GSA Logistics Worldwide (Logworld) Schedule Catalog

CONTRACT NUMBER: GS-10F-0161M

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST
FEDERAL SUPPLY SCHEDULE GROUP 874V

VT Aepco, Inc
10745 Westside Way, Suite 300
Alpharetta, GA 30009

Point of Contact: David Callahan, david.callahan@vt-group.com
TELEPHONE: (256) 799-5923 ♦ FACSIMILE: (256) 799-5970

Website Address: www.vt-group.com

PERIOD COVERED BY CONTRACT: February 14, 2012 through February 13, 2017

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

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.fss.gsa.gov.

Effective 2/14/2012

TABLE OF CONTENTS

CONTRACT OVERVIEW

VT Aepco has been awarded a GSA Federal Supply Schedule contract for complete logistics services. The General Services Administration has already determined that VT Aepco meets the technical requirements to deliver results and that we offer most favored customer pricing. This contract vehicle is available for use by all Federal agencies. VT Aepco has a strong history of providing outstanding quality service to our Federal customers and we look forward to becoming your provider of choice.

If you are interested in learning more about VT Aepco, our capabilities, and how we can best serve your agency's needs, please contact us at gsabids@vt-group.com or one of the Point of Contracts listed below.

VT Aepco can also be reached using GSA's electronic ordering system, GSA Advantage!™.

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

VT Aepco Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact Douglas Baker, Vice President, Business Development, (256)799-5965, douglas.baker@vt-group.com

Information for Ordering Offices

1. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS):

874-501 (RC)	Supply and Value Chain Management Services
874-503 (RC)	Distribution and Transportation Logistics Services
874-504 (RC)	Deployment Logistics Services
874-505 (RC)	Logistics Training Services

2. MAXIMUM ORDER: Unlimited. (If exceeds $1,000,00, see below *)

*If the "best value" selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned Point of Contact for a better price. We may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract, or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: $100.00.

4. GEOGRAPHIC COVERAGE: Worldwide

5. POINTS OF PRODUCTION: As negotiated in order. See listing under item 21.

6. DISCOUNTS FROM LIST PRICE:

7. QUANTITY DISCOUNTS: None

8. PROMPT PAYMENT TERMS: .005/10 days of invoice (Does not apply w/Gov't Purchase Card)

9. GOVERNMENT PURCHASE CARD IS ACCEPTED BELOW AND OVER THE MICRO PURCHASE THRESHOLD.

10. CREDIT CARD DISCOUNT: None

11. FOREIGN ITEMS: None

11. TIME OF DELIVERY: As negotiated in each order.

12. F.O.B. POINTS: Destination CONUS; for OCONUS FOB Point is closest US shipping points.

13. **ORDERING ADDRESS:** VTAepco Inc.
10745 Westside Way
Suite 300
Alpharetta, GA 30009
Phone: 256-464-9191
Fax: 256-464-9291
Email: david.callahan@vt-group.com

or ATTN : Callie Bayless
Phone : 256-799-5924
Email : callie.bayless@vt-group.com

14. **Payment Address:** VTGroup Inc.
10745 Westside Way
Suite 300
Alpharetta, GA 30009
Phone: 770-952-1479
Fax: 770-859-0410
Email: zella.turner@vt-group.com

15. **Warranty Provision:** Customer acceptance of complete performance

16. **Export Packing Charges:** Not Applicable

17. **Terms & Conditions of Government Commercial Credit Card Acceptance:**
Above micropurchase level as negotiated with the Ordering Activity

18. **Terms & Conditions of Rental, Maintenance & Repair:** Not Applicable

19. **Terms & Conditions of Installation:** Not Applicable

20. **Terms & Conditions of Repair Parts:** Not Applicable

21. **List of Services & Distribution Points (If Applicable):**
VTAepco, Inc
10745 Westside Way Suite 300
Alpharetta, GA 30009

22. **List of Participation Dealers:** Not Applicable

23. **Preventive Maintenance:** Not Applicable

23. Statistical Data for Government Ordering Office:

DUNS Number: 03-879-1257
Type of Contractor: Large Business
Taxpayer Identification Number (TIN): 52-1144050
CAGE CODE: 4V740

24. Blanket Purchase Agreements (BPAs):

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times.

Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA.

Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels.

Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

GSA (LOGWORLD)
Statement of Work

SIN 874-501 - Supply & Value Chain Management Services

VT Aepco services include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal. Examples of the type of services that may be performed under this SIN include:

- Logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules;
- Develop milestone documentation;
- Market research and acquisition planning;
- Material requirements identification, planning, acquisition and management;
- Develop specifications or performance based work statements and task estimates;
- Develop, document and support maintenance procedures and technical manuals;
- Configuration data management and related documentation;
- Expansion and consolidation studies, field problem analysis and recommendation of corrective actions and system modernization;
- Needs assessment/system assessment;
- Inventory/asset/vendor management;
- Inventory management and operation (inclusive of salvage, recycle and/or disposal management);
- Operation of warehouses, stockrooms, storage facilities or depots;
- Fulfillment systems and operations;
- Platform management;
- Information logistics processing systems analysis design, and implementation;
- Staging, shipping, receiving, packing, crating, moving and storage (excluding household goods);
- Packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance;
- Design and installation of material handling systems;
- Hazardous material storage and handling (Non-radioactive only);
- Warehouse and location management systems;
- Recycling program management of warehousing materials;
- Preservation and protection of specialized inventory or documents;
- Maintenance, repair and overhaul (MRO) support and/or support process management;
- Aircraft repair and maintenance;
- Ship repair and maintenance;
- Property disposal management;
- Logistics strategic planning services;
- Logistics systems engineering services;
- Logistics program management services and support;
- Unique Identification (UID)/Radio Frequency Identification (RFID) services;

- Program and project management;
- Acquisition and life cycle management;
- Spares modeling;
- Supply chain integration planning;
- Global integrated supply chain solutions - planning and implementation. (Note - acquisition functions cannot be procured as stand-alone services).

SIN 874-502 - Reserved.

SIN 874-503 - Distribution and Transportation Logistics Service:
VT Aepco's services include distribution and transportation logistics services such as planning and designing, implementing or operating systems or facilities for the movement of supplies, equipment or people by road, air, water or rail. Examples of the type of services that may be performed under this SIN include but are not limited to:

- Movement and short-term storage (excluding household goods);
- Transportation system development and management;
- Distribution and transportation logistics consulting;
- Carrier management and routing;
- Freight forwarding, consolidation and management;
- Third-party logistics (3PL);
- Facilitating customs processing;
- Electronic Freight Manifest (EFM) systems;
- Tracking system analysis, design, operations and management;
- Shuttle services;
- Program and project management.

Note: Commercial passenger airline services covered by the Airline City Pair Program and courier services covered by Schedule 48, Transportation, Delivery and Relocation Solutions are excluded.

SIN 874-504: Deployment Logistics Services:
VT Aepco's services include, but are not limited to providing expert advice, assistance, guidance, management, or operational support services that permit the deployment of supplies, equipment, materials and associated personnel. Examples of the type of services that may be performed under this SIN include:

- Deployment logistics consulting;
- War gaming (field exercises);
- Contingency planning;
- Inventory and property requirements planning, movement, storage and accountability systems;
- Asset management (including pre-positioning assets);
- Space planning and project integration/implementation;
- Public and private sector support and/or resources;
- Facilitating customs processing/accountability;

- Scenario based field exercises;
- Communication and logistics systems design, plan, deployment and operation;
- Medical and emergency unit storage and restocking management;
- Program and project management.

874-505 - Logistics Training Services

VT Aepco's training services include, but are not limited to, training in system operations and automated tools for supply and value chain management, property and inventory management, distribution and transportation management and maintenance of equipment and facilities supporting these activities. VT Aepco also provides hands on training material development services for new system fieldings, as well as assessments of existing training materials and facilities for supporting upgraded or updated systems. These assessments can include recommendations and/or development of improved/updated-training materials to best meet the customer's needs.

Customization of off-the-shelf training may include but is not limited to:

- Workbooks
- Computer Based Training
- Overhead Transparencies
- Training Manuals
- Video Tapes
- Advanced Presentation Media
- Video Streaming Delivering Training via Internet, Broadcasting, or Video on Demand
- E-Learning via Combination of Video Conferencing and Streaming

VT Aepco's capabilities also include training in systems operations, warehousing, material planning and handling, transportation management, inventory management, and the tools utilized in supply and value chain management.

