

GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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 is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Professional Services Schedule

Industrial Group: 00CORP

Contract Number: GS-10F-0057U

Contract Period: November 30, 2012 through November 29, 2017

Through Modification #PA-0033 – Approved September 6, 2016

SourceAmerica

Contractor: SourceAmerica (formerly NISH)
8401 Old Courthouse Road
Vienna, VA 22182 3820

Business Size: Non-Profit Business

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Contract Administration: Katherine A Grimes: 571-226-4631

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-501, 874-507, 874-501RC and 874-507RC
- 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.**
- 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.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order

- 11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:
Contact Contractor
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address:** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address:** SourceAmerica (Attn: Accounts Payable), 8401 Old Courthouse Road, Vienna, VA 22182-3820
- 15. Warranty provision:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
- 25. Data Universal Numbering System (DUNS) number: 07-4809377**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:**
Registered

Exempt Labor Categories	Hourly Price
Supervisor, General III (11/30/2015 – 11/29/2016)	\$49.01
Supervisor, General II (11/30/2015 – 11/29/2016)	\$41.05
Supervisor, General I (11/30/2015 – 11/29/2016)	\$31.28
Supervisor, General III (11/30/2016 – 11/29/2017)	\$49.99
Supervisor, General II (11/30/2016 – 11/29/2017)	\$41.87
Supervisor, General I (11/30/2016 – 11/29/2017)	\$31.91
Non-Exempt Labor Categories	
Accounting Clerk I	\$33.72
Accounting Clerk II	\$39.62
Accounting Clerk III	\$43.44
Administrative Assistant	\$47.50
Data Entry Operator II	\$38.07
Document Preparation Clerk	\$33.82
Duplicating Machine Operator	\$32.67
General Clerk I	\$34.16
General Clerk II	\$36.61
General Clerk III	\$40.19
Messenger Courier	\$34.18
Order Clerk II	\$36.35
Personnel Assistant (Employment) I	\$40.15
Personnel Assistant (Employment) II	\$44.04
Production Control Clerk	\$46.21
Receptionist	\$31.58
Secretary I	\$36.31
Secretary II	\$39.76
Secretary III	\$43.49
Service Order Dispatcher	\$35.70
Word Processor I	\$35.18
Word Processor II	\$38.59
Word Processor III	\$42.28
Motor Vehicle Mechanic Helper	\$39.22
Baker	\$36.02
Cook I	\$33.44
Cook II	\$37.38
Dishwasher	\$26.25
Food Service Worker	\$30.50
Electrostatic Spray Painter	\$51.97
Furniture Handler	\$37.21
Furniture Refinisher	\$51.97
Gardner	\$37.48
Tractor Operator	\$35.78
Medical Record Technician	\$38.21
Nursing Assistant II	\$33.01

Illustrator II	\$50.85
Librarian	\$51.49
Library Technician	\$41.11
Photographer I	\$40.89
Photographer II	\$48.32
Photographer III	\$53.81
Computer Operator I	\$36.74
Computer Operator IV	\$52.04
Assembler	\$26.51
Finisher, Flatwork, Machine	\$26.51
Sewing Machine Operator	\$33.49
Washer, Machine	\$28.26
Order Filler	\$33.99
Shipping Packer	\$37.97
Tools And Parts Attendant	\$40.99
Carpenter, Maintenance	\$54.39
General Maintenance Worker	\$44.69
Locksmith	\$51.13
Machinery Maintenance Mechanic	\$54.55
Office Appliance Repairer	\$47.32
Painter, Maintenance	\$50.25
Sheet Metal Worker, Maintenance	\$54.62
Small Engine Mechanic	\$49.70
Bus Driver	\$40.25
Driver Courier	\$37.95
Shuttle Bus Driver	\$38.12
Truck Driver, Heavy	\$45.50
Truckdriver, Tractor	\$45.50
Cashier	\$28.45
Pest Controller	\$46.10
Recycling Specialist	\$59.45
Refuse Collector	\$46.77
<p>For the above SCA labor categories, the rates are based on the Alaska Statewide DOL Wage Determination #2005-2017 (Revision 20, dated July 8, 2015) for the base rate and the current standard DOL required Health and Welfare factor of \$4.27. SourceAmerica uses the following Formula to build these specific SCA rates: Alaska DOL Wage Determination + DOL Health and Welfare X 65.53% plus the GSA IFF. Where work is conducted in a location with a Wage Determination (WD) lower than the Alaska DOL WD, SourceAmerica will use that Wage Determination to build the rate.</p>	

