GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

General Services Administration
Federal Supply Service
Schedule Title: Multiple Award Schedule (MAS)

Large Category H: Professional Services

CONTRACT NUMBER:
GS-10F-0171T

PERIOD COVERED BY CONTRACT:
March 2, 2007 through March 1, 2022

Education, Training, and Research
Associates d/b/a ETR Associates
100 Enterprise
Way, Suite G300
Scotts Valley, CA 95066
Phone: 831.440.2211
Fax: 831.438.4284
www.etr.org

General Services Administration Management
Services Center Acquisition Division Supplement
Mod #: PA-0041, Effective: March 18, 2019

Business Size: Other Than Small Business,
Non Profit Organization
DUNS: 06-477-4037

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

**SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

**SIN OLM:** Order-Level Materials (OLMs)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

**Not applicable.**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate not applicable for this item.

Please refer to Attachment A: ETR Associates Awarded GSA Hourly Rates

1d. SCA Matrix and Applicability Statement

The labor categories that fall under the requirements of the Service Contract Act (SCA) (i.e., non-exempt labor categories) are identified in the matrix below. The prices for the labor category meet or exceed the requirements in the SCA Wage Determination identified below. The matrix and narrative have been incorporated into the contract.

<table>
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<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code – Title</th>
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<tr>
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<td>2015-5649</td>
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<tr>
<td>Administrative Support III</td>
<td>01312 – Secretary II</td>
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</tr>
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</table>

The Service Contract Act (ACA) is applicable to this contract and includes SCA applicable categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order price will be discounted accordingly.

2. **MAXIMUM ORDER:**

$1,000,000.00
3. MINIMUM ORDER:
   $100.00

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):
   48 Contiguous States, Alaska, Hawaii, and District of Columbia.

5. Point(s) of production (city, county, and State or foreign country).
   ETR Associates
   100 Enterprise Way, Suite G300
   Scotts Valley, CA 95066

6. Discount from list prices or statement of net price.
   GSA Net pricing as shown in pricing tables provided

7. QUANTITY DISCOUNTS.
   Not applicable

8. PROMPT PAYMENT TERMS:
   0%, Net 30 Days
   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
    Will Accept

10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):
    None

11a. TIME OF DELIVERY:
    Specified on task order

11b. EXPEDITED DELIVERY:
    Contact contractor

11c. OVERNIGHT AND 2-DAY DELIVERY:
    Contact contractor

11d. URGENT REQUIREMENTS:
    Contact contractor

12. F.O.B. POINT(S):
    Destination
13a. ORDERING ADDRESS:
ETR Associates
Attn: Coleen Cantwell
100 Enterprise Way, Suite G300
Scotts Valley, CA 95066
Phone: 831.438.4060
Fax: 831.438.4284

13b. Ordering procedures: Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS.
ETR Associates
Finance Division
100 Enterprise Way, Suite G300
Scotts Valley, CA 95066

15. WARRANTY PROVISION.
Not applicable

16. EXPORT PACKING CHARGES, IF APPLICABLE.
Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL).
Contact Contractor

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE).
Not applicable

19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE).
Not applicable

20a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE).
Not applicable

20b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE)
Not applicable

Not applicable

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE).
None

23. PREVENTIVE MAINTENANCE (IF APPLICABLE).
Not applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
Not applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
Not applicable

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER.
06-477-4037

26. Notification regarding registration in Central Contractor Registration (CCR) database.
CAGE Code # 1G8Q7, Registration valid in SAM.gov

27. UNCOMPENSATED OVERTIME (INDICATE IF USED):
ETR Associates compensates non-exempt employees for overtime worked.
ETR ASSOCIATES
AWARDED GSA HOURLY RATES

SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

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</table>

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

Administrative Support I Series

Performs clerical and secretarial tasks for assigned project staff. Includes word processing, electronic communication, web searches, mail merge projects, schedule meetings and takes minutes, and maintains document files.

*Junior Administrative Support I*
High School Diploma or equivalent and prior clerical experience.

*Senior Administrative Support I*
High School Diploma or equivalent and 2 years of clerical experience.

*Executive Administrative Support I*
High School Diploma or equivalent and 4 years of clerical experience.

