (3) years of professional experience in analysis of full text processing and information retrieval systems. Must have working knowledge of storage devices and media; text editing devices on microcomputers; and graphics for electronic display.

**Functional Responsibility:** Scans materials to microfilm or digital images systems; evaluates hardware to include optical scanning devices, applications, operations systems, and databases; uses on-line systems and tools for analysis of bibliographic database input and output processes; analyzes document processing, storage, inventory control, and management reporting systems; gathers, sorts, delivers mail and documents.

**Minimum Education:** High school degree or G.E.D. equivalent.

**Records Management Specialist (Level 2)**

**Minimum/General Experience:** Five (5) years of professional experience in analysis of full text processing and information retrieval systems. Must have working knowledge of storage devices and media; text editing devices on microcomputers; and graphics for electronic display.

**Functional Responsibility:** Scans materials to microfilm or digital images systems; evaluates hardware to include optical scanning devices, applications, operations systems, and databases; uses on-line systems and tools for analysis of bibliographic database input and output processes; analyzes document processing, storage, inventory control, and management reporting systems; gathers, sorts, delivers mail and documents.

**Minimum Education:** High school degree or G.E.D. equivalent.

**Records Management Specialist (Level 3)**

**Minimum/General Experience:** Seven (7) years of professional experience in analysis of full text processing and information retrieval systems. Must have working knowledge of storage devices and media; text editing devices on microcomputers; and graphics for electronic display.

**Functional Responsibility:** Scans materials to microfilm or digital images systems; evaluates hardware to include optical scanning devices, applications, operations systems, and databases; uses on-line systems and tools for analysis of bibliographic database input and output processes; analyzes document processing, storage, inventory control, and management reporting systems; gathers, sorts, delivers mail and documents.

**Minimum Education:** High school degree or G.E.D. equivalent.

**CLIN 28 - RECORDS AIDE**

**Records Aide (Level 1)**

**Minimum/General Experience:** Three (3) years of work experience with sorting, coding, filing, and retrieving materials desirable. Experience should also include performing clerical tasks such as barcoding, administering sensors, and maintaining records.

**Functional Responsibility:** Shelves, shifts, and files materials; processes tasks required to make items "shelf-ready"; photocopies; circulates documents; maintains records in an orderly manner.

**Minimum Education:** High School degree or G.E.D equivalent.

**Records Aide (Level 2)**

**Minimum/General Experience:** Five (5) years of work experience with sorting, coding, filing, and retrieving materials desirable. Experience should also include performing clerical tasks such as barcoding, administering sensors, and maintaining records.

**Functional Responsibility:** Shelves, shifts, and files materials; processes tasks required to make items "shelf-ready"; photocopies; circulates documents; maintains records in an orderly manner.

**Minimum Education:** High School degree or G.E.D equivalent.

**Records Aide (Level 3)**

**Minimum/General Experience:** Seven (7) years of work experience with sorting, coding, filing, and retrieving materials desirable. Experience should also include performing clerical tasks such as barcoding, administering sensors, and maintaining records.

**Functional Responsibility:** Shelves, shifts, and files materials; processes tasks required to make items "shelf-ready"; photocopies; circulates documents; maintains records in an orderly manner.

**Minimum Education:** High School degree or G.E.D equivalent.

**CLIN 29 - RISK ANALYST**

**Risk Analyst (Level 1)**

**Minimum/General Experience:** Three (3) years of experience in safeguarding ADP records and materials. Experience should include development of measures designed to prevent sabotage, accidents, fire, and theft in industrial and commercial establishments.

**Functional Responsibility:** Develops program to protect physical and electronic resources; develops plans to safeguard materials, information, and equipment; drafts policies, standards, procedures, and methods for the application plans; prepares instructional and training material and information for security programs; conducts surveys and inspections of facilities; maintains records.

**Minimum Education:** Bachelor's Degree in security administration, public administration, industrial security administration, or another related field. In lieu of degree, 2 years of specialized experience and 3 years of general experience.

**Risk Analyst (Level 2)**

**Minimum/General Experience:** Five (5) years of experience in safeguarding ADP records and materials. Experience should include development of measures designed to prevent sabotage, accidents, fire, and theft in industrial and commercial establishments.

**Functional Responsibility:** Develops program to protect physical and electronic resources; develops plans to safeguard materials, information, and equipment; drafts policies, standards, procedures, and methods for the application plans; prepares instructional and training material and information for security programs; conducts surveys and inspections of facilities; maintains records.

**Minimum Education:** Bachelor's Degree in security administration, public administration, industrial security administration, or another related field. In lieu of degree, 4 years of specialized experience and 5 years of general experience.

**Risk Analyst (Level 3)**

**Minimum/General Experience:** Seven (7) years of experience in safeguarding ADP records and materials. Experience should include development of measures designed to prevent sabotage, accidents, fire, and theft in industrial and commercial establishments.

**Functional Responsibility:** Develops program to protect physical and electronic resources; develops plans to safeguard materials, information, and equipment; drafts policies, standards, procedures, and methods for the application plans; prepares instructional and training material and information for security programs; conducts surveys and inspections of facilities; maintains records.

**Minimum Education:** Bachelor's Degree in security administration, public administration, industrial security administration, or another related field. In lieu of degree, 6 years of specialized experience and 7 years of general experience.

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## CLIN 30 - SPACE PLANNER

### Space Planner (Level 1)

**Minimum/General Experience:** Three (3) years of experience in preparing graphical displays and presentations, including charts, graphs and map projections. Experience should include database design and structure development.

**Functional Responsibility:** Develops programs to layout shelving areas utilizing microcomputers and off-the-shelf software; develops database programs to track location of materials in collection; prepares instructional presentations.

**Minimum Education:** Bachelor's Degree in related discipline. In lieu of degree, 2 years of specialized experience and 3 years of general experience.

### Space Planner (Level 2)

**Minimum/General Experience:** Five (5) years of experience in preparing graphical displays and presentations, including charts, graphs and map projections. Experience should include database design and structure development.

**Functional Responsibility:** Develops programs to layout shelving areas utilizing microcomputers and off-the-shelf software; develops database programs to track location of materials in collection; prepares instructional presentations.

**Minimum Education:** Bachelor's Degree in related discipline. In lieu of degree, 4 years of specialized experience and 5 years of general experience.

### Space Planner (Level 3)

**Minimum/General Experience:** Seven (7) years of experience in preparing graphical displays and presentations, including charts, graphs and map projections. Experience should include database design and structure development.

**Functional Responsibility:** Develops programs to layout shelving areas utilizing microcomputers and off-the-shelf software; develops database programs to track location of materials in collection; prepares instructional presentations.

**Minimum Education:** Bachelor's Degree in related discipline. In lieu of degree, 6 years of specialized experience and 7 years of general experience.