Dispatcher, Motor Vehicle	\$33.13
Maintenance Scheduler	\$30.48
Welder, Combination, Maintenance	\$39.72
Automotive Worker	\$36.51
Automobile Body Repairer, Fiberglass	\$37.45
Motor Equipment Metal Mechanic	\$38.79
Motor Vehicle Mechanic	\$38.21
Motor Vehicle Wrecker	\$36.51
Cleaner, Vehicles	\$24.37
Computer Operator II	\$32.96
Forklift Operator	\$32.74
Material Coordinator	\$38.41
Material Handling Laborer	\$24.52
Material Expeditor	\$38.41
Shipping Receiving Clerk	\$25.89
Store Worker 1	\$23.69
Stock Clerk	\$29.23
Warehouse Specialist	\$32.74
Heavy Equipment Mechanic	\$46.62
Laborer	\$23.39
Truckdriver, Light	\$26.77
Truckdriver, Medium	\$31.65
Laborer, Grounds Maintenance	\$25.72
Janitor	\$24.37
Guard I	\$25.64
Guard II	\$39.29
<p>For the above SCA labor categories, the rates are based on the San Diego, CA DOL Wage Determination #2005-2057 (Revision 17, dated July 8, 2015) for the base rate and the current standard DOL required Health and Welfare factor of \$4.27. SourceAmerica uses the following formula to build these specific SCA rates: San Diego, CA DOL Wage Determination + DOL Health and Welfare X 37.68% inclusive of the GSA IFF. Where work is conducted in a location with a Wage Determination (WD) lower than the San Diego, CA DOL WD, SourceAmerica will use that Wage Determination to build the rate.</p>	

EXEMPT LABOR CATEGORIES

Supervisor, General III

Supervisors are responsible to accomplish broad categories of ongoing work and projects through interaction with employees who are in the supervisor's charge. Supervisors may have employees who report to them directly, or may manage work through intermediate supervisors.

They are responsible to organize, train, direct, and assure employees are following company guidelines, directives, and regulations.

Supervisors may be assigned either as front line, intermediate, or management so qualifications are determined on a case by case basis.

Supervisors must understand proper handling of hazardous/radioactive materials (minimum requirement for certification authority includes successful completion of the DoD Technical Transportation of Hazardous Materials Course).

Minimum Experience: 4 years of management experience and 3 years working in the field for which they are supervising.

Minimum Education: Bachelor's degree or equivalent experience at 1.5 years experience per year of education.

Supervisor, General II

Supervisors are responsible to accomplish broad categories of ongoing work and projects through interaction with employees who are in the supervisor's charge. Supervisors may have employees who report to them directly, or may manage work through intermediate supervisors.

They are responsible to organize, train, direct, and assure employees are following company guidelines, directives, and regulations.

Supervisors may be assigned either as front line, intermediate, or management so qualifications are determined on a case by case basis.

Supervisors must understand proper handling of hazardous/radioactive materials (minimum requirement for certification authority includes successful completion of the DoD Technical Transportation of Hazardous Materials Course).

Minimum Experience: 2 years of management experience and 3 years working in the field for which they are supervising.

Minimum Education: Associates degree or equivalent experience at 1.5 years experience per year of education.

Supervisor, General I

Supervisors are responsible to accomplish broad categories of ongoing work and projects through interaction with employees who are in the supervisor's charge. Supervisors may have employees who report to them directly, or may manage work through intermediate supervisors.

They are responsible to organize, train, direct, and assure employees are following company guidelines, directives, and regulations

Supervisors may be assigned either as front line, intermediate, or management so qualifications are determined on a case by case basis.