Administrative Support II Series

Performs administrative support and secretarial tasks for assigned project staff. Includes word processing, electronic communication, web searches, mail merge projects, schedule meetings and takes minutes, and maintains document files/archives.

*Junior Administrative Support II*
AA Degree or equivalent and prior clerical experience.

*Senior Administrative Support II*
AA Degree or equivalent and 2 years of clerical experience.

*Executive Administrative Support II*
AA Degree or equivalent and 3 years of clerical experience.

Administrative Support III

Performs administrative support and secretarial tasks for assigned project staff. Includes word processing, electronic communication, web searches, mail merge projects, schedule meetings and takes minutes, and maintains document files/archives.

*Administrative Support III*
AA Degree or equivalent, 4 or more years of clerical experience.

Center/Department Director Series I-IV

Responsible for overall programmatic leadership and management of the Center/Department including adequate staffing and oversight, development and monitoring of the Center/Department budget, leadership in resource development planning and program implementation, overseeing program implementation, identifying/ implementing/ monitoring...
adherence to policies and business practices, and collaborating with/providing expertise to the management team of the Division and ETR. This role includes facilitating requests of other units of ETR, representing the Center/Department at division and agency level meetings, and conducting, and implementing strategic planning for the Center/Department as well as monitoring progress.

**Center/Department Director I**
Master’s Degree or higher, 10 or more years experience in high level business unit management, proven experience in business development, 8 plus years of budget and contractual management

**Center/Department Director II**
Master’s Degree or higher, 12 or more years experience in high level business unit management, proven experience in business development, 10 plus years of budget and contractual management

**Center/Department Director III**
Master’s Degree or higher, 15 or more years experience in high level business unit management, proven experience in business development, 13 plus years of budget and contractual management

**Center/Department Director IV**
Master’s Degree or higher, 20 or more years experience in high level business unit management, proven experience in business development, 18 plus years of budget and contractual management

**Consulting Data Collector**
Distributes survey administration materials to schools, helps assemble survey packets and materials, assists with data cleaning and data entry, and provides administrative support for project staff as needed and as time permits. Helps conduct other data collection activities, as needed.

**Consulting Data Collector**
High School Diploma or equivalent and 1 or more years of relevant experience.
**Data Tracker**

The Data Tracker will work with Research staff in the timely accomplishment of varying data collection activities. Primarily responsible for locating survey participants and disseminating survey. Retrieve surveys and record survey participant data. Includes making telephone calls and entering data.

*Data Tracker*
High School Diploma or equivalent and 2 or more years of relevant experience.

**Information Specialist I**

Assists in the design and production of new technology initiatives such as website, databases, or electronic discussion groups. Provides technical assistance and training regarding technology use. Assists with administration, updating and maintenance of the LCMS and the LMS, including learning portals as needed. Assists in design, creation, and uploading of content authoring templates for the various user groups associated with the project. Creates multimedia for online projects including online learning content. Creates, converts, and uploads media for websites.

*Information Specialist I*
AA Degree or equivalent and 1 year or more of relevant experience.

**Information Specialist II**

Leads and maintains the design and production of new technology initiatives such as website, databases, or electronic discussion groups. Liaison between funding agencies, users, and ETR to coordinate the design and production of new technology initiatives such as website, databases, or electronic discussion groups. Leads and assists with administration, updating and maintenance of websites, LCMS and LMS, including learning portals as needed. Leads on the establishment, maintenance, and function of technology used by project(s). Ensures ADA accessibility of website content and its formats as prescribed by ETR and project standards. Provides technical assistance and training regarding technology use to end users. Takes the lead in design, creation, and uploading of content authoring templates for the various user groups associated with the project. Creates multimedia for online projects including online learning content. Creates, converts, and uploads media for websites.

*Information Specialist II*
Bachelor’s Degree or equivalent and 2 or more years of relevant experience.
Information Specialist III Series

Acts as coordinator for a project technology team and supervises other Information Specialists. Oversees all aspects of a project’s technology infrastructure including: a) coordinating efforts with Agency and Division IT staff, b) coordinating efforts with other Division technology initiatives, c) ensuring maintenance and back-up of all systems and d) working with consultants and sub-contractors. Functions as webmaster and administrator for other technology solutions. Plans, develops, and administers new website initiatives or revisions to existing websites. Oversees administration of communication systems for Project(s) including email Electronic Discussion Groups. Coordinates and creates new databases and/or maintains of existing databases. Makes technology recommendations.