VT Aepco Logworld Pricing
OPTION PERIOD 2

Option Years	Year 11			Year 12			Year 13			Year 14			Year 15		
	Feb 14, 2012 - Feb 13, 2013			Feb 14, 2013 - Feb 13, 2014			Feb 14, 2014 - Feb 13, 2015			Feb 14, 2015 - Feb 13, 2016			Feb 14, 2016 - Feb 13, 2017		
	A	D	Client	A	D	Client	A	D	Client	A	D	Client	A	D	Client
LABOR CATEGORIES	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)
Professional															
Analyst VI	$ 257.54	$ 230.46	$ 184.35	$ 263.46	$ 235.76	$ 188.59	$ 269.52	$ 241.18	$ 192.93	$ 275.72	$ 246.73	$ 197.37	$ 282.06	$ 252.40	$ 201.91
Analyst V	$ 143.01	$ 127.96	$ 102.37	$ 146.30	$ 130.90	$ 104.72	$ 149.66	$ 133.91	$ 107.13	$ 153.10	$ 136.99	$ 109.59	$ 156.62	$ 140.14	$ 112.11
Analyst IV	$ 114.39	$ 102.37	$ 81.89	$ 117.02	$ 104.72	$ 83.77	$ 119.71	$ 107.13	$ 85.70	$ 122.46	$ 109.59	$ 87.67	$ 125.28	$ 112.11	$ 89.69
Analyst III	$ 91.05	$ 81.46	$ 65.18	$ 93.14	$ 83.33	$ 66.68	$ 95.28	$ 85.25	$ 68.21	$ 97.47	$ 87.21	$ 69.78	$ 99.71	$ 89.22	$ 71.38
Analyst II	$ 72.79	$ 65.11	$ 52.10	$ 74.46	$ 66.61	$ 53.30	$ 76.17	$ 68.14	$ 54.53	$ 77.92	$ 69.71	$ 55.78	$ 79.71	$ 71.31	$ 57.06
Analyst I	$ 59.81	$ 53.52	$ 42.81	$ 61.19	$ 54.75	$ 43.79	$ 62.60	$ 56.01	$ 44.80	$ 64.04	$ 57.30	$ 45.83	$ 65.51	$ 58.62	$ 46.88
Junior Analyst	$ 45.47	$ 40.71	$ 32.56	$ 46.52	$ 41.65	$ 33.31	$ 47.59	$ 42.61	$ 34.08	$ 48.68	$ 43.59	$ 34.86	$ 49.80	$ 44.59	$ 35.66
Architect VI	$ 257.54	$ 230.46	$ 184.35	$ 263.46	$ 235.76	$ 188.59	$ 269.52	$ 241.18	$ 192.93	$ 275.72	$ 246.73	$ 197.37	$ 282.06	$ 252.40	$ 201.91
Architect V	$ 143.01	$ 127.96	$ 102.37	$ 146.30	$ 130.90	$ 104.72	$ 149.66	$ 133.91	$ 107.13	$ 153.10	$ 136.99	$ 109.59	$ 156.62	$ 140.14	$ 112.11
Architect IV	$ 114.39	$ 102.37	$ 81.89	$ 117.02	$ 104.72	$ 83.77	$ 119.71	$ 107.13	$ 85.70	$ 122.46	$ 109.59	$ 87.67	$ 125.28	$ 112.11	$ 89.69
Architect III	$ 91.05	$ 81.46	$ 65.18	$ 93.14	$ 83.33	$ 66.68	$ 95.28	$ 85.25	$ 68.21	$ 97.47	$ 87.21	$ 69.78	$ 99.71	$ 89.22	$ 71.38
Architect II	$ 72.79	$ 65.11	$ 52.10	$ 74.46	$ 66.61	$ 53.30	$ 76.17	$ 68.14	$ 54.53	$ 77.92	$ 69.71	$ 55.78	$ 72.79	$ 65.11	$ 52.10
Architect I	$ 59.81	$ 53.52	$ 42.81	$ 61.19	$ 54.75	$ 43.79	$ 62.60	$ 56.01	$ 44.80	$ 64.04	$ 57.30	$ 45.83	$ 65.51	$ 58.62	$ 46.88
Junior Architect	$ 45.47	$ 40.71	$ 32.56	$ 46.52	$ 41.65	$ 33.31	$ 47.59	$ 42.61	$ 34.08	$ 48.68	$ 43.59	$ 34.86	$ 49.80	$ 44.59	$ 35.66
Systems Analyst VI	$ 257.54	$ 230.46	$ 184.35	$ 263.46	$ 235.76	$ 188.59	$ 269.52	$ 241.18	$ 192.93	$ 275.72	$ 246.73	$ 197.37	$ 282.06	$ 252.40	$ 201.91
Systems Analyst V	$ 143.01	$ 127.96	$ 102.37	$ 146.30	$ 130.90	$ 104.72	$ 149.66	$ 133.91	$ 107.13	$ 153.10	$ 136.99	$ 109.59	$ 156.62	$ 140.14	$ 112.11
Systems Analyst IV	$ 114.39	$ 102.37	$ 81.89	$ 117.02	$ 104.72	$ 83.77	$ 119.71	$ 107.13	$ 85.70	$ 122.46	$ 109.59	$ 87.67	$ 125.28	$ 112.11	$ 89.69
Systems Analyst III	$ 91.05	$ 81.46	$ 65.18	$ 93.14	$ 83.33	$ 66.68	$ 95.28	$ 85.25	$ 68.21	$ 97.47	$ 87.21	$ 69.78	$ 99.71	$ 89.22	$ 71.38
Systems Analyst II	$ 72.79	$ 65.11	$ 52.10	$ 74.46	$ 66.61	$ 53.30	$ 76.17	$ 68.14	$ 54.53	$ 77.92	$ 69.71	$ 55.78	$ 79.71	$ 71.31	$ 57.06
Systems Analyst I	$ 59.81	$ 53.52	$ 42.81	$ 61.19	$ 54.75	$ 43.79	$ 62.60	$ 56.01	$ 44.80	$ 64.04	$ 57.30	$ 45.83	$ 65.51	$ 58.62	$ 46.88
Juniors Systems Analyst	$ 45.47	$ 40.71	$ 32.56	$ 46.52	$ 41.65	$ 33.31	$ 47.59	$ 42.61	$ 34.08	$ 48.68	$ 43.59	$ 34.86	$ 49.80	$ 44.59	$ 35.66
Engineer VI	$ 257.54	$ 230.46	$ 184.35	$ 263.46	$ 235.76	$ 188.59	$ 269.52	$ 241.18	$ 192.93	$ 275.72	$ 246.73	$ 197.37	$ 282.06	$ 252.40	$ 201.91
Engineer V	$ 143.01	$ 127.96	$ 102.37	$ 146.30	$ 130.90	$ 104.72	$ 149.66	$ 133.91	$ 107.13	$ 153.10	$ 136.99	$ 109.59	$ 156.62	$ 140.14	$ 112.11
Engineer IV	$ 114.39	$ 102.37	$ 81.89	$ 117.02	$ 104.72	$ 83.77	$ 119.71	$ 107.13	$ 85.70	$ 122.46	$ 109.59	$ 87.67	$ 125.28	$ 112.11	$ 89.69
Engineer III	$ 91.05	$ 81.46	$ 65.18	$ 93.14	$ 83.33	$ 66.68	$ 95.28	$ 85.25	$ 68.21	$ 97.47	$ 87.21	$ 69.78	$ 99.71	$ 89.22	$ 71.38
Engineer II	$ 72.79	$ 65.11	$ 52.10	$ 74.46	$ 66.61	$ 53.30	$ 76.17	$ 68.14	$ 54.53	$ 77.92	$ 69.71	$ 55.78	$ 79.71	$ 71.31	$ 57.06
Engineer I	$ 59.81	$ 53.52	$ 42.81	$ 61.19	$ 54.75	$ 43.79	$ 62.60	$ 56.01	$ 44.80	$ 64.04	$ 57.30	$ 45.83	$ 65.51	$ 58.62	$ 46.88
Junior Engineer	$ 45.47	$ 40.71	$ 32.56	$ 46.52	$ 41.65	$ 33.31	$ 47.59	$ 42.61	$ 34.08	$ 48.68	$ 43.59	$ 34.86	$ 49.80	$ 44.59	$ 35.66
Scientist VI	$ 257.54	$ 230.46	$ 184.35	$ 263.46	$ 235.76	$ 188.59	$ 269.52	$ 241.18	$ 192.93	$ 275.72	$ 246.73	$ 197.37	$ 282.06	$ 252.40	$ 201.91
Scientist V	$ 143.01	$ 127.96	$ 102.37	$ 146.30	$ 130.90	$ 104.72	$ 149.66	$ 133.91	$ 107.13	$ 153.10	$ 136.99	$ 109.59	$ 156.62	$ 140.14	$ 112.11
Scientist IV	$ 114.39	$ 102.37	$ 81.89	$ 117.02	$ 104.72	$ 83.77	$ 119.71	$ 107.13	$ 85.70	$ 122.46	$ 109.59	$ 87.67	$ 125.28	$ 112.11	$ 89.69
Scientist III	$ 91.05	$ 81.46	$ 65.18	$ 93.14	$ 83.33	$ 66.68	$ 95.28	$ 85.25	$ 68.21	$ 97.47	$ 87.21	$ 69.78	$ 99.71	$ 89.22	$ 71.38
Scientist II	$ 72.79	$ 65.11	$ 52.10	$ 74.46	$ 66.61	$ 53.30	$ 76.17	$ 68.14	$ 54.53	$ 77.92	$ 69.71	$ 55.78	$ 79.71	$ 71.31	$ 57.06
Scientist I	$ 59.81	$ 53.52	$ 42.81	$ 61.19	$ 54.75	$ 43.79	$ 62.60	$ 56.01	$ 44.80	$ 64.04	$ 57.30	$ 45.83	$ 65.51	$ 58.62	$ 46.88
Junior Scientist	$ 45.47	$ 40.71	$ 32.56	$ 46.52	$ 41.65	$ 33.31	$ 47.59	$ 42.61	$ 34.08	$ 48.68	$ 43.59	$ 34.86	$ 49.80	$ 44.59	$ 35.66
Systems Engineer VI	$ 257.54	$ 230.46	$ 184.35	$ 263.46	$ 235.76	$ 188.59	$ 269.52	$ 241.18	$ 192.93	$ 275.72	$ 246.73	$ 197.37	$ 282.06	$ 252.40	$ 201.91
Systems Engineer V	$ 143.01	$ 127.96	$ 102.37	$ 146.30	$ 130.90	$ 104.72	$ 149.66	$ 133.91	$ 107.13	$ 153.10	$ 136.99	$ 109.59	$ 156.62	$ 140.14	$ 112.11
Systems Engineer IV	$ 114.39	$ 102.37	$ 81.89	$ 117.02	$ 104.72	$ 83.77	$ 119.71	$ 107.13	$ 85.70	$ 122.46	$ 109.59	$ 87.67	$ 125.28	$ 112.11	$ 89.69
Systems Engineer III	$ 91.05	$ 81.46	$ 65.18	$ 93.14	$ 83.33	$ 66.68	$ 95.28	$ 85.25	$ 68.21	$ 97.47	$ 87.21	$ 69.78	$ 99.71	$ 89.22	$ 71.38
Systems Engineer II	$ 72.79	$ 65.11	$ 52.10	$ 74.46	$ 66.61	$ 53.30	$ 76.17	$ 68.14	$ 54.53	$ 77.92	$ 69.71	$ 55.78	$ 79.71	$ 71.31	$ 57.06
Systems Engineer I	$ 59.81	$ 53.52	$ 42.81	$ 61.19	$ 54.75	$ 43.79	$ 62.60	$ 56.01	$ 44.80	$ 64.04	$ 57.30	$ 45.83	$ 65.51	$ 58.62	$ 46.88
Junior Systems Engineer	$ 45.47	$ 40.71	$ 32.56	$ 46.52	$ 41.65	$ 33.31	$ 47.59	$ 42.61	$ 34.08	$ 48.68	$ 43.59	$ 34.86	$ 49.80	$ 44.59	$ 35.66
Technical															
Computer Programmer I	$ 46.83	$ 41.89	$ 33.51	$ 47.91	$ 42.85	$ 34.28	$ 49.01	$ 43.84	$ 35.07	$ 50.14	$ 44.85	$ 35.88	$ 51.29	$ 45.88	$ 36.71
Computer Programmer II	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Computer Programmer III	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Computer Programmer IV	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Computer Systems Analyst I	$ 46.83	$ 41.89	$ 33.51	$ 47.91	$ 42.85	$ 34.28	$ 49.01	$ 43.84	$ 35.07	$ 50.14	$ 44.85	$ 35.88	$ 51.29	$ 45.88	$ 36.71
Computer Systems Analyst II	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Computer Systems Analyst III	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Alarm Monitor	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Audiovisual Librarian	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Exhibits Specialist I	$ 46.83	$ 41.89	$ 33.51	$ 47.91	$ 42.85	$ 34.28	$ 49.01	$ 43.84	$ 35.07	$ 50.14	$ 44.85	$ 35.88	$ 51.29	$ 45.88	$ 36.71

VT Aepco Logworld Pricing
OPTION PERIOD 2

Option Years	Year 11			Year 12			Year 13			Year 14			Year 15		
	Feb 14, 2012 - Feb 13, 2013			Feb 14, 2013 - Feb 13, 2014			Feb 14, 2014 - Feb 13, 2015			Feb 14, 2015 - Feb 13, 2016			Feb 14, 2016 - Feb 13, 2017		
	A	D	Client	A	D	Client	A	D	Client	A	D	Client	A	D	Client
LABOR CATEGORIES	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)
Exhibits Specialist II	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Exhibits Specialist III	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Illustrator I	$ 46.83	$ 41.89	$ 33.51	$ 47.91	$ 42.85	$ 34.28	$ 49.01	$ 43.84	$ 35.07	$ 50.14	$ 44.85	$ 35.88	$ 51.29	$ 45.88	$ 36.71
Illustrator II	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Illustrator III	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Cartographic Technician	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Computer Based Training Specialist/Instructor	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Civil Engineering Technician	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Drafter I	$ 46.83	$ 41.89	$ 33.51	$ 47.91	$ 42.85	$ 34.28	$ 49.01	$ 43.84	$ 35.07	$ 50.14	$ 44.85	$ 35.88	$ 51.29	$ 45.88	$ 36.71
Drafter II	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Drafter III	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Drafter IV	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Engineering Technician I	$ 46.83	$ 41.89	$ 33.51	$ 47.91	$ 42.85	$ 34.28	$ 49.01	$ 43.84	$ 35.07	$ 50.14	$ 44.85	$ 35.88	$ 51.29	$ 45.88	$ 36.71
Engineering Technician II	$ 46.83	$ 41.89	$ 33.51	$ 47.91	$ 42.85	$ 34.28	$ 49.01	$ 43.84	$ 35.07	$ 50.14	$ 44.85	$ 35.88	$ 51.29	$ 45.88	$ 36.71
Engineering Technician III	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Engineering Technician IV	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Engineering Technician V	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Engineering Technician VI	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Flight Simulator/Instructor	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Graphic Artist	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Instructor	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Technical Writer	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Truck Drive, Light Truck	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Truck Drive, Medium Truck	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Truck Drive, Heavy Truck	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Truck Drive, Tractor-Trailer	$ 83.30	$ 74.53	$ 59.62	$ 85.22	$ 76.24	$ 60.99	$ 87.18	$ 77.99	$ 62.39	$ 89.19	$ 79.78	$ 63.82	$ 91.24	$ 81.61	$ 65.29
Production															
Aircraft Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Aircraft Mechanic Helper	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Aircraft Quality Control Inspector	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Aircraft Servicer	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Aircraft Worker	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Appliance Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Blocker and Bracer	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Boiler Tender	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Cable Splicer	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Carpenter, Maintenance	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Electrician	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Electronics Technician, Maint I	$ 52.06	$ 46.56	$ 37.27	$ 53.26	$ 47.63	$ 38.13	$ 54.48	$ 48.73	$ 39.01	$ 55.73	$ 49.85	$ 39.91	$ 57.01	$ 51.00	$ 40.83
Electronics Technician, Maint II	$ 62.39	$ 55.83	$ 44.66	$ 63.82	$ 57.11	$ 45.69	$ 65.29	$ 58.42	$ 46.74	$ 66.79	$ 59.76	$ 47.82	$ 68.33	$ 61.13	$ 48.92
Electronics Technician, Maint III	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Electrostatic Spray Painter	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Fire Alarm System Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Fire Extinguisher Repairer	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Forklift Operator	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Fuel Distribution System Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Fuel Distribution System Operator	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
General Maintenance Worker	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Hatch Tender	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Heating, Refrigeration and Air Conditioning Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Heavy Equipment Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Heavy Equipment Operator	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08