Supervisors must understand proper handling of hazardous/radioactive materials (minimum requirement for certification authority includes successful completion of the DoD Technical Transportation of Hazardous Materials Course).

Minimum Experience: 0 to 1 years of management experience and 3 years working in the field for which they are supervising.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

NON-EXEMPT LABOR CATEGORIES

01011 ACCOUNTING CLERK I

This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01012 ACCOUNTING CLERK II

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01013 ACCOUNTING CLERK III

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01020 ADMINISTRATIVE ASSISTANT

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01152 DATA ENTRY OPERATOR II

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01060 DISPATCHER, MOTOR VEHICLE

Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as handtrucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01070 DOCUMENT PREPARATION CLERK (Document Preparer)

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

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

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01111 GENERAL CLERK I

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could

involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01112 GENERAL CLERK II

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01113 GENERAL CLERK III

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

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01141 MESSENGER COURIER

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

(Note: Employees who regularly perform driving duties should be classified as a Driver Courier, which is listed under Transportation.)

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01192 ORDER CLERK II

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01261 PERSONNEL ASSISTANT (Employment) I

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01262 PERSONNEL ASSISTANT (Employment) II

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01270 PRODUCTION CONTROL CLERK

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01280 RECEPTIONIST

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01300 SCHEDULER, MAINTENANCE

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01310 SECRETARY* (Occupational Base)

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

Classification by Level

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

Level of Secretary's Supervisor (LS)

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

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

- LS-2 Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

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

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

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

Level of Secretary's Responsibility (LR)

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

-LR-1 Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

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

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

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

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

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

Excludes secretaries performing any of the following duties:

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

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

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

CRITERIA FOR MATCHING SECRETARIES BY LEVEL Secretary I

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

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

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

01320 SERVICE ORDER DISPATCHER

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01611 WORD PROCESSOR I

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01612 WORD PROCESSOR II

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

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

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

01613 WORD PROCESSOR III

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

03042 COMPUTER OPERATOR II

Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

05070 AUTOMOTIVE WORKER

Performs a variety of minor repairs and services to maintain motor vehicles. Places and maintains decals on vehicles. Checks and replaces batteries. Rotates, repairs, and replaces tires. Washes, polishes, and cleans interiors and exteriors of vehicles. Drains, flushes, and replaces engine, transmission, and differential grease and oils. Checks, cleans, calibrates, and replaces spark plugs. Cleans and replaces oil and air filters. Adjusts brakes, replaces windshield wipers, and similar minor parts. Assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items. Maintains tools and equipment, and cleans work areas.

Minimum Experience: 0 to 1 years of experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

05005 AUTOMOBILE BODY REPAIRER, FIBERGLASS

Repairs damaged fiberglass automobile bodies, using pneumatic tools and knowledge of fiberglass repair techniques. Cuts away damaged fiberglass, using air grinder. Smooths edges of painted surface, using sandpaper or air-powered sander. Masks surrounding undamaged surface, using masking tape. Cuts plastic separating film, using shears, and tapes film to outside repair area. Mixes polyester resin and hardener according to specifications and applies mixture to repair area, using brush. Soaks matting in resin mixture and layers matting over repair area to specified thickness. Peels separating film from repair area and washes repair surface with water. Occasionally secures new panel to repair area, using C-clamp. Applies and spreads body filler manually to reestablish surface. Manually files away excess filler to match original contour. Smooths filler, using air sander. Cleans repair area with air gun.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

05130 MOTOR EQUIPMENT METAL MECHANIC (Motor Vehicle Body Repairer) Repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools. Removes upholstery, accessories, electrical and hydraulic window- and seat-operating equipment, and trim to gain access to vehicle body and fenders. Positions block against surface of dented area and beats opposite surface to remove dents, using hammer. Fills depressions with solder or other plastic material. Removes damaged fenders, panels, and grills, using wrenches and cutting torch, and bolts or welds replacement. Straightens bent frames, using hydraulic jack and pulling device. Files, grinds, and sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander. Aims headlights, aligns wheels, and bleeds hydraulic brake system. May paint surface after performing body repairs.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

