

# GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SCHEDULE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

## Federal Supply Group 871

For Professional Engineering Services

Contract Number: GS-10F-0114T

Through Mod PS-0007 (Refresh 15) Effective December 21, 2011

Period Covered January 29, 2007 – January 28, 2017

The Special Item Numbers (SINs) supported under this contract:

SIN 871-1 – Strategic Planning for Technology Programs/Activities

SIN 871-2 – Concept Development & Requirements Analysis

SIN 871-3 – System Design, Engineering, & Integration

SIN 871-4 – Test and Evaluation

SIN 871-5 – Integrated Logistics Support

SIN 871-6 – Acquisition and Life-Cycle Management

Professional Engineering Disciplines:

Electrical Engineering

Mechanical Engineering

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is <http://www.fss.gsa.gov>.

Contract Administrator: Frank Jennings  
PeopleTec Inc

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## Customer Information

### Contract Information

The PeopleTec Professional Engineering Services Schedule Price List is authorized by the Federal Supply Service.

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 871-1(EF), 871-2(EF), 871-3(ME), 871-4(ME), 871-5(EF), 871-6(EF)

**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 limitation:** \$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 of statement of net price:** Government net prices (discounts already deducted).

**7. Quantity discounts:** None offered

**8. Prompt payment terms:** Net 30 days

**9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor

**10. Foreign items (list items by country of origin):** None

11a. **Time of Delivery (Contractor insert number of days):** Specified on 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. **FOB destination:** Destination

13a **Ordering address(es):** Same as company address

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](http://fss.gsa.gov/schedules)).

14. **Payment address(es):** Same as company address

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 price lists (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. Special attributes such as 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. contractor's website or other location.) The EIT standards can be found at:**  
<http://www.Section508.gov/>.

**25. Data Universal Numbering System (DUNS) number:** 18-7603852

**26. Notification regarding registration in Central Contractor Registration database:** Registered  
Contractor will accept LH and FFP

## Price List

### Option 1

SINs 871-1 through 871-6, 871-1RC through 871-6RC; PEDs EE & ME as shown on Labor Category Descriptions	Option 1 Hourly Prices				
	Year 6 1/29/2012 to 1/28/2013	Year 7 1/29/2013 to 1/28/2014	Year 8 1/29/2014 to 1/28/2015	Year 9 1/29/2015 to 1/28/2016	Year 10 1/29/2016 to 1/28/2017
Labor Categories					
Program Manager L2	\$198.09	\$203.83	\$209.74	\$215.82	\$222.08
Program Manager L1	\$159.41	\$164.03	\$168.79	\$173.68	\$178.72
Project Task Lead	\$161.84	\$166.53	\$171.36	\$176.33	\$181.44
Sr. Principal Engineer	\$237.06	\$243.93	\$251.00	\$258.28	\$265.77
Sr Principal Investigator	\$165.40	\$170.20	\$175.14	\$180.22	\$185.45
Subject Matter Expert IV	\$211.84	\$217.98	\$224.30	\$230.80	\$237.49
Subject Matter Expert III	\$197.98	\$203.72	\$209.63	\$215.71	\$221.97
Subject Matter Expert II	\$182.78	\$188.08	\$193.53	\$199.14	\$204.92
Subject Matter Expert I	\$176.93	\$182.06	\$187.34	\$192.77	\$198.36
Sr Engineer/Scientist L3	\$159.03	\$163.64	\$168.39	\$173.27	\$178.29
Sr Engineer/Scientist L2	\$152.72	\$157.15	\$161.71	\$166.40	\$171.23
Sr. Engineer/Scientist L1	\$144.80	\$149.00	\$153.32	\$157.77	\$162.35
Engineer / Scientist L4	\$138.64	\$142.66	\$146.80	\$151.06	\$155.44
Engineer / Scientist L3	\$132.49	\$136.33	\$140.28	\$144.35	\$148.54
Engineer / Scientist L2	\$113.18	\$116.46	\$119.84	\$123.32	\$126.90
Engineer / Scientist L1	\$94.24	\$96.97	\$99.78	\$102.67	\$105.65
Jr. Engineer II	\$81.28	\$83.64	\$86.07	\$88.57	\$91.14
Jr. Engineer I	\$68.18	\$70.16	\$72.19	\$74.28	\$76.43
Production Engineer	\$112.22	\$115.47	\$118.82	\$122.27	\$125.82
Sys Eng / Analyst 7	\$167.68	\$172.54	\$177.54	\$182.69	\$187.99
Sys Eng / Analyst 6	\$162.80	\$167.52	\$172.38	\$177.38	\$182.52
Sys Eng / Analyst 5	\$154.26	\$158.73	\$163.33	\$168.07	\$172.94
Sys Eng / Analyst 4	\$142.17	\$146.29	\$150.53	\$154.90	\$159.39
Sys Eng / Analyst 3	\$125.64	\$129.28	\$133.03	\$136.89	\$140.86
Sys Eng / Analyst 2	\$115.43	\$118.78	\$122.22	\$125.76	\$129.41
Sys Eng /Analyst 1	\$109.89	\$113.08	\$116.36	\$119.73	\$123.20
Engineer / Analyst 4	\$103.55	\$106.55	\$109.64	\$112.82	\$116.09
Engineer / Analyst 3	\$73.85	\$75.99	\$78.19	\$80.46	\$82.79
Engineer / Analyst 2	\$65.51	\$67.41	\$69.36	\$71.37	\$73.44
Engineer / Analyst 1	\$50.27	\$51.73	\$53.23	\$54.77	\$56.36
Sr. Analyst / Logistics Spec.	\$116.88	\$120.27	\$123.76	\$127.35	\$131.04
Inter. Analyst / Logistics Spec.	\$108.30	\$111.44	\$114.67	\$118.00	\$121.42
Entry Lvl. Analyst / Logistics Spec.	\$68.85	\$70.85	\$72.90	\$75.01	\$77.19
Administrative 3	\$50.62	\$52.09	\$53.60	\$55.15	\$56.75
Administrative 2	\$39.65	\$40.80	\$41.98	\$43.20	\$44.45
Administrative 1	\$28.61	\$29.44	\$30.29	\$31.17	\$32.07