VT Aepco Logworld Pricing
OPTION PERIOD 2

Option Years	Year 11			Year 12			Year 13			Year 14			Year 15		
	Feb 14, 2012 - Feb 13, 2013			Feb 14, 2013 - Feb 13, 2014			Feb 14, 2014 - Feb 13, 2015			Feb 14, 2015 - Feb 13, 2016			Feb 14, 2016 - Feb 13, 2017		
	A	D	Client	A	D	Client	A	D	Client	A	D	Client	A	D	Client
LABOR CATEGORIES	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)
Instrument Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Laborer	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Line Handler	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Locksmith	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Machinery Maintenance Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Machine-Tool Operator	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Machinist, Maintenance	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Maintenance Trades Helper	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Material Coordinator	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Material Expeditor	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Material Handling Laborer	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Millwright	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Mobile Equipment Servicer	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Motor Equipment Metal Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Motor Equipment Metal Worker	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Motor Vehicle Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Motor Vehicle Mechanic Helper	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Motor Vehicle Upholstery Worker	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Motor Vehicle Wrecker	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Order Filler	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Painter, Aircraft	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Painter, Automotive	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Painter, Maintenance	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Pipe Fitter, Maintenance	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Plumber, Maintenance	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Pneudraulic Systems Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Radiator Repair Specialist	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Rigger	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Scale Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Sewage Plant Operator	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Shipper/Receiving Clerk	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Shipping Packer	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Small Engine Mechanic	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Stationary Engineer	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Stevedore I	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Telecommunications Mechanic I	$ 62.39	$ 55.83	$ 44.66	$ 63.82	$ 57.11	$ 45.69	$ 65.29	$ 58.42	$ 46.74	$ 66.79	$ 59.76	$ 47.82	$ 68.33	$ 61.13	$ 48.92
Telecommunications Mechanic II	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Telephone Lineman	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Tire Repairer	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Tool and Die Maker	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Tools and Parts Attendant	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Transmission Repair Specialist	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Ventilation Equipment Tender	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Warehouse Specialist	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Water Treatment Plant Operator	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Welder, Combo-Maintenance	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Well Driller	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Woodworker	$ 72.82	$ 65.15	$ 52.12	$ 74.49	$ 66.65	$ 53.32	$ 76.20	$ 68.18	$ 54.55	$ 77.95	$ 69.75	$ 55.80	$ 79.74	$ 71.35	$ 57.08
Clerical															
Secretary I	$ 36.41	$ 32.57	$ 26.07	$ 37.25	$ 33.32	$ 26.67	$ 38.11	$ 34.09	$ 27.28	$ 38.99	$ 34.87	$ 27.91	$ 39.89	$ 35.67	$ 28.55
Secretary II	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Secretary III	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Accounting Clerk I	$ 36.41	$ 32.57	$ 26.07	$ 37.25	$ 33.32	$ 26.67	$ 38.11	$ 34.09	$ 27.28	$ 38.99	$ 34.87	$ 27.91	$ 39.89	$ 35.67	$ 28.55

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OPTION PERIOD 2

Option Years	Year 11			Year 12			Year 13			Year 14			Year 15		
	Feb 14, 2012 - Feb 13, 2013			Feb 14, 2013 - Feb 13, 2014			Feb 14, 2014 - Feb 13, 2015			Feb 14, 2015 - Feb 13, 2016			Feb 14, 2016 - Feb 13, 2017		
	A	D	Client	A	D	Client	A	D	Client	A	D	Client	A	D	Client
LABOR CATEGORIES	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)	Systems Engineering	Logistic Programmatic & Technical	Client Site (On-Site)
Accounting Clerk II	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Accounting Clerk III	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Accounting Clerk IV	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
General Clerk I	$ 36.41	$ 32.57	$ 26.07	$ 37.25	$ 33.32	$ 26.67	$ 38.11	$ 34.09	$ 27.28	$ 38.99	$ 34.87	$ 27.91	$ 39.89	$ 35.67	$ 28.55
General Clerk II	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
General Clerk III	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
General Clerk IV	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Key Enter Operator I	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Key Enter Operator II	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Order Clerk I	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Order Clerk II	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Personnel Assistant I	$ 36.41	$ 32.57	$ 26.07	$ 37.25	$ 33.32	$ 26.67	$ 38.11	$ 34.09	$ 27.28	$ 38.99	$ 34.87	$ 27.91	$ 39.89	$ 35.67	$ 28.55
Personnel Assistant II	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Personnel Assistant III	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Personnel Assistant IV	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Production Control Clerk	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Scheduler, Maintenance	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Secretary I	$ 36.41	$ 32.57	$ 26.07	$ 37.25	$ 33.32	$ 26.67	$ 38.11	$ 34.09	$ 27.28	$ 38.99	$ 34.87	$ 27.91	$ 39.89	$ 35.67	$ 28.55
Secretary II	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Secretary III	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Secretary IV	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Secretary V	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Service Order Dispatcher	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Supply Technician	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Survey Worker	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Switchboard Operator-Receptionist	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Word Processor I	$ 36.41	$ 32.57	$ 26.07	$ 37.25	$ 33.32	$ 26.67	$ 38.11	$ 34.09	$ 27.28	$ 38.99	$ 34.87	$ 27.91	$ 39.89	$ 35.67	$ 28.55
Word Processor II	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Word Processor III	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Computer Operator I	$ 36.41	$ 32.57	$ 26.07	$ 37.25	$ 33.32	$ 26.67	$ 38.11	$ 34.09	$ 27.28	$ 38.99	$ 34.87	$ 27.91	$ 39.89	$ 35.67	$ 28.55
Computer Operator II	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Computer Operator III	$ 51.98	$ 46.51	$ 37.22	$ 53.18	$ 47.58	$ 38.08	$ 54.40	$ 48.67	$ 38.96	$ 55.65	$ 49.79	$ 39.86	$ 56.93	$ 50.94	$ 40.78
Computer Operator IV	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	$ 53.03
Computer Operator V	$ 67.63	$ 60.52	$ 48.42	$ 69.19	$ 61.91	$ 49.53	$ 70.78	$ 63.33	$ 50.67	$ 72.41	$ 64.79	$ 51.84	$ 74.08	$ 66.28	C

Labor Category Descriptions

PROFESSIONAL:

ANALYST VI (Professional Staff)

Minimum/General Experience: Ten or more years of management experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Proficient in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Organizes and supervises technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Directs the design, formulation, implementation, operation and maintenance of various systems, equipment and procedures to meet contract requirements. Oversees planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming, and testing of various ADP, telecommunication and hardware systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

ANALYST V (Professional Staff)

Minimum/General Experience: Eight or more years of management experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Highly experienced in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Highly experienced in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Organizes and supervises technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Utilizes various software programs to keep track of procurement, budget, quality control, administrative processes and to prepare progress reports on contract activities. Directs the design, formulation, implementation, operation and maintenance of various systems, equipment and procedures to meet contract requirements. Oversees planning, direction, and coordination of work

activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP, telecommunication and hardware systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

ANALYST IV (Professional Staff)

Minimum/General Experience: Five or more years of management experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Experienced in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual small-to-medium range government contracts or comprehensive tasks thereof. Oversees and provides technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Coordinates and provides the design, formulation, implementation, operation and maintenance of various systems, equipment and procedures to meet contract requirements. Provides planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP, telecommunication and hardware systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least seven years relevant experience, Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

ANALYST III (Professional Staff)

Minimum/General Experience: Four or more years of management experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Some experience in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Knowledgeable of automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual task(s) of government contracts. Provides and guides technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides and coordinates the design, formulation, implementation, operation and maintenance of various systems, equipment and procedures to meet contract requirements. Provides planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP, telecommunication, and hardware systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

ANALYST II (Professional Staff)

Minimum/General Experience: Three or more years of experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Knowledgeable of program, financial and resources management, logistics support and/or acquisition/development of systems and equipment. Knowledgeable of planning, monitoring and tracking government contract activities.

Functional Responsibility: Provides technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes. Designs, formulates, implements, operates and maintains various systems, equipment and procedures to meet contract requirements. Coordinates work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP, telecommunication and hardware systems.

Minimum Education: Bachelor's degree, Associate degree with five years relevant experience or high school degree with 10 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

ANALYST I (Professional Staff)

Minimum/General Experience: Limited experience in the analysis, planning, design, development, implementation and support of various ADP, telecommunication and hardware systems. Knowledgeable of logistics support and/or acquisition/development of systems and equipment.

Functional Responsibility: Provides technical expertise in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Designs, formulates, implements, operates and maintains various systems, equipment and procedures to meet contract requirements. Programs and tests various ADP, telecommunication and hardware systems.

Minimum Education: Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

JUNIOR ANALYST (Professional Staff)

Minimum/General Experience: Two or less years of experience in a technical, ADP or other field. Experienced in operating personal computer systems.

Functional Responsibility: Provides assistance in logistics, training, financial management, human resource management, configuration management, analysis, acquisition, operations control, quality control, ADP and/or telecommunication systems to support contract efforts. Assists in the design, formulation, implementation, operation and maintenance of various systems, equipment and procedures to meet contract requirements. Assists in the programming and testing of ADP, telecommunications and hardware systems.

Minimum Education: Associate degree or high school degree/special training with at least two years relevant experience.

ARCHITECT VI (Professional Staff)

Minimum/General Experience: Ten or more years of management experience in the analysis, planning, design, specifications/requirements development and overseeing projects. Proficient in program, financial, and resources management. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, planning and design of space planning projects to support corporate and contractual requirements, and applying knowledge of design. Consults with clients and corporate personnel to determine functional and spatial requirements of new structures or renovations, and directs the preparation of information regarding design, specifications, materials, color, equipment, and estimated costs. Directs the planning of the layout of projects and integrates engineering elements into unified design for review and approval. Utilizes and supervises the use of computer aided design software and equipment to prepare scale drawings and contract documents. Manages contracts and conducts periodic on-site observation of work progress to monitor compliance with approved plans.

Minimum Education: Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in engineering or a related field.

ARCHITECT V (Professional Staff)

Minimum/General Experience: Eight or more years of management experience in the analysis, planning, design, specifications/requirements development and overseeing projects. Highly experienced in program, financial and resources management. Highly experienced in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, planning and design of space planning projects to support corporate and contractual requirements, and applying knowledge of design. Consults with clients and corporate personnel to determine functional and spatial requirements and directs the preparation of information regarding design, specifications, materials, color, equipment, estimated costs and project time. Directs the planning of the layout of projects and integrates engineering elements into unified design for review and approval. Utilizes and supervises the use of computer aided design software and equipment to prepare scale drawings and contract documents. Manages contracts and conducts periodic on-site observation of work progress to monitor compliance with approved plans.

Minimum Education: Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in engineering or a related field.

ARCHITECT IV (Professional Staff)

Minimum/General Experience: Five or more years of management experience in the analysis, planning, design, specifications/requirements development and overseeing projects. Experienced in program, financial and resources management. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual small-to-medium range government contracts or comprehensive tasks thereof. Oversees and provides the research, planning and design of space planning projects to support corporate and contractual requirements, and applying knowledge of design. Consults with clients and corporate personnel to determine functional and spatial requirements, and prepares information regarding design, specifications, materials, color, equipment, estimated costs and project time. Directs the planning of the layout of projects and integrates engineering elements into unified design for review and approval. Utilizes and supervises the use of computer aided design software and equipment to prepare scale drawings and contract documents. Administers contracts and conducts periodic on-site observation of work progress to monitor compliance with approved plans.

Minimum Education: Advanced degree, a Bachelor's degree with at least 7 years relevant experience, Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in engineering or a related field.

ARCHITECT III (Professional Staff)

Minimum/General Experience: Four or more years of management experience in the analysis, planning, design, specifications/requirements development and overseeing projects. Some experience in program, financial and resources management. Knowledgeable of automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual task(s) of government contracts. Provides and guides the research, planning and design of space planning projects to support corporate and contractual requirements, and applying knowledge of design. Consults with clients and corporate personnel to determine functional and spatial requirements of projects, and prepares information regarding design, specifications, materials, color, equipment, estimated costs and project time. Directs the planning of the layout of projects and integrates engineering elements into unified design for review and approval. Utilizes computer aided design software and equipment to prepare scale drawings and contract documents. Administers contracts and conducts periodic on-site observation of work progress to monitor compliance with approved plans.

Minimum Education: Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in engineering or a related field.

ARCHITECT II (Professional Staff)

Minimum/General Experience: Three or more years of experience in the analysis, planning, design, specifications/requirements development and overseeing projects. Knowledgeable of program, financial and resources management. Knowledgeable of planning, monitoring and tracking government contract activities.

Functional Responsibility: Provides research, planning and design of space planning projects to support corporate and contractual requirements, applying knowledge of design. Prepares information regarding design, specifications, materials, color, equipment, and estimated costs. Plans layout of projects and integrates engineering elements into unified design for review and approval. Utilizes computer aided design software and equipment to prepare scale drawings and contract documents. Assists in conducting periodic on-site observation of work progress to monitor compliance with approved plans.