05190 MOTOR VEHICLE MECHANIC

Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

05220 MOTOR VEHICLE MECHANIC HELPER

The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

05280 MOTOR VEHICLE WRECKER (Tow Truck Operator; Wrecker Operator) Operates gasoline, diesel, or electric-powered vehicle equipped with special purpose powered equipment used to tow motor vehicles or other equipment.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

07010 BAKER

The Baker applies full knowledge of baking trade and is responsible for producing standard baked goods such as bread, rolls, cakes, cookies, biscuits, muffins, and various types of puddings, and ice cream or sherbets.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

07041 COOK I

The Cook I independently performs moderately difficult tasks in preparing small quantities of quickly prepared food such as steaks, chops, cutlets, hamburgers, eggs, salads and other similar items. Excludes workers who exercise general supervision over kitchen activities.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

07042 COOK II

The Cook II prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, seasons and cooks all cuts of various meats, fish and poultry, boils, steams or fries vegetables, makes gravies, soups, sauces, roasts, meat pies, fricassees, casseroles, and stews. Excludes food service supervisors and head cooks who exercise general supervision over kitchen activities.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

07070 DISHWASHER

The Dishwasher manually or mechanically washes and rinses dishes, glasses and silverware; maintains proper temperature for sterilization and adds soap as needed, and performs other duties as assigned.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

07130 FOOD SERVICE WORKER (Cafeteria Worker)

The Food Service Worker (Cafeteria Worker) serves as a cafeteria and/or delicatessen/bakery worker helping in the preparation, presentation and serving of specialty meats, delicacies, preserved foods, cheeses, salads, breads and sweets to patrons. The incumbent assists in weighing, pricing and wrapping selected foods on plates, trays and in bags, prepares food displays in counter cases and other display units, greets customers as they arrive at service counter, takes special orders, and answers basic customer questions about specialty foods.

Using prepared ingredients and following routine, repetitive steps, this Worker makes hot and/or cold sandwiches, fruit and vegetable trays, salads and rotisserie chicken, may slice and/or mix simple ingredients, as needed, cleans

counters and trays, washes dishes and maintains cleanliness of preparation, work and display areas, inspects and cleans equipment. This Worker may assist in any or all of the following: measuring and mixing ingredients as directed, assists in preparing, cooking and decorating breads, rolls, pastries, cakes and other bakery items, receives, unloads trucks, and stores stock, takes special orders or unusual food requests from customers, takes payment and makes change for customers.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

09010 ELECTROSTATIC SPRAY PAINTER

The Electrostatic Spray Painter sprays negatively charged paint particles on positively charged work pieces, using cone, disk, or nozzle-type electrostatic painting equipment, moves switches and dials to start flow of current and to activate paint spraying equipment, turns valves and observes gauges to set pressure and to control flow of paint, adjusts thermostat to maintain specified temperature in paint tanks, inspects painted units for runs, sags, and unpainted areas, readjusts pressure valves to control direction and pattern of spray and to correct flaws in coating, and cleans paint from ceiling and walls of booth, conveyor hooks or grid, and from disks, cones, spray heads, and hoses using solvent and brush. This Worker may hand-spray parts to cover unpainted areas or apply rust preventative, mix paint according to specifications, using viscometer to regulate consistency according to changes in atmospheric conditions, may supervise or train furniture handlers for limited operation of the electrostatic spray painting equipment. In general, the work of an electrostatic spray painter requires rounded training and experience usually acquired through considerable on-the-job training and experience.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

09040 FURNITURE HANDLER

The Furniture Handler assists one or more electrostatic spray painters in repainting furniture by performing specific or general duties of lesser skill, moves materials or furniture to work areas, using hand truck or dolly, cleans surfaces of articles to be painted. The Furniture Handler is confined to supplying, lifting, holding materials and tools, and cleaning working areas.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