Junior Information Specialist III
Bachelor’s Degree or equivalent, 3 years or more of relevant experience and 3 years of IT project management.

Senior Information Specialist III
Bachelor’s Degree or equivalent, 5 years or more of relevant experience and 5 years of IT project management.

Executive Information Specialist III
Bachelor’s Degree or equivalent, 7 years or more of relevant experience and 7 years of IT project management.

Logistics Specialist Series I-III

Performs high-level administrative and logistical tasks for assigned staff. In addition to or in replacement of some of the duties of the Administrative Specialist, the Logistics Specialist negotiates, organizes, and implements training and conference logistics including venue searches, contract negotiation for meeting space, audio visual, webinar and other technological needs, lodging, meals and travel arrangements. Develops procedures and protocols for registration, training logistics and support tasks.

Logistics Specialist I
AA Degree or equivalent and 5 or more years of administrative experience and/or logistics coordinator experience

Logistics Specialist II
AA Degree or equivalent and 8 or more years of administrative experience and/or logistics coordinator experience

Logistics Specialist III
AA Degree or equivalent and 10 or more years of administrative experience and/or logistics coordinator experience
Production Specialist I

Responsible for using graphic programs for updating files with new information and recent software, page layout and graphic production of catalog, catalog supplement, Web banners, e-promotions and custom orders, creating supporting graphics for various publication needs, preparing images for website, and assisting in organizing and archiving digital files.

Production Specialist I
Bachelor’s Degree or equivalent and 3 years of relevant experience.

Program Associate I Series

Conducts on-site training, develops or participates in the development of products, trainings and processes for the projects, serves as liaison with project collaborators, documents project activities, recruits participants for project activities, participates in field testing programs, and supports data collection activity.

Junior Program Associate I
Bachelor’s Degree or equivalent and 2 or more years of relevant experience.

Senior Program Associate I
Bachelor’s Degree or equivalent and 3 or more years of relevant experience.

Executive Program Associate I
Bachelor’s Degree or equivalent and 4 or more years of relevant experience.

Resource Center Specialist

Responsibility for providing information and referral and research services; disseminating resource information to (projects and/or department/center staff); creating original bibliographic records and assisting with processing materials as needed; and participating in the development and evaluation of resource library services and collection as related to user needs.

Resource Center Specialist
Bachelor’s Degree or equivalent, 3 or more years of relevant experience.

Senior Program Manager Series I-II

Responsible for planning, developing, and managing the day-to-day operations of $300,000 to $500,000 plus annual multi-year projects, including technology planning, visioning, and serving as key liaison with funder. Key to this position is leading the conceptualization and writing of own grants with support as well as assisting the Business Unit Director and other colleagues in grant writing and fundraising efforts. This is a senior-level position and as such has departmental and agency duties in addition to project responsibilities.
**Senior Program Manager I**
Master’s Degree or equivalent, 5 years of experience in management and administration, 3 years of substantial experience in the field, and 5 years of lead business development.

**Senior Program Manager II**
Master’s Degree or equivalent, 7 years of experience in management and administration, 5 years of substantial experience in the field, and 7 years of lead business development.

**Senior Program Manager Series III-V**
Responsible for planning, developing, and managing the day-to-day operations of $300,000 to $500,000 plus annual multi-year projects. (generally 2 to 3 projects at any one time). Key to this position is independently leading the conceptualization and writing of own grants as well as assisting Business Unit Director and other colleagues in grant writing and fundraising efforts. This is a senior-level position and as such has departmental and agency duties in addition to project responsibilities.

**Senior Program Manager III**
Master’s Degree or equivalent, 8 years of experience in management and administration, 6 years of extensive expertise in the field, 8 years of independent business development.

**Senior Program Manager IV**
Master’s Degree or equivalent, 10 years of experience in management and administration, 8 years of extensive expertise in the field, 10 years of independent business development.