Minimum Education: Bachelor's degree, Associate degree with five years relevant experience or high school degree with ten years relevant experience in engineering or a related field.

ARCHITECT I (Professional Staff)

Minimum/General Experience: Limited experience in the analysis, planning, design, specifications/requirements development and overseeing projects.

Functional Responsibility: Provides research, planning and design of space planning projects to support corporate and contractual requirements, applying knowledge of design, and materials. Prepares of information regarding design, specifications, materials, color, equipment, and estimated costs. Assists in planning layout of projects and integrates engineering elements into unified design for review and approval. Utilizes computer aided design software and equipment to prepare scale drawings and contract documents. Assists in conducting periodic on-site observation of work progress to monitor compliance with approved plans.

Minimum Education: Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in engineering or a related field.

JUNIOR ARCHITECT (Professional Staff)

Minimum/General Experience: Two or less years experience in an engineering or other field. Experience in operating personal computer systems.

Functional Responsibility: Provides assistance in researching, planning and designing space planning projects to support corporate and contractual requirements, and applying knowledge of design. Assists in the preparation of information regarding design, specifications, materials, color, equipment, and estimated costs assists in the preparation of scale drawings and contract documents.

Minimum Education: Associate degree or high school degree/special training with at least two years relevant experience.

SYSTEMS ANALYST VI (Professional Staff)

Minimum/General Experience: Ten or more years of management experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Proficient in program, financial, and resources management, logistics support and acquisition/development of computer systems and equipment. Proficient in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major tasks of government contracts. Directs systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Oversees review and analysis of functional specifications leading to design modules and program specification requirements. Coordinates the planning and analysis of software requirements to determine feasibility of design within time and cost constraints. Supervises the implementation, documentation, testing, operation and maintenance of program modules. Consults with hardware

engineers and other technical staff to evaluate interface between hardware and software and operational and performance requirements of overall systems. Supervises the installation of software programs and systems. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees the planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

SYSTEMS ANALYST V (Professional Staff)

Minimum/General Experience: Eight or more years of management experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Highly experienced in program, financial, and resources management, logistics support and acquisition/development of computer systems and equipment. Highly experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major tasks of government contracts. Directs systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Oversees the review and analysis of functional specifications leading to design modules and program specification requirements. Coordinates the planning and analysis of software requirements to determine feasibility of design within time and cost constraints. Supervises the implementation, documentation, testing, operation and maintenance of program modules. Consults with hardware engineers and other technical staff to evaluate interface between hardware and software and operational and performance requirements of overall systems. Supervises the installation of software programs and systems. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees the planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

SYSTEMS ANALYST IV (Professional Staff)

Minimum/General Experience: Five or more years of management experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Experienced in program, financial, and resources management, logistics support and

acquisition/development of computer systems and equipment. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual small-to-medium range government contracts or comprehensive tasks thereof. Oversees and provides systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Manages the review and analysis of functional specifications leading to design modules and program specification requirements. Plans and analyzes software requirements to determine feasibility of design within time and cost constraints. Coordinates the implementation, documentation, testing, operation and maintenance of program modules. Consults with hardware engineers and other technical staff to evaluate interface between hardware and software and operational and performance requirements of overall small-to-medium systems. Coordinates the installation of software programs and systems. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least seven years relevant experience, Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

SYSTEMS ANALYST III (Professional Staff)

Minimum/General Experience: Four or more years of management experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Some experienced in program, financial, and resources management, logistics support and acquisition/ development of computer systems and equipment. Knowledgeable of automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual tasks of government contracts. Provides and guides systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Coordinates the review and analysis of functional specifications leading to design modules and program specification requirements. Plans and analyzes software requirements to determine feasibility of design within time and cost constraints. Coordinates the implementation, documentation, testing, operation and maintenance of program modules. Consults with hardware engineers and other technical staff to evaluate interface between hardware and software and operational and performance requirements of overall small-to-medium systems. Coordinates the installation of software programs and systems. Utilizes various software programs to keep track of procurement,

budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction, and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

SYSTEMS ANALYST II (Professional Staff)

Minimum/General Experience: Three or more years of experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Knowledgeable of program, financial, and resources management, logistics support and acquisition/ development of computer systems and equipment. Knowledgeable of planning, monitoring and tracking government contract activities.

Functional Responsibility: Provides systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Reviews and analyzes functional specifications leading to design modules and program specification requirements. Implements, documents, tests, operates and maintains program modules. Installs of software programs and systems. Coordinates work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication systems.

Minimum Education: Bachelor's degree, Associate degree with five years relevant experience or high school degree with 10 years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

SYSTEMS ANALYST I (Professional Staff)

Minimum/General Experience: Limited experience in the planning, design, development, implementation and support of various ADP and telecommunications software programs. Knowledgeable of logistics support and acquisition/development of computer systems and equipment.

Functional Responsibility: Provides systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Reviews and analyzes functional specifications leading to design modules and program specification requirements. Implements, documents, tests, operates and maintains program modules. Coordinates the installation of software programs and systems.

Minimum Education: Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in computer science, information systems, business administration, finance, accounting, engineering or a related field.

JUNIOR SYSTEMS ANALYST (Professional Staff)

Minimum/General Experience: Two or less years of experience in a technical, ADP or other field. Experienced in operating personal computer systems.

Functional Responsibility: Provides assistance in systems analysis and design in the development, implementation and documentation of various in-house and/or on-site client based customized software programs. Assists in reviewing and analyzing functional specifications leading to design modules and program specification requirements. Assists in the implementation, documentation, testing, operation and maintenance of program modules. Assists in the installation of software programs and systems.

Minimum Education: Associates degree or high school degree/special training with at least two years relevant experience.

ENGINEER VI (Professional Staff)

Minimum/General Experience: Ten or more years of management experience in the analysis, planning, design, development, installation and support of integrated systems. Proficient in program, financial and resources management, engineering support and acquisition/development of systems and equipment. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Directs and coordinates program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Oversees the analysis of contractual commitments, customer specifications, design changes and other data to plan and develop program activities throughout the product life-cycle. Determines support milestones and anticipates problems arising from inadequate resources and other factors. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Directs and coordinates the operation, maintenance, repair and testing of equipment and systems in field installations. Supervises the development and conduct of tests to evaluate equipment safety levels and recommends measures to reduce or eliminate hazards. Designs and directs technical staff in employing test control apparatus and equipment and determining methods, procedures and conditions for testing applicable products or systems. Oversees special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Directs the preparation of handbooks, bulletins and information systems to provide support. Utilizes

various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various integrated systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in engineering or a related field.

ENGINEER V (Professional Staff)

Minimum/General Experience: Eight or more years of management experience in the analysis, planning, design, development, installation and support of integrated systems. Highly experienced in program, financial and resources management, engineering support and acquisition/development of systems and equipment. Highly experienced in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Supervises the research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Directs and coordinates program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Oversees the analysis of contractual commitments, customer specifications, design changes and other data to plan and develop program activities throughout the product life cycle. Determines support milestones and anticipates problems arising from inadequate resources and other factors. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Directs and coordinates the operation, maintenance, repair and testing of equipment and systems in field installations. Supervises the development and conduct of tests to evaluate equipment safety levels and recommends measures to reduce or eliminate hazards. Designs and directs technical staff in employing test control apparatus and equipment and determining methods, procedures and conditions for testing applicable products or systems. Oversees special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Directs the preparation of handbooks, bulletins and information systems to provide support. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various integrated systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in engineering or a related field.

ENGINEER IV (Professional Staff)

Minimum/General Experience: Five or more years of management experience in the analysis, planning, design, development, installation and support of integrated systems. Experienced in program, financial and resources management, engineering support and acquisition/development of systems and equipment. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual government contracts or comprehensive tasks thereof. Oversees the research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Conducts and coordinates program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Manages the analysis of contractual commitments, customer specifications, design changes and other data to plan and develop program activities throughout the product life cycle. Determines support milestones and anticipates problems arising from inadequate resources and other factors. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Coordinates the operation, maintenance, repair and testing of equipment and systems in field installations. Oversees the development and conduct of tests to evaluate equipment safety levels and recommends measures to reduce or eliminate hazards. Coordinates technical staff in employing test control apparatus and equipment and determining methods, procedures and conditions for testing applicable products or systems. Manages special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Oversees the preparation of handbooks, bulletins and information systems to provide support. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various integrated systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least seven years relevant experience, Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in an engineering or a related field.

ENGINEER III (Professional Staff)

Minimum/General Experience: Four or more years of management experience in the analysis, planning, design, development, installation and support of integrated systems. Some Experience in program, financial and resources management, engineering support and acquisition/development of systems and equipment. Knowledgeable of automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual tasks of government contracts. Conducts and guides the research, development, design, installation and testing of

integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Conducts and coordinates program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Analyzes contractual commitments, customer specifications, design changes and other data to plan and develop program activities throughout the product life-cycle. Determines support milestones and anticipates problems arising from inadequate resources and other factors. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Coordinates the operation, maintenance, repair and testing of equipment and systems in field installations. Develops and conducts tests to evaluate equipment safety levels and recommends measures to reduce or eliminate hazards. Coordinates technical staff in employing test control apparatus and equipment and determining methods, procedures and conditions for testing applicable products or systems. Conducts special research or technical studies critical to support functions, utilizing computer techniques for analysis or simulation. Coordinates the preparation of handbooks, bulletins and information systems to provide support. Utilizes various software programs to track procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various integrated systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in an engineering or related field.

ENGINEER II (Professional Staff)

Minimum/General Experience: Three or more years of experience in the analysis, planning, design, development, installation and support of integrated systems. Knowledgeable of program, financial and resources management, engineering support and acquisition/development of systems and equipment. Knowledgeable of planning, monitoring and tracking government contract activities.

Functional Responsibility: Provides research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Conducts program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Analyzes contractual commitments, customer specifications, design changes and other data to plan and develop program activities throughout the product life-cycle. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Operates, maintains, repairs and tests equipment and systems in field installations. Conducts tests to evaluate equipment safety levels and recommends measures to reduce or eliminate hazards. Employs test control apparatus and equipment and assists in determining methods, procedures and conditions for testing applicable products or systems. Prepares handbooks, bulletins and information systems to provide support. Utilizes various software programs to track procurement, budget, quality control and administrative processes. Coordinates work activity for technical staff involved in structured systems analysis, design, programming and testing of various integrated systems.

Minimum Education: A Bachelor's degree, Associate degree with five years relevant experience or high school degree with 10 years relevant experience in an engineering or a related field.

ENGINEER I (Professional Staff)

Minimum/General Experience: Limited experience in the analysis, planning, design, development, installation and support of integrated systems. Knowledgeable of engineering support and acquisition/development of systems and equipment.

Functional Responsibility: Provides research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Conducts program activities designed to provide technology that ensure effective and economical support of products, systems or equipment. Utilizes computer-assisted engineering and design software and equipment to perform engineering tasks. Operates, maintains, repairs and tests equipment and systems in field installations. Conducts tests to evaluate equipment safety levels. Uses test control apparatus and equipment. Prepares handbooks, bulletins and information systems to provide support.

Minimum Education: Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in an engineering or a related field.

JUNIOR ENGINEER (Professional Staff)

Minimum/General Experience: Two or less years of experience in a technical or engineering field. Experienced in operating personal computer systems.

Functional Responsibility: Assists in providing research, development, design, installation and testing of integrated systems of personnel, materials, machinery and equipment to ensure conformity to functional specifications and client requirements. Assists in conducting program activities designed to provide technology that ensures effective and economical support of products, systems or equipment. Assists in utilizing computer-assisted engineering and design software and equipment to perform engineering tasks. Provides assistance in operating, maintaining, repairing and testing equipment and systems in field installations. Assists in the conduct of tests to evaluate equipment safety levels. Assists in the preparation of handbooks, bulletins and information systems to provide support.

Minimum Education: Associate degree or high school degree/special training with at least two years relevant experience.

SCIENTIST VI (Professional Staff)

Minimum/General Experience: Ten or more years of management experience in the research, identification and assessment of environmental problems and the planning, development and

management of environmental resource requirements. Proficient in program, financial and resources management, and scientific and engineering principles. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Directs the research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Supervises the planning and development of research models, using knowledge of mathematical, statistical and physical science concepts and approaches. Coordinates the identification and analysis of sources of pollution to determine their effects. Oversees the collection and synthesis of data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Supervises the preparation of graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques. Directs the analysis of data to assess pollution problems, establish standards and develop approaches for control of pollution. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees the planning, direction and coordination of work activity for technical staff involved in structured research, analysis and synthesis of environmental data and the control of pollution problems.