09080 FURNITURE REFINISHER

The Furniture Refinisher refinishes damaged, worn, or used furniture or new high-grade furniture to specified color for finish, utilizing knowledge of wood properties, finishes, and furniture styling, removes old finish from surfaces by abrading with steel wool or sandpaper or by brushing solvent on surfaces to soften finish and scraping with knife and steel wool, removes excess solvent by rubbing surface with cloth immersed in paint thinner or salt soda, applies plastic putty, wood putty, or lacquer-stick to surfaces, using spatula or knife, to fill nicks, depressions, holes and cracks. The Furniture Refinisher smoothes surface for finishing, using sandpaper or power sander, selects and mixes finish ingredients to obtain specified color shade or to match existing finish, brushes or sprays successive coats of stain, varnish, shellac, lacquer, or paint on work piece. This refinisher grains wood or paints wood trim, using graining roller, comb, sponge, or brush, polishes and waxes finished surfaces. In general, this worker requires extensive knowledge of surface peculiarities and types of finishes required for different applications usually acquired through considerable on-the-job training and experience.

Minimum Experience: 0 to 1 years experience

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

11030 CLEANER, VEHICLES

Cleans interiors and exteriors of transportation vehicles, such as automobiles, buses, railroad cars, and streetcars. Cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whisk broom. Cleans windows with water, cleansing compounds, and cloth or chamois. Replenishes sanitary supplies in vehicle compartments. Removes dust, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment or by spraying or washing vehicles, using spraying equipment, brush or sponge. May polish exterior of vehicle. May fumigate interior of vehicle, using fumigating gases or sprays.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

11150 JANITOR

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

Workers who specialize in window washing.

Housekeeping staff who make beds and change linens as a primary responsibility. Workers required to disassemble and assemble equipment in order to clean machinery. Workers who receive additional compensation to maintain sterile facilities or equipment.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

11090 GARDENER

The Gardener plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. The Gardner plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, brooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

11210 LABORER, GROUNDS MAINTENANCE

Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or

insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

11270 TRACTOR OPERATOR

The Tractor Operator drives gasoline or diesel powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

12190 MEDICAL RECORD TECHNICIAN (Medical Record Administrator)

The Medical Record Technician (Medical Record Administrator) maintains medical records of hospital and clinic patients, reviews medical records for completeness and accuracy, codes diseases, operations, diagnoses and treatments, compiles medical care and census data for statistical reports, and maintains indexes on patient, disease, operation, and other categories. The Medical Record Technician directs routine operation of medical record department, files, or directs Medical Record Clerk to file, patient records, maintains flow of medical records and reports to departments, and may assist medical staff in special studies or research.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

12222 NURSING ASSISTANT II

In addition to providing personal care, the Nursing Assistant II performs common nursing procedures such as, observing and reporting on patient conditions; taking and recording vital signs, collecting and labeling specimens, sterilizing equipment; listening to and encouraging patients, giving sitz baths and enemas; applying and changing compresses and non-sterile dressings, checking and replenishing supplies, securing admission data from patients, and assisting in controlling aggressive or disruptive behavior. The Nursing Assistant II follows specific instructions, and matters not covered are verified with the supervisor. (Positions involved with the above duties in forensic units of mental health institutions are classified as Nursing Assistant III.)

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

13047 LIBRARIAN

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

13058 LIBRARY TECHNICIAN

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

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

13071 PHOTOGRAPHER I

The Photographer I takes routine pictures in situations where several shots can be taken. This Photographer uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

13072 PHOTOGRAPHER II

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

meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

13073 PHOTOGRAPHER III

The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision.

In typical assignments, the Photographer III photographs the following: (1) drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments; (2) tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; (3) medical or surgical procedures or conditions which normally cannot be recaptured; (4) machine or motor parts to show wear or corrosion in minute wires or gears; (5) specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography; (6) work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.; (7) artistic or technical design layouts requiring precise equipment settings; and (8) fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

14041 COMPUTER OPERATOR I

The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

14044 COMPUTER OPERATOR IV

The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

16010 ASSEMBLER (Assorter: Distributor: Matcher: Sorter)

This Worker sorts or assembles the various dry-cleaned or laundered garments and other items of each customer's order, matching the articles according to description and identifying number as shown by tracking records.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