Prices include an Industrial Funding Fee (IFF) of .75%.

## Labor Category Definitions

### Program Manager

#### Applicable SIDs and PEDs:

- 871-1 Strategic Planning for Technology Programs / Activity      Electrical Engineering
- 871-2 Concept Development and Requirements Analysis      Electrical Engineering
- 871-3 System Design, Engineering and Integration      Mechanical Engineering
- 871-4 Test and Evaluation      Mechanical Engineering
- 871-5 Integrated Logistics Support      Electrical Engineering
- 871-6 Acquisition and Life Cycle Management      Electrical Engineering

#### General Summary:

Directs the performance of a variety of related projects which may be organized by technology, program or client. Oversees the engineering development and/or application, marketing, and resource allocation within program client base.

#### Principal Duties and Responsibilities:

- Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
- Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program activities.
- Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation
- Manages program consisting of multiple projects including project identification, design, development and delivery.
- Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions.
- Confers with project manager to provide technical advice and to assist with problem resolution.
- May perform other duties as assigned.

#### Job Specifications:

- Program Manager L2 -  
Bachelor's Degree and 15 yrs of general experience.
- Program Manager L1 -  
Bachelor's Degree and 10 yrs of general experience.

## **Project Task Lead**

### **Applicable SINs and PEDs:**

- 871-1 Strategic Planning for Technology Programs / Activity Electrical Engineering
- 871-2 Concept Development and Requirements Analysis Electrical Engineering
- 871-3 System Design, Engineering and Integration Mechanical Engineering
- 871-4 Test and Evaluation Mechanical Engineering
- 871-5 Integrated Logistics Support Electrical Engineering
- 871-6 Acquisition and Life Cycle Management Electrical Engineering

### **General Summary:**

Manages project operations. Ensures production schedules are met. Ensures system resources are used effectively.

### **Principal Duties and Responsibilities:**

Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of engineering applications. Supervises staff operations.

### **Job Specifications:**

- Project Task Lead - Bachelor's Degree and 12 yrs of general experience.

## **Senior Principal Engineer**

### **Applicable SINs and PEDs:**

- 871-1 Strategic Planning for Technology Programs / Activity Electrical Engineering
- 871-2 Concept Development and Requirements Analysis Electrical Engineering
- 871-3 System Design, Engineering and Integration Mechanical Engineering
- 871-4 Test and Evaluation Mechanical Engineering
- 871-5 Integrated Logistics Support Electrical Engineering
- 871-6 Acquisition and Life Cycle Management Electrical Engineering

### **General Summary:**

Serves as a point of expert knowledge in the overall application of engineering disciplines and guidance in the integration of various engineering systems.