Minimum Education: Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in engineering, physical science, mathematical or a related field.

SCIENTIST V (Professional Staff)

Minimum/General Experience: Eight or more years of management experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Highly experienced in program, financial and resources management, and scientific and engineering principles. Highly experienced in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Directs the research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Supervises the planning and development of research models, using knowledge of mathematical, statistical and physical science concepts and approaches. Coordinates the identification and analysis of sources of pollution to determine their effects. Oversees the collection and synthesis of data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Supervises the preparation of graphs, charts and statistical

models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques. Directs the analysis of data to assess pollution problems, establish standards and develop approaches for control of pollution. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees the planning, direction and coordination of work activity for technical staff involved in structured research, analysis and synthesis of environmental data and the control of pollution problems.

Minimum Education: Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in engineering, physical science, mathematical or a related field.

SCIENTIST IV (Professional Staff)

Minimum/General Experience: Five or more years of management experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Experienced in program, financial and resources management, and scientific and engineering principles. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual small-to-medium range government contracts or comprehensive tasks thereof. Oversees the research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Coordinates the planning and development of research models, using knowledge of mathematical, statistical and physical science concepts and approaches. Coordinates the identification and analysis of sources of pollution to determine their effects. Supervises the collection and synthesis of data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Directs the preparation of graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques. Oversees the analysis of data to assess pollution problems, establish standards and develop approaches for control of pollution. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction and coordination of work activity for technical staff involved in structured research, analysis and synthesis of environmental data and the control of pollution problems.

Minimum Education: Advanced degree, a Bachelor's degree with at least seven years relevant experience, Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in an engineering, physical science, mathematical or a related field.

SCIENTIST III (Professional Staff)

Minimum/General Experience: Four or more years of management experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Some experience in program, financial and resources management, and scientific and engineering principles. Knowledgeable of in automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual tasks of government contracts. Provides and oversees the research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical and physical science concepts and approaches. Identifies and analyzes sources of pollution to determine their effects. Coordinates the collection and synthesis of data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Coordinates the preparation of graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards and develop approaches for control of pollution. Provides planning, direction and coordination of work activity for technical staff involved in structured research, analysis and synthesis of environmental data and the control of pollution problems.

Minimum Education: Advanced degree, a Bachelor's degree with at least six years relevant experience, Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in an engineering, physical science, mathematical or a related field.

SCIENTIST II (Professional Staff)

Minimum/General Experience: Three or more years of experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Knowledgeable of program, financial and resources management, and scientific and engineering principles. Knowledgeable of planning, monitoring and tracking government contract activities.

Functional Responsibility: Provides research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Plans and develops simple research models, using knowledge of mathematical, statistical and physical science concepts and approaches. Identifies and analyzes sources of pollution to determine their effects. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Prepares graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards and develop approaches for control of pollution. Coordinates work activity for technical staff involved

in structured research, analysis and synthesis of environmental data and the control of pollution problems.

Minimum Education: Bachelor's degree, Associate degree with 5 years relevant experience or high school degree with 10 years relevant experience in an engineering, physical science, mathematical or a related field.

SCIENTIST I (Professional Staff)

Minimum/General Experience: Limited experience in the research, identification and assessment of environmental problems and the planning, development and management of environmental resource requirements. Knowledgeable of scientific and engineering principles.

Functional Responsibility: Provides research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Identifies and analyzes sources of pollution to determine their effects. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring and soil or water samples. Prepares graphs, charts and statistical models from synthesized data, using knowledge of mathematical, statistical and engineering analysis techniques.

Minimum Education: Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in an engineering, physical science, mathematical or a related field.

JUNIOR SCIENTIST (Professional Staff)

Minimum/General Experience: Two or less years of experience in a technical, scientific or related field. Experienced in operating personal computer systems.

Functional Responsibility: Assists in the research and development of theories or methods of controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines in determining data collection methods to be employed in research projects and surveys. Assists in the identification and analysis of sources of pollution to determine their effects. Assists in the collection and synthesis of data derived from pollution emission measurements, atmospheric monitoring, and soil or water samples. Prepares of graphs, charts, and statistical models from synthesized data, using mathematical, statistical, and engineering analysis techniques.

Minimum Education: Associate degree or high school degree/special training with at least two years relevant experience.

SYSTEMS ENGINEER VI (Professional Staff)

Minimum/General Experience: Ten or more years of management experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Proficient in program, financial and resources management, logistics support and acquisition/ development of systems and equipment. Proficient in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Organizes and supervises technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Directs the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Oversees the evaluation operational systems and recommendation of design modification to eliminate causes of malfunctions or changes in system requirements. Supervises research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Oversees the planning, design, and operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication computer hardware systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least 15 years relevant experience, or Associate degree with 20 years relevant experience in a computer science or engineering field.

SYSTEMS ENGINEER V (Professional Staff)

Minimum/General Experience: Eight or more years of management experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Highly experienced in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Highly experienced in automated government acquisition and contract management processes. Significant experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides senior level program management of individual or major task(s) of government contracts. Organizes and supervises technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex

problems in the areas of office automation, telecommunication and systems integration. Directs the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Oversees the evaluation operational systems and recommendation of design modification to eliminate causes of malfunctions or changes in system requirements. Supervises research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Oversees the planning, design, operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Oversees planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication computer hardware systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least 10 years relevant experience, or Associate degree with 15 years relevant experience in a computer science or engineering field.

SYSTEMS ENGINEER IV (Professional Staff)

Minimum/General Experience: Five or more years of management experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Experienced in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Experienced in automated government acquisition and contract management processes. Demonstrated experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual small-to-medium range government contracts or comprehensive tasks thereof. Oversees and provides technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Coordinates and conducts the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Oversees the evaluation operational systems and recommendations of design modifications to eliminate causes of malfunctions or changes in system requirements. Supervises research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Oversees the planning, design, operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication computer hardware systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least seven years relevant experience, or Associate degree with 10 years relevant experience or high school degree with 20 years relevant experience in a computer science or engineering field.

SYSTEMS ENGINEER III (Professional Staff)

Minimum/General Experience: Four or more years of management experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Some experience in program, financial and resources management, logistics support and acquisition/development of systems and equipment. Knowledgeable of automated government acquisition and contract management processes. Some experience in planning, monitoring and tracking government contract activities, including prime and subcontractor activities and deliverables.

Functional Responsibility: Provides program management of individual tasks of government contracts. Guides and provides technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Coordinates and conducts the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Evaluates operational systems and recommendations of design modifications to eliminate causes of malfunctions or changes in system requirements. Coordinates and conducts research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Oversees and provides the planning, design, operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes and to prepare progress reports on contract activities. Provides planning, direction and coordination of work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication computer hardware systems.

Minimum Education: Advanced degree, a Bachelor's degree with at least six years relevant experience, or Associate degree with eight years relevant experience or high school degree with 15 years relevant experience in a computer science or engineering field.

SYSTEMS ENGINEER II (Professional Staff)

Minimum/General Experience: Three or more years of experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Knowledgeable of program, financial and resources management, logistics support and acquisition/development of systems and equipment. Knowledgeable of planning, monitoring and tracking government contract activities.

Functional Responsibility: Provides technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Conducts the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Evaluates operational systems and recommendations of design modifications to eliminate causes of malfunctions or changes in system requirements. Conducts research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Coordinates the planning, design, operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment. Utilizes various software programs to keep track of procurement, budget, quality control and administrative processes. Coordinates work activity for technical staff involved in structured systems analysis, design, programming and testing of various ADP and telecommunication computer hardware systems.

Minimum Education: Bachelor's degree, Associate degree with five years relevant experience or high school degree with 10 years relevant experience in a Computer Science or engineering field.

SYSTEMS ENGINEER I (Professional Staff)

Minimum/General Experience: Limited experience in the analysis, planning, design, installation, maintenance and support of various ADP and telecommunication computer systems. Knowledgeable of logistics support and acquisition/ development of systems and equipment.

Functional Responsibility: Provides technical expertise in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Conducts the planning, configuration control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Assists in the evaluation of operational systems and recommendations of design modifications to eliminate causes of malfunctions or changes in system requirements. Participates in research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Plans, designs, constructs, operates and maintains appropriate facilities.

Minimum Education: Bachelor's degree, Associate degree with two years relevant experience or high school degree with five years relevant experience in a computer science or engineering field.

JUNIOR SYSTEMS ENGINEER (Professional Staff)

Minimum/General Experience: Two or less years of experience is a technical or engineering field. Experience in operating personal computer systems.

Functional Responsibility: Provides support in the design, installation, testing and maintenance of various state-of-the-art computer systems to resolve complex problems in the areas of office automation, telecommunication and systems integration. Assists in the planning, configuration

control, installation and maintenance of computer system related hardware and software applications in standalone, LAN/WAN and telecommunication network environments. Assists in research and development activities pertaining to computer hardware and software design to meet corporate and contractual requirements. Assists in the planning, design, operational and maintenance management of appropriate facilities, including integration, installation and testing of equipment.

Minimum Education: Associate degree or high school degree/special training with at least two years relevant experience.

CLERICAL:

SECRETARY III (Clerical Staff)

Minimum/General Experience: Five or more years of clerical management experience in a technical or ADP environment. Proficient in the preparation of correspondence, documents and reports using various word processing and spreadsheet software programs. Significant experience in planning, monitoring, managing and teaching various secretarial tasks and activities.

Functional Responsibility: Supervises and utilizes various word processing software programs to prepare correspondence, forms, technical data, tabular information, documents, reports and proposals following instructions. Proofreads and edits documents for grammar, spelling, punctuation and format. Directs the performance of routine administrative tasks in copying, filing, answering telephones, scheduling appointments, greeting visitors, arranging travel schedules and reservations, sorting and routing incoming mail, preparing out-going mail and packages and managing office supplies. Oversees planning, direction and coordination of work activity for clerical staff.

Minimum Education: High School degree or equivalent and five years experience in secretarial or related field.

SECRETARY II (Clerical Staff)

Minimum/General Experience: Two or more years of clerical experience in a technical or ADP environment. Experienced in the preparation of correspondence, documents and reports using various word processing and spreadsheet software programs. Some experience in planning, monitoring, managing and teaching various secretarial tasks and activities.

Functional Responsibility: Oversees and utilizes various word processing software programs to prepare correspondence, forms, technical data, tabular information, documents, reports and proposals following instructions. Proofreads and edits documents for grammar, spelling, punctuation and format. Oversees and performs routine administrative tasks in copying, filing, answering telephones, scheduling appointments, greeting visitors, arranging travel schedules and reservations, sorting and routing incoming mail, preparing out-going mail and packages and managing office supplies. Oversees planning, direction and coordination of work activity for clerical staff.

Minimum Education: High School degree or equivalent and two years experience in secretarial or related field.

SECRETARY I (Clerical Staff)

Minimum/General Experience: Limited clerical experience in a technical or ADP environment. Familiar with the preparation of correspondence, documents and reports using various word processing and spreadsheet software programs.

Functional Responsibility: Utilizes various word processing software programs to prepare correspondence, forms, technical data, tabular information, documents, reports and proposals following instructions. Proofreads and edits documents for grammar, spelling, punctuation and format. Performs routine administrative tasks in copying, filing, answering telephones, scheduling appointments, greeting visitors, arranging travel schedules and reservations, sorting and routing incoming mail and preparing out-going mail and packages.

Minimum Education: High School degree or equivalent.

ACCOUNTING CLERK I (Clerical Staff)

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

ACCOUNTING CLERK II (Clerical Staff)

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.

ACCOUNTING CLERK III (Clerical Staff)

Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals,

detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

ACCOUNTING CLERK IV (Clerical Staff)

Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.

* **Excluded from Level IV are positions responsible for maintaining either a general ledger or a general ledger in combination with subsidiary accounts.**

GENERAL CLERK I (Clerical Staff)

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

GENERAL CLERK II (Clerical Staff)

Follows a number of 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, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

GENERAL CLERK III (Clerical Staff)

Work requires a familiarity with the terminology of the office unit. 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.

GENERAL CLERK IV (Clerical Staff)

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. 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; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. 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.

KEY ENTRY OPERATOR I (Clerical Staff)

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.

KEY ENTRY OPERATOR II (Clerical Staff)

Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for Level I.

*** Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.**

ORDER CLERK I (Clerical Staff)

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

ORDER CLERK II (Clerical Staff)

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.