16070 FINISHER, FLATWORK, MACHINE

The Flatwork, Machine Finisher performs flatwork-finishing operations by machine. Work involves one or more of the following: shaking out the creases in semi-dry washing to prepare it for the flatwork ironing machine, feeding clean, damp flatwork pieces into the flatwork ironing machine by placing the articles on the feeder rollers, catching or receiving articles as they emerge from the machine and partially folding them.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

16250 WASHER, MACHINE (Washman)

A person in this position operates one or more washing machines to wash household linens, garments, curtains, drapes, and other articles. Work involves the following: manipulating valves, switches, and levers to start and stop the machine, control the amount and temperature of water for the lathering and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions, loading and unloading the washing machine, if not done by loaders or un-loaders (pullers), and may make minor repairs to washing machine.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21020 FORKLIFT OPERATOR

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21030 MATERIAL COORDINATOR

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material

and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21040 MATERIAL EXPEDITER

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at work stations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21050 MATERIAL HANDLING LABORER

Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);

Stocking merchandise for sale;

Counting or routing merchandise;

Operating a crane or heavy-duty motorized vehicle such as forklift or truck;

Loading and unloading ships (longshore workers);

Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21071 ORDER FILLER

The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21110 SHIPPING PACKER

Someone in this position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21130 SHIPPING/RECEIVING CLERK

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21140 STORE WORKER I

Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21150 STOCK CLERK

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and 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. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to size to fill order.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21210 TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)

This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the following: keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23130 CARPENTER, MAINTENANCE

The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

21400 WAREHOUSE SPECIALIST (Warehouse Worker)

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying 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. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23370 GENERAL MAINTENANCE WORKER

The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.

Excluded are:

- a. Craft workers included in a formal apprenticeship or progression program based on training and experience;
- b. Skilled craft workers required to demonstrate proficiency in one or more trades;
- c. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23430 HEAVY EQUIPMENT MECHANIC

Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear, using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23470 LABORER

Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or handtrucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23510 LOCKSMITH

The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23530 MACHINERY MAINTENANCE MECHANIC

The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23710 OFFICE APPLIANCE REPAIRER

The Office Appliance Repairer repairs and services office machines, such as adding, accounting, calculating machines and typewriters, using hand tools, power tools, micrometers and welding equipment. This worker operates machine to test moving parts and to listen to sounds of machines to locate causes of trouble, disassembles machine and examines parts, such as gears, guides, rollers, and pinions for wear and defects, using micrometers, repairs, adjusts, or replaces parts, and cleans and oils moving parts. This person may give instructions in operation and care of machines to machine operators, or assemble new machines.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23760 PAINTER, MAINTENANCE

The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23890 SHEET-METAL WORKER, MAINTENANCE

The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker

requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23910 SMALL ENGINE MECHANIC

The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as rings and bearings, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

23960 WELDER, COMBINATION, MAINTENANCE

Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only. May be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

27101 GUARD I

Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

27102 GUARD II

Enforces regulations designed to prevent breaches of security. Exercises judgment and use discretion in dealing with

whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

31030 BUS DRIVER

The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

31043 DRIVER/COURIER

The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

31290 SHUTTLE BUS DRIVER (Van Driver)

The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

31361 TRUCKDRIVER, LIGHT

Straight truck, under 1 1/2 tons, usually 4 wheels.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

31362 TRUCKDRIVER, MEDIUM

Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

31363 TRUCKDRIVER, HEAVY TRUCK

Straight truck, over 4 tons, usually 10 wheels. 31364

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

31364 TRUCKDRIVER, TRACTOR TRAILER

A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

99030 CASHIER

The Cashier receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. The Cashier may make credit card transactions and may be required to know value and features of items for which money is received. This worker may give cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps. This person is usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

99410 PEST CONTROLLER (Exterminator)

The Pest Controller sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas, fumigates rooms and buildings using toxic gases, sprays chemical solutions or dusts powders in rooms and work areas, places poisonous paste or bait and mechanical traps where pests are present; may clean areas that harbor pests, using rakes, brooms, shovels, and mops preparatory to fumigating; and may be required to hold State license.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

99711 RECYCLING SPECIALIST

The Recycling Specialist conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration, operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars; prepares receipts and reports concerning materials collected and chipped, may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor, may assist in performing preventive maintenance, minor repairs and lubrication of machinery, and may disassemble scrap material using hand tools.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

99730 REFUSE COLLECTOR

The Refuse Collector picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.