### **Principal Duties and Responsibilities:**

Coordinates the resolution of systems-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of engineering applications. Works directly with supervisors and other senior staff operations.

**Job Specifications:**

- Senior Principal Engineer -  
Master's Degree and 10 yrs of engineering experience.

**Senior Principal Investigator**

**Applicable SINs and PEDs:**

- 871-1 Strategic Planning for Technology Programs / Activity      Electrical Engineering
- 871-2 Concept Development and Requirements Analysis      Electrical Engineering
- 871-3 System Design, Engineering and Integration      Mechanical Engineering
- 871-4 Test and Evaluation      Mechanical Engineering
- 871-5 Integrated Logistics Support      Electrical Engineering
- 871-6 Acquisition and Life Cycle Management      Electrical Engineering

**General Summary:**

Serves as a point of expert knowledge in the overall application of engineering disciplines and guidance in the integration of various engineering systems.

**Principal Duties and Responsibilities:**

Coordinates the resolution of systems-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of engineering applications. Works directly with supervisors and other senior staff operations.

**Job Specifications:**

- Senior Principal Investigator -  
Bachelor's Degree and 15 yrs of engineering experience.

**Subject Matter Expert**

**Applicable SINs and PEDs:**

- 871-1 Strategic Planning for Technology Programs / Activity      Electrical Engineering

- 871-2 Concept Development and Requirements Analysis Electrical Engineering
- 871-3 System Design, Engineering and Integration Mechanical Engineering
- 871-4 Test and Evaluation Mechanical Engineering
- 871-5 Integrated Logistics Support Electrical Engineering
- 871-6 Acquisition and Life Cycle Management Electrical Engineering

**General Description:**

Highly skilled individual who has an acknowledged expertise in the areas of Engineering, Design, Analysis, Test and Evaluation, Acquisition and / or Logistics.

**Principal Duties and Responsibilities:**

Provides high level expertise and guidance to Program Management in support of specific functional areas of the statement of work.

**Job Specifications:**

- Subject Matter Expert IV - Bachelor's Degree and 24 yrs of specialized experience.
- Subject Matter Expert III - Bachelor's Degree and 21 yrs of specialized experience.
- Subject Matter Expert II – Bachelor's Degree and 18 yrs of specialized experience.
- Subject Matter Expert I - Bachelor's Degree and 15 yrs of specialized experience.

**Senior Engineer/Scientist**

**Applicable SInS and PEDs:**

- 871-1 Strategic Planning for Technology Programs / Activity Electrical Engineering
- 871-2 Concept Development and Requirements Analysis Electrical Engineering
- 871-3 System Design, Engineering and Integration Mechanical Engineering
- 871-4 Test and Evaluation Mechanical Engineering
- 871-5 Integrated Logistics Support Electrical Engineering
- 871-6 Acquisition and Life Cycle Management Electrical Engineering

**General Description:**

Performs a variety of engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Performs with latitude for un-reviewed actions and decisions.

**Principal Duties and Responsibilities:**

- Plans and performs engineering research, design development, and other assignments in conformance with design, engineering and customer specifications. .
- Supervises team of Engineers through project completion.
- Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers.
- Coordinates the activities of Engineers and Technicians assigned to specific engineering projects.
- May perform other duties as required.

**Job Specifications:**

- Senior Engineer/Scientist L3 -  
Bachelor's Degree and 25 yrs of general experience.
- Senior Engineer/Scientist L2 -  
Bachelor's Degree and 15 yrs of general experience.
- Senior Engineer/Scientist L1 -  
Bachelor's Degree and 12 yrs of general experience.

**Engineer/Scientist**

**Applicable SINs and PEDs:**

- 871-1 Strategic Planning for Technology Programs / Activity      Electrical Engineering
- 871-2 Concept Development and Requirements Analysis      Electrical Engineering
- 871-3 System Design, Engineering and Integration      Mechanical Engineering
- 871-4 Test and Evaluation      Mechanical Engineering
- 871-5 Integrated Logistics Support      Electrical Engineering
- 871-6 Acquisition and Life Cycle Management      Electrical Engineering

**General Summary:**

Under supervision performs a variety of engineering tasks which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for un-reviewed actions and decisions.