PERSONNEL ASSISTANT (EMPLOYMENT) I (Clerical Staff)

Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

PERSONNEL ASSISTANT (EMPLOYMENT) II (Clerical Staff)

Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher-level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

PERSONNEL ASSISTANT (EMPLOYMENT) III (Clerical Staff)

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number of sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of

sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher-level personnel office employees; other work may be checked occasionally.

PERSONNEL ASSISTANT (EMPLOYMENT) IV (Clerical Staff)

Performs work in support of personnel professionals which requires a good working knowledge of personnel procedures, guides, and precedents. In representative assignments: interviews applicants, obtains references, and recommends placement of applicants in a few well-defined occupations (trade or clerical) within a stable organization or unit; conducts post-placement or exit interviews to identify job adjustment problems or reasons for leaving the organization; performs routine statistical analyses related to manpower, EEO, hiring, or other employment concerns, e.g., compares one set of data to another set as instructed; and requisitions applicants through employment agencies for clerical or blue collar jobs. At this level, assistants typically have a range of personal contacts within and outside the organization and with applicants, and must be tactful and articulate. May perform some clerical work in addition to the above duties. Supervisor reviews completed work against stated objectives.

PRODUCTION CONTROL CLERK (Clerical Staff)

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. 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 adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

SCHEDULER, MAINTENANCE (Clerical Staff)

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.

SECRETARY I thru V (Occupational Base) (Clerical Staff)

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. 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. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

Classification by Level

Secretary jobs which meet the required characteristics are matched at one of five 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; and internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of subordinate groups which 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, e.g., 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. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

- Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;
- As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;

- Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
- Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

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:

- Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name;
- Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;
- Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed;
- Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers non-routine requests to supervisor or staff;
- Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.

LR-3

Uses greater judgment and initiative to determine the approach or action to take in nonroutine 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:

- Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff;

- Prepares 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;
- Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.

LR-4

Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following:

- Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized;
- Notes commitments made by executive during meetings and arranges for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations;
- Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems;
- Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts;
- In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters.

Excludes secretaries performing any of the following duties:

- Acts as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revises or clarifies procedures to eliminate conflict or duplication; identifies and resolves various problems that affect the orderly flow of work in transactions with parties outside the organization.
- Prepares agenda for conferences; explains discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.
- 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.

SERVICE ORDER DISPATCHER (Clerical Staff)

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, articles to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes 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 telephone equipment.

SUPPLY TECHNICIAN (Clerical Staff)

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

Illustrative Assignments:

- Inventory management: Responsible for inventory management of decentralized and decontrolled items, including supplies, and equipment. Items managed typically are of low unit or annual demand value, involve short procurement lead time (less than 9 months), are obtained from standard or other readily available sources of supply, and reflect relatively stable patterns of demand. Items usually are of a general, common-use type, not reparable and seldom require intensive investigation of atypical variations in their supply and demand patterns. Positions are located in local, regional, or headquarters offices for which the military supply management organization has overall inventory management responsibility. The work includes requirements determination and forecasting, distribution or redistribution of material, procurement authorization, limited funds management, or other related work.
- Material coordination: Performs material coordination duties for special programs, maintenance, or production shops. Duties are performed on the basis of practical experience in processing and expediting supply transactions related to the particular organizations serviced.

- Cataloging: Writes item descriptions for a range of new items entering the supply channels of a particular agency or field establishment. Applies requirements selecting the appropriate description pattern and answering the requirements contained in the pattern. Reviews existing stock catalogs, manufacturers' catalogs, drawings, or other resource materials, for the purpose of matching characteristics or part numbers to identify duplicate items already catalogued or otherwise recorded in the supply system.

Level of Responsibility:

- Works within a framework of established supply regulations, policies, and procedures, or other governing supply management guidelines.
- Deals with a variety of operating officials regarding limited aspects of program needs of the organization serviced. Contacts may relate to inventory requirements in a stable or standardized organization and to the adequate description or identification of less complex items which are new to the system. May contact representatives of commercial firms to obtain information regarding new items of supply, item characteristics, or procurement lead-time; or representatives of government agencies (Federal, State or local) regarding the utilization of property.

SURVEY WORKER (Interviewer) (Clerical Staff)

Interviews people to obtain information on topics such as public issues or consumer buying habits. Contacts people at home or place of business or by telephone following specified sampling procedures, or approaches them at random on street. Asks questions relative to items on form or questionnaire, records answers, and assists persons in filling out forms. May review, sort, classify and file forms according to specified procedures and criteria. May participate in Federal, state or local census surveys.

SWITCHBOARD OPERATOR-RECEPTIONIST (Clerical Staff)

Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls and acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may also involve 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. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.

WORD PROCESSOR I (Clerical Staff)

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. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

WORD PROCESSOR II (Clerical Staff)

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:

- Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations.
- Transcribing scientific reports, lab analyses, 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.

WORD PROCESSOR III (Clerical Staff)

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.

COMPUTER OPERATOR I (Clerical Staff)

Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

COMPUTER OPERATOR II (Clerical Staff)

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.

COMPUTER OPERATOR III (Clerical Staff)

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.

COMPUTER OPERATOR IV (Clerical Staff)

Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, 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. Typically, completed work is submitted to users without supervisory review.

COMPUTER OPERATOR V (Clerical Staff)

Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

TECHNICAL:

COMPUTER PROGRAMMER I (Technical Staff)

Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments (as described in Level II) under close supervision.

In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff.

May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

COMPUTER PROGRAMMER II (Technical Staff)

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear-cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.

Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures, processing logic, etc.

In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats.

Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.

COMPUTER PROGRAMMER III (Technical Staff)

As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or

scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)

Performs such duties as:

- Develops, modifies, and maintains assigned programs;
- Designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff;
- Monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.)
- Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data.

In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.

Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher level staff or supervisor. May assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.

COMPUTER PROGRAMMER IV (Technical Staff)

Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

Performs such duties as:

- Develops, modifies, and maintains complex programs;
- Designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project;
- Working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project.
- Tests, documents, and writes operating instructions for all work.
- Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts.

In addition, performs such programming analysis as:

- investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources;
- On typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.

Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.

COMPUTER SYSTEMS ANALYST I (Technical Staff)

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact-finding approaches,

knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments.

COMPUTER SYSTEMS ANALYST II (Technical Staff)

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

Works independently under overall project objectives and requirements; apprises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

OR

Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst, level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

COMPUTER SYSTEMS ANALYST III (Technical Staff)

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.

Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

ALARM MONITOR (Technical Staff)

Operates communication equipment to receive incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Operates telephone console to receive incoming calls for assistance. Questions caller to determine nature of problem and type and number of personnel and equipment needed, following established guidelines. Scans status charts and computer screen to determine units available. Monitors alarm system signals that indicate location of fire or other emergency. Operates two-way radio to dispatch police, fire, medical and other personnel and equipment and to relay instructions or information to remove units. Types commands on computer keyboard to update files and maintain logs. Tests communications and alarm equipment and backup systems to ensure serviceability. May provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations.

AUDIOVISUAL LIBRARIAN (Technical Staff)

Plans audiovisual programs and administers library of film and other audiovisual materials. Assists patrons in selection of materials, utilizing knowledge of collections. Advises other library personnel on audiovisual materials and appropriate selection for particular needs and uses. Establishes and maintains contact with film distributors and other resources for procurement of tapes and cassettes. Evaluates materials, considering their technical, informational, and aesthetic qualities, and selects materials for library collections. Prepares summaries of acquisitions for catalog. Prepares and arranges audiovisual programs for presentation to groups and may lead discussions after film showings. Advises those planning audiovisual programs on technical problems, such as acoustics, lighting and program content. Evaluates audiovisual equipment and gives advice in selection of equipment, considering factors, such as intended use, quality, and price. May advise in planning and layout of physical facilities for audiovisual services. May operate film projectors, splicers, reminders, film inspection equipment, and tape and record playing equipment. May train personnel in operation and maintenance of audiovisual equipment.

EXHIBITS SPECIALIST I (Technical Staff)

At this level Exhibits Specialists bring to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. Performs duties related to the fabrication, finishing and repair of exhibits, while acquiring training in museum or exhibits techniques.

EXHIBITS SPECIALIST II (Technical Staff)

At this level Exhibits Specialists perform independently the phases of work in which they are proficient, and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits which require a high degree of manual dexterity and moderate but varied artistic skills. Generally they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. On work which involves several processes or stages of development, the supervisor checks their work at the completion of each phase.

EXHIBITS SPECIALIST III (Technical Staff)

At this level Exhibits Specialists are responsible for the construction of portions of more complex exhibits, such as models, three-dimensional training aids, or complex exhibit cases and other exhibit furniture.

Complexity of work may be indicated by: (a) Subject matter which requires extensive study and search of the literature; (b) The need to demonstrate the significance of an event or development; (c) The need to present the development or evaluation of an event; and (d) Subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes

and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

ILLUSTRATOR I (Technical Staff)

Duties require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. Copies drawings, either by tracing or freehand. Applies coloring or wash to line drawings; letters by hand or by use of templates; and does detail or background work on illustrations which have been prepared by an illustrator of higher grade.

When working with scientific subjects and technical equipment, acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

ILLUSTRATOR II (Technical Staff)

This worker usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally speaking, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches.

Does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations. Acquires information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

ILLUSTRATOR III (Technical Staff)

The projects to which this worker is assigned usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required because (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit; (b) the illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium; or (c) the method of reproduction, the use to which the illustration is to be put, or the information or artistic results desired calls for exceptional care and skill in the use of the medium.

The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual rather than interpretative material.

Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment. Prepares illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

CARTOGRAPHIC TECHNICIAN (Technical Staff)

Provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. Performs any or a combination of duties such as collecting, evaluating and selecting source materials; compiling information from source materials and developing a plan for using the information in accordance with product specifications; obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogrammetric techniques and equipment; using drafting tools and automated equipment to make maps and charts; assembling aerial photographs into mosaics; and reviewing and editing map and chart manuscripts.

COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR (Technical Staff)

Has primary responsibility for the effective delivery of instruction by means of computer. During the design phase of Instructional Systems Development (ISD), contributes to the effective use of graphics, windowing, animation, feedback, and branching. Plans, designs, and coordinates the use of the Interactive Video Disc. Uses hardware and software to input data efficiently and to program and restructure both the Computer Aided Instruction and Computer Managed Instructional Programs. Verifies tests and validates computer based courseware.

CIVIL ENGINEERING TECHNICIAN (Technical Staff)

Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Reviews project specifications and confer with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests. Prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.

DRAFTER I (Technical Staff)

Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

Typical assignments include:

- From marked-up prints, revises the original drawings of a plumbing system by increasing pipe diameters.
- From sketches, draws building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.
- Draws simple land profiles from predetermined structural dimensions and reduced survey notes.
- Traces river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.

DRAFTER II (Technical Staff)

Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product.

Typical assignments include:

- From a layout and manual references, prepares several views of a simple gear system. Obtains dimensions and tolerances from manuals and by measuring the layout.
- Prepares and revises detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.
- Draws base and elevation views, sections, and details of new bridges or other structures; revises complete sets of roadway drawings for highway construction projects; or prepares block maps, indicating water and sewage line locations.

DRAFTER III (Technical Staff)

Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems.

Typical assignments include:

- From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
- From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.
- From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.
- Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades from engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.
- Excludes drafter performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.

DRAFTER IV (Technical Staff)

Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

ENGINEERING TECHNICIAN I (Technical Staff)

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion.

Performs one or a combination of such typical duties as:

- Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.
- Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.
- Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

ENGINEERING TECHNICIAN II (Technical Staff)

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress.

Performs at this level one or a combination of such typical duties as:

- Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment.
- Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors.
- Extracts engineering data from various prescribed but nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

ENGINEERING TECHNICIAN III (Technical Staff)

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions.

Performs at this level one or a combination of such typical duties as:

- Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data.
- Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation.
- Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

ENGINEERING TECHNICIAN IV (Technical Staff)

Performs nonroutine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment.

Performs at this level one or a combination of such typical duties as:

- Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts.

- Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.

- Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

ENGINEERING TECHNICIAN V (Technical Staff)

Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians.

Performs at this level one or a combination of such typical duties as:

- Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.
- From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.
- Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

ENGINEERING TECHNICIAN VI (Technical Staff)

Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians.

Performs, at this level, one or a combination of such typical duties as:

- Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).

- Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.
- Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.
- Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

FLIGHT SIMULATOR/INSTRUCTOR (PILOT) (Technical Staff)

Responsible to the Pilot Supervisor for the accomplishment of ground-based training of pilots. Instructs and measures training progress of pilot students who train in the established aircrew training curriculum. Conducts briefings and debriefings and counsels with pilots to develop and maintain a high level of proficiency. Provides inputs for courseware corrections and modifications and to update training policies and procedures. Assists in projects and development work as assigned.