Minimum Experience: 0 to 1 years experience.

Minimum Education: High School degree or equivalent experience at 1.5 years experience per year of education.

The Service Contract Act (SCA) is applicable to this contract. This contract includes labor categories subject to the requirements of the SCA (non-exempt labor categories). The prices for the indicated non-exempt labor categories are ceiling rates based on the U.S. Department of Labor Wage Determination #(s) identified in the matrix below. Should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the prices offered to the ordering agency will be discounted accordingly.

Labor Category - Non-exempt (SourceAmerica Offered Labor Categories)	SCA Labor Category and Occupational Code	SCA Wage Determination Number
Accounting Clerk I	01011 - Accounting Clerk I	#2005-2017
Accounting Clerk II	01012 - Accounting Clerk II	#2005-2017
Accounting Clerk III	01013 - Accounting Clerk III	#2005-2017
Administrative Assistant	01020 - Administrative Assistant	#2005-2017
Data Entry Operator II	01052 - Data Entry Operator II	#2005-2017
Dispatcher, Motor Vehicle	01060 - Dispatcher, Motor Vehicle	#2005-2057
Document Preparation Clerk	01070 - Document Preparation Clerk	#2005-2017
Duplicating Machine Operator	01090 - Duplicating Machine Operator	#2005-2017
General Clerk I	01111 - General Clerk I	#2005-2017
General Clerk II	01112 - General Clerk II	#2005-2017
General Clerk III	01113 - General Clerk III	#2005-2017
Messenger Courier	01141 - Messenger Courier	#2005-2017
Order Clerk II	01192 - Order Clerk II	#2005-2017
Personnel Assistant (Employment) I	01261 - Personnel Assistant (Employment) I	#2005-2017
Personnel Assistant (Employment) II	01262 - Personnel Assistant (Employment)	#2005-2017
Production Control Clerk	01270 - Production Control Clerk	#2005-2017
Receptionist	01280 - Receptionist	#2005-2017
Scheduler, Maintenance	01300 - Scheduler, Maintenance	#2005-2057
Secretary I	01311 - Secretary I	#2005-2017
Secretary II	01312 - Secretary II	#2005-2017
Secretary III	01313 - Secretary III	#2005-2017
Service Order Dispatcher	01320 - Service Order Dispatcher	#2005-2017
Word Processor I	01611 - Word Processor I	#2005-2017
Word Processor II	01612 - Word Processor II	#2005-2017
Word Processor III	01613 - Word Processor III	#2005-2017
Automotive Body Repairer, Fiberglass	05005 - Automotive Body Repairer, Fiberglass	#2005-2057
Motor Vehicle Mechanic Helper	05220 - Motor Vehicle Mechanic Helper	#2005-2017
Automotive Worker	05070 - Automotive Worker	#2005-2057
Motor Equipment Metal Mechanic (Motor Vehicle Body Repairer)	05130 - Motor Equipment Metal Mechanic	#2005-2057
Motor Vehicle Mechanic	05190 - Motor Vehicle Mechanic	#2005-2057