**Principal Duties and Responsibilities:**

- Plans and performs engineering research, design development, and other

assignments in conformance with design, engineering and customer specifications.

- Responsible for the technical/engineering part of a major project or a project of lesser complexity and importance than those normally assigned to a higher level engineer.
- Coordinates the activities of Technicians assigned to specific engineering projects.
- May perform other duties as assigned.

**Job Specifications:**

- Engineer/Scientist L4 - Bachelor's Degree and 10 yrs of general experience.
- Engineer/Scientist L3 - Bachelor's Degree and 8 yrs of general experience.
- Engineer/Scientist L2 - Bachelor's Degree and 6 yrs of general experience.
- Engineer/Scientist L1 - Bachelor's Degree and 4 yrs of general experience.

**Junior Engineer**

**Applicable SINS and PEDs:**

- 871-1 Strategic Planning for Technology Programs / Activity      Electrical Engineering
- 871-2 Concept Development and Requirements Analysis      Electrical Engineering
- 871-3 System Design, Engineering and Integration      Mechanical Engineering
- 871-4 Test and Evaluation      Mechanical Engineering
- 871-5 Integrated Logistics Support      Electrical Engineering
- 871-6 Acquisition and Life Cycle Management      Electrical Engineering

**General Summary:**

Under supervision, assists in defining and executing engineering activities within a project. These activities may consist of planning, performance management, capacity planning, testing and validation, benchmarking, engineering, and development and staffing of a engineering management plan.

**Principal Duties and Responsibilities:**

- Performs engineering planning, performance management, capacity planning, testing and validation, benchmarking.
- Development and staffing of a engineering management plan.

- Supports project Engineers, as required.
- Analyzes and develops technical documentation detailing the integration and system performance.
- May perform other duties as assigned.

**Job Specifications:**

- Junior Engineer II-  
Bachelor's Degree and 2 yrs of general experience.
- Junior Engineer I-  
Bachelor's Degree and 0 yrs of general experience.

**Production Engineer**

**Applicable SINS and PEDs:**

- 871-1 Strategic Planning for Technology Programs / Activity      Electrical Engineering
- 871-2 Concept Development and Requirements Analysis      Electrical Engineering
- 871-3 System Design, Engineering and Integration      Mechanical Engineering
- 871-4 Test and Evaluation      Mechanical Engineering
- 871-5 Integrated Logistics Support      Electrical Engineering
- 871-6 Acquisition and Life Cycle Management      Electrical Engineering

**General Summary:**

Under supervision performs a variety of engineering analysis tasks which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for un-reviewed actions and decisions.

**Principal Duties and Responsibilities:**

- Plans and performs analysis of engineering research, design development, and other assignments in conformance with design, engineering and customer specifications.
- Responsible for the technical/analysis/engineering part of a major project with complexity and importance..
- Coordinates the activities of Technicians assigned to specific analysis/engineering projects.
- May perform other duties as assigned.

**Job Specifications:**

- Production Engineer -  
Bachelor's Degree and 10 yrs of general experience.

**Systems Engineer/Analyst****Applicable SINS and PEDs:**

- 871-1 Strategic Planning for Technology Programs / Activity      Electrical Engineering
- 871-2 Concept Development and Requirements Analysis      Electrical Engineering
- 871-3 System Design, Engineering and Integration      Mechanical Engineering
- 871-4 Test and Evaluation      Mechanical Engineering
- 871-5 Integrated Logistics Support      Electrical Engineering
- 871-6 Acquisition and Life Cycle Management      Electrical Engineering

**General Summary:**

Under supervision performs a variety of engineering analysis tasks which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for un-reviewed actions and decisions.

**Principal Duties and Responsibilities:**

- Plans and performs analysis of engineering research, design development, and other assignments in conformance with design, engineering and customer specifications.
- Responsible for the technical/analysis/engineering part of a major project with complexity and importance..
- Coordinates the activities of Technicians assigned to specific analysis/engineering projects.
- May perform other duties as assigned.

**Job Specifications:**

- Systems Engineer/Analyst 7 -  
Bachelor's Degree and 20 yrs of general experience.
- Systems Engineer/Analyst 6 -  
Bachelor's Degree and 18 yrs of general experience.
- Systems Engineer/Analyst 5-  
Bachelor's Degree and 16 yrs of general experience.
- Systems Engineer/Analyst 4 -  
Bachelor's Degree and 14 yrs of general experience.