Conducts simulator and other ground training of pilot crew members in Tanker operating procedures, including diagnosis and remediation of student problems. Performs administrative duties relative to training such as record keeping, monitoring student progress, counseling, training development and maintenance of training programs. Serves as aircraft type Pilot Subject Matter Expert for students and other personnel as required. Maintains a high level of subject knowledge, capability and expertise.

GRAPHIC ARTIST (Technical Staff)

Serves as a consulting member of an Interactive Courseware (ICW) development team. Determines requirements for computer graphics and integrates them in the ICW. Tests and performs quality control.

INSTRUCTOR (Technical Staff)

Teaches courses in one or more subjects in commercial, governmental, industrial or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling materials to be presented. Instructs students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Selects or develops teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films, film strips, and training handbooks. Supervises practical work carried out by students, and assists them at points of difficulty. Tests students to evaluate their learning progress and to evaluate effectiveness of

instruction. Compiles assessment report regarding each student. May arrange visits to or periods of employment in real-work situations to reinforce instruction.

TECHNICAL WRITER (Technical Staff)

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

TRUCKDRIVER, LIGHT TRUCK (Technical Staff)

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

TRUCKDRIVER, MEDIUM TRUCK (Technical Staff)

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

TRUCKDRIVER, HEAVY TRUCK (Technical Staff)

Straight truck, over 4 tons, usually 10 wheels.

TRUCKDRIVER, TRACTOR-TRAILER (Technical Staff)

Rated capacity is the gross vehicle weight minus the empty weight of the vehicle.

PRODUCTION:

AIRCRAFT MECHANIC (Airframe and Powerplant Mechanic) (Production Staff)

Services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness. Repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. Reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components. Examines engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves. Inspects turbine blades to detect cracks or breaks. Tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, and ammeter, to locate source of malfunction. Replaces or repairs worn or damaged components, such as carburetors, alternators, and magnetos, using hand tools, gauges, and testing equipment. Removes engine from aircraft, using hoist or forklift truck. Disassembles and inspects parts for wear, warping, or other defects. Repairs or replaces defective engine parts and reassembles and installs engine in aircraft. Adjusts, repairs, or replaces electrical wiring system and aircraft accessories. Performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens, greasing moving parts, and checking brakes. May be required to be licensed by Federal Aviation Administration. May service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition. May specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies. May specialize in engine repair.

AIRCRAFT MECHANIC HELPER (Airframe and Powerplant Mechanic Helper) (Production Staff)

Assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties. Adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools. Removes inspection plates, cowling, engine covers, floor boards and related items to provide access for inspection and repair, and replaces items when work is completed. Disconnects instruments, ignition systems, and fuel and oil lines. Assists in dismantling, repairing, overhauling or replacing parts and assemblies such as engines, plumbing and hydraulic systems, and aircraft structural sections. Performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment. Cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions. Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun. May assist flight line mechanic in servicing and repairing aircraft prior to flight.

AIRCRAFT QUALITY CONTROL INSPECTOR (Production Staff)

Develops and implements quality control and ground safety programs to ensure compliance with contract specifications. Inspects and verifies proper completion and documentation of safety and flight

discrepancies. Briefs and debriefs pilots and crew members assigned to functional check flights. Evaluates personnel, including verification of skills, training and experience. Performs audits and inspections of work centers and ongoing maintenance actions, procedures, equipment and facilities. Monitors timeliness and applicability of aircraft maintenance technical data and technical library. Reviews maintenance source documents, aircraft inspection records, notes recurring discrepancies or trends and initiates appropriate action. Manages the material deficiency and technical order improvement program. Reviews engineering investigation requests. Initiates and reviews quality deficiency reports, technical deficiency reports and hazardous material reports, ensuring that they are accurate, clear, concise and comprehensive. Receives aircraft and explosive mishap reports and studies them for applicability. Oversees aircraft weight and balance program. Conducts safety inspections, training and drills.

AIRCRAFT SERVICER (Airport Utility Worker) (Production Staff)

Services aircraft, performing any combination of the following tasks. Directs incoming and outgoing aircraft near terminal area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck with guiding
sign. Secures aircraft in parking position with blocks and stakes. Operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste. Checks for fuel contamination by draining sumps and fuel drains. Operates ground support equipment such as electrical power supply and engine starting units. Examines tires for specified air pressure and condition. Removes and replaces defective tires. Positions and removes boarding platforms to unload or load aircraft passengers. Unloads and loads luggage, mail, freight, and other cargo, using tow truck with luggage carts. Cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. May deice aircraft wings and assemblies, using glycol mixture. May load and unload containers of food, beverages, and dishes for in-flight meal services. May trace lost luggage for customers and prepare lost baggage claims. May install drag chutes or retrieve them and send them to parachute shop for re-packing.

AIRCRAFT WORKER (Production Staff)

Makes repairs to aircraft following orders of higher grade worker. Removes, cleans, reinstalls, or replaces defective parts, accessories, and components such as worn gaskets, couplings, and fittings; bad actuators, accumulators, gauges, sections of corroded fuel and oil lines, worn cable pulleys, frayed spark plug cables, and burned-out landing lights, using hand tools. Makes adjustments and settings such as cable tension and seat movement settings and adjustments. Obtains standard parts such as fuel and oil line connections and fittings, cable linkage, and spark plug cables and harnesses by referring to parts manuals and by making comparisons with samples. Services engines and aircraft components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition.

APPLIANCE MECHANIC (Production Staff)

Installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. Connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter. Observes readings on meters and graphic recorders. Examines

appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts. Disassembles appliances and examines mechanical and electrical parts. Traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter. Calibrates timers, thermostats and adjusts contact points. Cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. Replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring. Repairs and adjusts appliance motors. Reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.

BLOCKER AND BRACER (Production Staff)

Secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation. Determines appropriate lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. Nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items. Constructs weatherproof shelters over some types of deck loads. Guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. Constructs temporary trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.

BOILER TENDER (Production Staff)

Tends one or more boilers to produce steam or high-temperature water for use in an establishment. Fires boiler. Observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation. Adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. May also do one or more of the following: Maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.

CABLE SPLICER (Production Staff)

Installs, maintains, repairs, and modifies cable systems. Uses engineered drawings, statements of work, and technical manuals to determine requirements for underground, buried, and aerial cable systems. Prepares and installs distribution equipment. Terminates tip cables on main distribution frames. Installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. Ensures techniques, materials, and accomplishments are according to technical standards, and specifications and engineered directives. Locates, repairs, and/or replaces splice cases. Performs pneumatic troubleshooting to locate faulty splice cases and pressure component assemblies, using resistance measurements and pressure gradients. Repairs pressure component assemblies and adjusts pressure contractors. Determines course of signal deterioration in voice and data circuits over cable by using test equipment. Interprets compressure meter readings and adjusts controls. Troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.

CARPENTER, MAINTENANCE (Production Staff)

Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. 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; 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.

ELECTRICIAN, MAINTENANCE (Production Staff)

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

ELECTRONICS TECHNICIAN, MAINTENANCE I (Production Staff)

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

Receives technical guidance, as required, from supervisor or higher-level technician. Work is spot-checked for accuracy.

ELECTRONICS TECHNICIAN, MAINTENANCE II (Production Staff)

Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher-level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

ELECTRONICS TECHNICIAN, MAINTENANCE III (Production Staff)

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.

Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating waveforms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

ELECTROSTATIC SPRAY PAINTER (Production Staff)

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. Cleans paint from ceiling and walls of booth, conveyor hooks or grid, and from disks, cones, spray heads, and hoses, using solvent and brush. May hand-spray parts to cover unpainted areas or apply rust preventative. May 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.

FIRE ALARM SYSTEM MECHANIC (Production Staff)

Inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards. Inspects fire alarm equipment visually and replaces defective components. Tests initiating and signal circuits, detectors, and system transmitter and makes needed repairs. Checks pressure gauges on suppression system storage containers and recharges or replaces containers.

FIRE EXTINGUISHER REPAIRER (Production Staff)

Repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings, using hand tools and hydrostatic test equipment. Dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects. Replaces worn or damaged parts, using hand tools. Cleans extinguishers and recharges them with

materials, such as soda water and sulfuric acid, carbon tetrachloride, nitrogen or patented solutions. Tests extinguishers for conformity with legal specifications, using hydrostatic test equipment. May install cabinets and brackets to hold extinguishers.

FORKLIFT OPERATOR (Production Staff)

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.

FUEL DISTRIBUTION SYSTEM MECHANIC (Production Staff)

Maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments. Inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges such as distribution lines, float gauges, piping valves, pumps, and roof sumps. Inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment. Lubricates and repacks valves. Lubricates pumps, replaces gaskets, and seals and corrects pumping equipment misalignment. Cleans strainers and filters, services water separators, and checks meters for correct delivery and calibration. Overhauls system components such as pressure regulating valves and excess valves. Disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them. Removes and installs equipment such as filters and piping to modify system or repair and replace system component. Cleans fuel tanks and distribution lines. Removes corrosion and repaints surfaces. Overhauls vacuum and pressure vents, floating roof seals, hangers, and roof sumps. Maintains record of inspections and repairs.

FUEL DISTRIBUTION SYSTEM OPERATOR (Production Staff)

Receives, stores, transfers, and issues fuel through pipelines at main-line or terminal stations. Receives fuel by tanker. Ships fuel by pipeline, tank car, tank truck, and barge. Prepares and checks receiving or ship's documents. Connects

lines, grounding wires, and loading and off loading arms or hoses to pipelines. Visually inspects samples of fuel, and checks gravity and flashpoint. Gauges tanks for water, temperature, and fuel levels. Checks pumping systems for correct operating pressure or unusual noises. Performs preventive maintenance and repairs on terminal systems. Assists in maintenance of government-owned railroad loading and switch area. Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

GENERAL MAINTENANCE WORKER (Production Staff)

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:

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

HATCH TENDER (Production Staff)

Signals Winch Operator (water trans.) to transfer cargo from dock to ship's hold or from ships hold to dock. Observes workers attaching or detaching slings to or from loads to determine moment for signaling. Waves arms to indicate ready signal for transfer of cargo. May alternate jobs with Winch Operator.

HEATING, REFRIGERATION AND AIR-CONDITIONING MECHANIC (Production Staff)

Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

HEAVY EQUIPMENT MECHANIC (Production Staff)

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.

HEAVY EQUIPMENT OPERATOR (Production Staff)

Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load or move dirt, gravel or other materials. Operator may read and interpret grade and slope stakes and simple plans. May grease, adjust and make emergency repairs to equipment.

INSTRUMENT MECHANIC (Production Staff)

Installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. Disassembles malfunctioning instruments, and examines and tests mechanism and circuitry for defects. Troubleshoots equipment in or out of control system and replaces or repairs defective parts. Reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge. Inspects instruments periodically and makes minor calibration adjustments to insure functioning within specified standards. May adjust and repair final control mechanisms, such as automatically controlled valves or positioners. May calibrate instruments according to established standards.

LABORER (Production Staff)

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 hand trucks;
- 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 walkways;

- Picks up leaves and trash.

LINE HANDLER (Production Staff)

Secures and removes ship's docking lines to and from dock. Catches lines heaved from ship attempting to dock. Drags lines to bitts on dock and slips eye of mooring lines over bitts. Removes lines from bitts when ships depart. May drive vehicle to pull in docking lines.

LOCKSMITH (Production Staff)

Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. 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 by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

MACHINERY MAINTENANCE MECHANIC (Production Staff)

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; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; 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.

MACHINE-TOOL OPERATOR (TOOLROOM) (Production Staff)

Specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves:

- Planning and performing difficult machining operations which require complicated setups or a high degree of accuracy;
- Setting up machine tool or tools (e.g., installing cutting tools and adjusting guides, stops, working tables, and other controls to handle the size of stock to be machined;
- Determining proper feeds, speeds, tooling, and operation sequence or selecting those prescribed in drawings, blueprints, or layouts); using a variety of precision measuring instruments; and making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances.

- May be required to select proper coolants and cutting and lubricating oils, to recognize when tools need dressing, and to dress tools.

In general, the work of a Machine-Tool Operator (Toolroom) at the skill level called for in this classification requires extensive knowledge of machine-shop and toolroom practice usually acquired though considerable on-the-job training and experience.

MACHINIST, MAINTENANCE (Production Staff)

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment.

In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MAINTENANCE TRADES HELPER (Production Staff)

Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

MATERIAL COORDINATOR (Production Staff)

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 panel board. 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.

MATERIAL EXPEDITER (Production Staff)

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.