Motor Vehicle Wrecker (Tow Truck Operator; Wrecker Operator)	05280 - Motor Vehicle Wrecker	#2005-2057
Baker	07010 - Baker	#2005-2017
Cook I	07041 - Cook I	#2005-2017
Cook II	07042 - Cook II	#2005-2017
Dishwasher	07070 - Dishwasher	#2005-2017
Food Service Worker	07130 - Food Service Worker	#2005-2017
Electrostatic Spray Painter	09010 - Electrostatic Spray Painter	#2005-2017
Furniture Handler	09040 - Furniture Handler	#2005-2017
Furniture Refinisher	09080 - Furniture Refinisher	#2005-2017
Cleaner, Vehicles	11030 - Cleaner, Vehicles	#2005-2057
Gardner	11090 - Gardener	#2005-2017
Janitor	11150 - Janitor	#2005-2057
Laborer, Grounds Maintenance	11210 - Laborer, Grounds Maintenance -	#2005-2057
Tractor Operator	11270 - Tractor Operator	#2005-2017
Medical Record Technician	12190 - Medical Record Technician	#2005-2017
Nursing Assistant II	12222 - Nursing Assistant II	#2005-2017
Illustrator II	13042 - Illustrator II	#2005-2017
Librarian	13047 - Librarian	#2005-2017
Library Technician	13058 - Library Technician	#2005-2017
Photographer I	13071 - Photographer I	#2005-2017
Photographer II	13072 - Photographer II	#2005-2017
Photographer III	13073 - Photographer III	#2005-2017
Computer Operator I	14041 - Computer Operator I	#2005-2017
Computer Operator	14042 - Computer Operator II	#2005-2057
Computer Operator IV	14044 - Computer Operator IV	#2005-2017
Assembler	16010 - Assembler	#2005-2017
Finisher, Flatwork, Machine	16070 - Finisher, Flatwork, Machine	#2005-2017
Sewing Machine Operator	16190 - Sewing Machine Operator	#2005-2017
Washer, Machine	16250 - Washer, Machine	#2005-2017
Forklift Operator	21020 - Forklift Operator	#2005-2057
Material Coordinator	21030 - Material Coordinator	#2005-2057
Material Handling Laborer	21050 - Material Handling Laborer	#2005-2057
Material Expeditor	21040 - Material Expeditor	#2005-2057
Order Filler	21070 - Order Filler	#2005-2017
Shipping Packer	21110 - Shipping Packer	#2005-2017
Shipping/Receiving Clerk	21130 - Shipping/Receiving Clerk	#2005-2057
Store Worker 1	21140 - Store Worker 1	#2005-2057
Stock Clerk	21150 - Stock Clerk	#2005-2057
Tools And Parts Attendant	21210 - Tools And Parts Attendant	#2005-2017
Warehouse Specialist (Warehouse Worker)	21410 - Warehouse Specialist	#2005-2057

Carpenter, Maintenance	23130 - Carpenter, Maintenance	#2005-2017
General Maintenance Worker	23370 - General Maintenance Worker	#2005-2017
Heavy Equipment Mechanic	23430 - Heavy Equipment Mechanic	#2005-2057
Laborer	23470 - Laborer	#2005-2057
Locksmith	23510 - Locksmith	#2005-2017
Machinery Maintenance Mechanic	23530 - Machinery Maintenance Mechanic	#2005-2017
Office Appliance Repairer	23710 - Office Appliance Repairer	#2005-2017
Painter, Maintenance	23760 - Painter, Maintenance	#2005-2017
Sheet Metal Worker, Maintenance	23890 - Sheet Metal Worker, Maintenance	#2005-2017
Small Engine Mechanic	23910 - Small Engine Mechanic	#2005-2017
Welder, Combination, Maintenance	23960 - Welder, Combination, Maintenance	#2005-2057
Guard I	27101 - Guard I	#2005-2057
Guard II	27102 - Guard II	#2005-2057
Bus Driver	31030 - Bus Driver	#2005-2017
Driver Courier	31043 - Driver Courier	#2005-2017
Shuttle Bus Driver	31290 - Shuttle Bus Driver	#2005-2017
Truckdriver, Light	31361 - Truck driver, Light	#2005-2057
Truckdriver, Medium	31362 - Truck driver, Medium	#2005-2057
Truck Driver, Heavy	31363 - Truck Driver, Heavy	#2005-2017
Truckdriver, Tractor	31364 - Truck Driver, Tractor	#2005-2017
Cashier	99030 - Cashier	#2005-2017
Pest Controller	99410 - Pest Controller	#2005-2017
Recycling Specialist	99711 - Recycling Specialist	#2005-2017
Refuse Collector	99730 - Refuse Collector	#2005-2017