- Systems Engineer/Analyst 3 -  
Bachelor's Degree and 12 yrs of general experience.
- Systems Engineer/Analyst 2 -  
Bachelor's Degree and 10 yrs of general experience.
- Systems Engineer/Analyst 1 -  
Bachelor's Degree and 8 yrs of general experience.

### **Engineer/Analyst**

- 871-1 Strategic Planning for Technology Programs / Activity      Electrical Engineering
- 871-2 Concept Development and Requirements Analysis      Electrical Engineering
- 871-3 System Design, Engineering and Integration      Mechanical Engineering
- 871-4 Test and Evaluation      Mechanical Engineering
- 871-5 Integrated Logistics Support      Electrical Engineering
- 871-6 Acquisition and Life Cycle Management      Electrical Engineering

### **General Summary:**

Works under supervision to perform a variety of analysis tasks which are broad in nature and are concerned with the analysis, design and implementation, including support facilities and/or equipment.

### **Principal Duties and Responsibilities:**

- Supports the planning and performance of engineering and customer specifications.
- Supports the technical/engineering activities related to the development and integration, of testing of a project assigned to higher level engineers.
- Works under the supervision of a Sr. Engineers or project manager
- May perform other duties as assigned.

### **Job Specifications:**

- Engineer/Analyst 4 -  
Bachelor's Degree and 7 yrs of general experience.
- Engineer/Analyst 3 -  
Bachelor's Degree and 5 yrs of general experience.
- Engineer/Analyst 2 -  
Bachelor's Degree and 3 yrs of general experience.
- Engineer/Analyst 1 -  
Bachelor's Degree and 0 to 2 yrs of general experience.

## **Analyst/ Logistics /Specialist**

### **Applicable SINS and PEDs:**

- 871-5 Integrated Logistics Support Electrical Engineering
- 871-6 Acquisition and Life Cycle Management Electrical Engineering

### **General Summary:**

Provides programmatic support in order to implement acquisition, test and evaluation, production, deployment, and logistics strategies. Support also includes providing inputs, advice, and recommendations to provide resolutions to programmatic problems.

### **Principal Duties and Responsibilities:**

Programmatic support provided includes planning procurement actions, monitoring deliveries, assessing future requirements, preparing milestone documentation, preparing integrated master schedules, coordinating contract requirements packages, and analyzing data. Other duties include assimilating needed results from testing, acquisition program baselines, acquisition strategies, key performance parameters, risk analysis and life cycle cost estimates.

### **Job Specifications:**

- Senior Analyst Logistics Specialist -  
Bachelor's Degree and 12 yrs of general experience.
- Intermediate Analyst Logistics Specialist -  
Bachelor's Degree and 9 yrs of general experience.
- Entry Level Analyst Logistics Specialist –  
Bachelor's Degree and 6 yrs of general experience.

### **Administrative**

- 871-1 Strategic Planning for Technology Programs / Activity Electrical Engineering
- 871-2 Concept Development and Requirements Analysis Electrical Engineering
- 871-3 System Design, Engineering and Integration Mechanical Engineering
- 871-4 Test and Evaluation Mechanical Engineering
- 871-5 Integrated Logistics Support Electrical Engineering
- 871-6 Acquisition and Life Cycle Management Electrical Engineering

### **General Summary:**

Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource

planning, event planning and administration, office relocation planning, mail services, records, data input, etc.

**Principal Duties and Responsibilities:**

- Specializes in coordinating and planning office administration and support.
- Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc., required in changing office environments.
- May perform other duties as required.

**Job Specifications:**

- Administrative 3 -  
High School Diploma or G.E.D. degree program. 4 yrs experience.
- Administrative 2 -  
High School Diploma 1 yr of general experience and 3 yrs experience.
- Administrative 1 -  
High School Diploma or G.E.D.

**Substitution/Equivalency**

- GED or vocational degree = high school diploma
- AS/AA degree = two (2) yrs general experience
- BS/BA = six (6) yrs general experience
- MS/MA = four (4) yrs general experience
- Ph.D. = three (3) yrs general experience

Example: MS/MA degree = BS/BA + (4) yrs of general experience