MATERIAL HANDLING LABORER (Production Staff)

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:

1. 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);
2. Stocking merchandise for sale;
3. Counting or routing merchandise;
4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
5. Loading and unloading ships (longshore workers);
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

MILLWRIGHT (Production Staff)

Installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: Planning and laying out work; interpreting blueprints or other specifications; using a variety of hand tools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; aligning and balancing equipment; selecting standard tools, equipment and parts to be used; and installing and maintaining in good order power transmission equipment such as drives and speed reducers.

In general, the Millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

MOBILE EQUIPMENT SERVICER (Production Staff)

Operating from a mobile fuel station and/or tanker performs one or more of the following duties:

- Supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers.
- Checks fluid levels of transmissions, battery, cooling system and engine oil.
- Checks tires for wear and for pressure.
- Replaces wiper blades, fuses, sealed beam lights, and light bulbs.
- Inspects equipment and performs preventive maintenance services.
- Changes oil and filter, and lubricates and greases vehicles.
- Washes and cleans interiors and exteriors of vehicles;
- Maintains inventories of parts and supplies; and
- Cleans and maintains work areas.

MOTOR EQUIPMENT METAL MECHANIC (Motor Vehicle Body Repairer) (Production Staff)

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.

MOTOR EQUIPMENT METAL WORKER (Production Staff)

Assists Motor Equipment Metal Mechanic by performing routine metal repairs to vehicle bodies and main frames, and other routine duties.

MOTOR VEHICLE MECHANIC (Production Staff)

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.

MOTOR VEHICLE MECHANIC HELPER (Production Staff)

Performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

MOTOR VEHICLE UPHOLSTERY WORKER (Production Staff)

Repairs and replaces upholstery, including fabrics, springs, webbing, filling, and padding, in automobiles, trucks, buses, and other motor vehicles.

MOTOR VEHICLE WRECKER (Tow Truck Operator; Wrecker Operator) (Production Staff)

Operates gasoline, diesel, or electric-powered vehicle equipped with special purpose powered equipment used to tow motor vehicles or other equipment.

ORDER FILLER (Production Staff)

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. 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.

PAINTER, AIRCRAFT (Production Staff)

Coats surfaces of aircraft with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices. Removes old paint from aircraft, using liquid paint remover and scraper. Smooths surface with sandpaper and steel wool. Roughens aluminum surfaces with acid solution and steel wool to insure that paint adheres to surface. Masks and covers portions of surfaces not to be painted. Paints insignia, letters or numerals on aircraft surface, using stencils.

PAINTER, AUTOMOTIVE (Production Staff)

Coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices. Removes old paint from vehicle, using liquid paint remover and scraper. Smooths surface with sandpaper and steel wool. Roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface. Masks and covers portions of surfaces not to be painted. Paints vehicle or specified portion of vehicle. May paint insignia, letters or numerals on vehicle surface, using stencils.

PAINTER, MAINTENANCE (Production Staff)

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. 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.

PIPEFITTER, MAINTENANCE (Production Staff)

Installs or repairs water, steam, gas or other types of pipe and pipefittings. Work involves most of the following:

- Laying out work and measuring to locate position of pipe from drawings or other written specifications;
- Cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines;
- Threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines;
- Assembling pipe with couplings and fastening pipe to hangers;
- Making standard shop computations relating to pressures, flow and size of pipe required; and
- Making standard tests to determine whether finished pipes meet specifications.

In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

PLUMBER, MAINTENANCE (Production Staff)

Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to

determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

PNEUDRAULIC SYSTEMS MECHANIC (Production Staff)

Maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases). Tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics. Modifies, repairs or disassembles and overhauls systems or components.

RADIATOR REPAIR SPECIALIST (Automobile Radiator Mechanic) (Production Staff)

Repairs, modifies, and tests automotive radiators, air coolers, and oil temperature regulators made of various kinds of metals. Locates and repairs leaks. Removes defective parts, and installs new parts.

RIGGER (Production Staff)

Assembles rigging to lift and move equipment or material in manufacturing plant or shipyard. Selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved. Attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps. Attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook. Gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. Sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches. Splices rope and wire cables to make or repair slings and tackle. May direct workers engaged in hoisting machinery and equipment into ships.

SCALE MECHANIC (Production Staff)

Installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights. Moves scale into position, using hoists and rollers. Inserts shims between scale base and

foundation to level scale. Secures scale to foundation, using hand tools. Tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications. Turns setscrews to adjust spring scales. Disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings, using bench grinder, hand tools, and power tools. Straightens, cleans, and repaints structural parts of scale. May install, adjust and repair electronically controlled scales.

SEWAGE PLANT OPERATOR (Wastewater Treatment Plant Operator) (Production Staff)

Operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage:

- Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage.
- Observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements.
- Starts and stops pumps, engines and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes.
- Maintains log of operations and records meter and gas readings.
- Gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance.
- May collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter.
- May operate and maintain power generating equipment to provide steam and electricity for plant.

SHIPPING/RECEIVING CLERK (Production Staff)

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 nonroutine 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:

1. 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.

2. 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.

SHIPPING PACKER (Production Staff)

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.

SMALL ENGINE MECHANIC (Production Staff)

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, using hand tools. Cleans and adjusts carburetor and magneto. Starts repaired engines and listens to sounds to test performance.

STATIONARY ENGINEER (Production Staff)

Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve:

- Observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided;
- Recording in logs various aspects of the system's operation;
- Keeping the engines, machinery and equipment of the system in good working order.

May direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer; workers required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale; and Boiler Tenders.

STEVEDORE I (Production Staff)

Loads and unloads ships' cargoes. Carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship. Stacks cargo in transit shed or in hold of ship as directed by Header. Attaches and moves slings used to lift cargo. Guides load being

lifted to prevent swinging. Shores cargo in ship's hold to prevent shifting during voyage. May be called longshoreman or may be designated according to area in which work is performed as stevedore, dock; stevedore, front; stevedore, hold.

STEVEDORE II (Production Staff)

Operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area. Operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached in accordance with signals from other workers. Moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over each hatch when previous hatch is filled. Drives lift truck along dock or aboard ship to transfer bulk items, such as lumber, pallet-mount machinery, and crated products within range of winch. Drives tractor to transfer loaded trailers from warehouse dockside. May position and fasten hose lines to ships' cargo tanks when loading or unloading liquid cargo, such as animal fats, vegetable oils, molasses, or chemicals. May perform variety of manual duties, such as lashing or shoring cargo aboard ship, attaching slings, hooks, or other lifting devices to winch for loading or unloading, and signaling other workers to move, raise, or lower cargo. May direct activities of cargo gang consisting of Stevedore I. May also be called longshoremen.

TELECOMMUNICATIONS MECHANIC I (Production Staff)

Installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or nonvoice communications systems including intercom and public address systems; alarm systems; teletype equipment; and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. Runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.

TELECOMMUNICATIONS MECHANIC II (Production Staff)

Installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. Analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. They maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records and spare parts inventories.

TELEPHONE LINEMAN (Production Staff)

This occupation includes jobs that involve installing, and repairing aerial and underground communications lines and auxiliary equipment such as conduits, insulators, and poles. The work does not require completing line connections.

TIRE REPAIRER (Production Staff)

Repairs damaged tires of automobiles, buses, trucks, and other automotive vehicles: Raises vehicle, using hydraulic jack, and unbolts wheel, using lug wrench. Removes wheel from vehicle by hand or, when repairing giant tires of heavy equipment, by use of power hoist. Locates puncture in tubeless tire by visual inspection or by immersing inflated tire in water bath and observing air bubbles emerging from puncture. Seals puncture in tubeless tire by inserting adhesive material and expanding rubber plug into puncture, using hand tools. Separates tubed tire from wheel, using rubber mallet and metal bar or mechanical tire changer. Removes inner tube from tire and inspects tire casing for defects, such as holes and tears. Glues boot (tire patch) over rupture in tire casing using rubber cement. Inflates inner tube and immerses it in water to locate leak. Buffs defective area of inner tube, using scraper, and patches tubes with adhesive rubber patch or seals rubber patch to tube, using hot vulcanizing plate. Reassembles tire onto wheel, and places wheel on balancing machine to determine counterweights required to balance wheel. Hammers required counterweights onto rim of wheel.

TOOL AND DIE MAKER (Production Staff)

Constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Work typically involves:

- Planning and laying out work according to models, blueprints, drawings, or other written or oral specifications;
- Understanding the working properties of common metals and alloys;
- Selecting appropriate materials, tools, and processes required to complete task;
- Making necessary shop computations;
- Setting up and operating various machine tools and related equipment;
- Using various Tool and Die Maker's hand tools and precision measuring instruments;
- Working to very close tolerances;
- Heat-treating metal parts and finished tools and dies to achieve required qualities; and
- Fitting and assembling parts to prescribed tolerances and allowances.

In general, the Tool and Die Maker's work requires rounded training in machine-shop and toolroom practice usually acquired through formal apprenticeship or equivalent training and experience.

TOOLS AND PARTS ATTENDANT (Tool Crib Attendant) (Production Staff)

Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. 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 brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.

TRANSMISSION REPAIR SPECIALIST (Transmission Mechanic) (Production Staff)

Repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles. Raises vehicle, using jacks or hoists, and removes transmission, using mechanic's hand tools. Disassembles transmission and replaces broken or worn parts, such as bands, gears, seals, and valves. Adjusts pumps, bands, and gears as required, using wrenches. Installs repaired transmission and fills it with specified fluid. Adjusts operating linkage and tests operation on road. May adjust carburetor. May verify idle speed of motor, using equipment, such as tachometer, and makes required adjustments.

VENTILATION EQUIPMENT TENDER (Production Staff)

Tends ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes:

- Adjusts valves to regulate temperature of lubrication oil and flow of water through system.
- Moves controls to regulate speed of fans and to adjust vents and ducts.
- Records gauge readings, repairs completed, and time lost because of inoperative equipment.
- Writes repair work order tickets and out-of-order tags preparatory to equipment repair.
- Inspects equipment to detect excessive noise and heat.
- Replaces gauges and tightens and chalks leaky fittings, using wrenches, hammers, and chalking tool.
- Cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam.

WAREHOUSE SPECIALIST (Warehouse Worker) (Production Staff)

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).**

WATER TREATMENT PLANT OPERATOR (Production Staff)

Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant. Dumps specified amounts of chemicals, such as chlorine, ammonia, and

lime into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. Starts agitators to mix chemicals and allows impurities to settle to bottom of tank. Turns valves to regulate water through filter beds to remove impurities. Pumps purified water into water mains. Monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. Cleans tanks and filter beds, using backwashing (reverse flow of water). Repairs and lubricates machines and equipment, using hand- and power tools. Tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Dumps chemicals such as alum into tanks to coagulate impurities and reduce acidity. Records data, such as residual content of chemicals, water turbidity, and water pressure. May operate portable water-purification plant to supply drinking water. May purify wastewater from plant preparatory to pumping water into rivers and steams or city mains.

WELDER, COMBINATION, MAINTENANCE (Production Staff)

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.

WELL DRILLER (Production Staff)

Sets up and operates portable drilling rig (machine and related equipment) to drill wells. Extends stabilizing jackscrews to support and level drilling rig. Moves levers to control power-driven winch that raises and extends telescoping mast. Bolts trusses and guy wires to raised mast and anchors them to machine frame and stakes. Assembles drilling tools, using hand tools or power tools. Moves levers and pedals to raise tools into vertical drilling position and lowers well casing (pipe that shores up walls of well) into well bore, using winch. Moves levers and pedals and turns handwells to control reciprocating action of machine and to drive or extract well casing. Pumps water into well to facilitate drilling by cooling drill bit and removing drillings. Listens to sounds of drilling machine and feels cable or brake to determine drilling conditions and to identify variations such as entering new strata or striking rock. Moves levers to adjust stroke and impact of cable tool drilling machine or changes drill bits of rotary drilling machine to fit changing conditions. Replaces drill bit with tool to collect samples of earth or rock being penetrated. Examines samples to determine nature of strata encountered or submits samples to laboratory for analysis. Records drilling progress and geological data. Splices worn or broken cable. May sharpen bits by heating them in forging furnace and hammering edges on anvil. May build up worn drill bits by arc welding, tempering bits in furnace, and by quenching them in water. May retrieve lost equipment from bore holes, using specialized retrieval tools and equipment. May fabricate well casings. May restore wells to active production.

WOODWORKER (Production Staff)

Constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes. Studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. Fastens or installs parts, using hammer, nailing machine, or power stapler. Repairs defective containers by replacing damaged parts. Inserts wood bracings, cardboard files, and felt pads in containers. May build crate around object, using ruler, hand tools, and pneumatic nailer. May fabricate, repair, modify, and replace woodwork on vehicle sides and beds. May apply preservative to prolong wood life. May pack, seal, band, and apply markings to crates and containers.