**Senior Program Manager V**
Master’s Degree or equivalent, 15 years of experience in management and administration, 13 years of extensive expertise in the field, 15 years of independent business development.

**Project Coordinator Series I-II**
Coordinates the project activities of one small or medium project (300K or less). In the case of a large complex project, the Project Coordinator I may coordinate a portion of scope-of-work. Coordinates and ensures delivery of day-to-day deliverables with input and guidance from supervisor. Monitors budget, assists in writing proposals, re-applications and progress reports. Plan and design specific project deliverables with oversight of supervisor. Contribute ideas to business unit strategic planning and resource development.

**Project Coordinator I**
Bachelor’s Degree or equivalent, 1 year of relevant management experience, and 3 years of work in field of expertise.

**Project Coordinator II**
Bachelor’s Degree or equivalent, 3 years of relevant management experience, and 5 years of work in field of expertise.
Project Coordinator Series III-IV

Coordinates the project activities of one small or medium project (300K or less). In the case of a large complex project, the Project Coordinator I may coordinate a portion of scope-of-work. Coordinates and ensures delivery of day-to-day deliverables with input and guidance from supervisor. Supervises staff, monitors budget, assists in writing reports such as annual staff evaluations, proposals, re-applications and progress reports. Plan and design specific project deliverables with oversight of supervisor. Contribute ideas to business unit strategic planning and resource development.

Project Coordinator III
Bachelor’s Degree or equivalent, 1 year of relevant management experience and 3 years work in field of expertise and supervisory experience.

Project Coordinator IV
Bachelor’s Degree or equivalent, 3 years of relevant management experience and 5 years work in field of expertise and supervisory experience.

Project Coordinator Series V-VI, Senior

Provides leadership and manages the day-to-day operations of one large project or two or more small projects (600K or less). Independently plans, coordinates, designs and delivers project activities, trainings, protocols, products, materials & services. Writes reports, supervises staff, assists in resource development and contributes to business unit strategic planning.

Project Coordinator V
Master’s Degree or equivalent, 3 years of relevant management experience, 5 years of work in field of expertise, and 3 years of supervisory experience.

Project Coordinator VI
Master’s Degree or equivalent, 5 years of relevant management experience, 7 years of work in field of expertise, and 5 years of supervisory experience.

Senior Project Coordinator
Master’s Degree or equivalent, 7 years of relevant management experience, 9 years of work in field of expertise, and 7 years of supervisory experience.

Research Assistant I Series

Work with staff in the accomplishment of varying research/evaluation activities. Assists with research data collection (e.g., conducting surveys, setting up focus groups, conducting interviews). Cleans and enters project data. Tracks and assesses status of research tasks for projects. Assists with project reports, articles and proposals, conducts literature searches, compiles data.
Junior Research Assistant I  
Bachelor’s Degree or equivalent and no relevant experience.

Senior Research Assistant I  
Bachelor’s Degree or equivalent and some relevant experience.

Executive Research Assistant I  
Bachelor’s Degree or equivalent and 1 or more years of relevant experience

Research Assistant II Series

Assumes primary responsibility for specific research tasks (e.g., database development, data analysis). Plans, coordinates and follows-up on selected aspects of research data collection. Monitors data cleaning and entry, and assists with data entry. Oversees temporary data collectors during data collection. Assists with other research tasks including instrument development and pilot testing, literature searches, needs assessments, and data analyses. Tracks and assesses status of research tasks for projects. Assists with project reports, articles and proposals.

Junior Research Assistant II  
Bachelor’s Degree or equivalent and 2 or more years of relevant experience.

Senior Research Assistant II  
Bachelor’s Degree or equivalent and 4 or more years of relevant experience.

Executive Research Assistant II  
Bachelor’s Degree or equivalent and 5 or more years of relevant experience.

Research Assistant III

Assumes primary responsibility for specific research tasks (e.g., database development, data analysis). Plans, coordinates and follows-up on all aspects of research data collection. Coordinates the hiring of temporary data collectors/trackers and oversees temporary and junior staff. Monitors data entry and cleaning, analyzes project data under direction of PI, conducts instrument development, pilot testing, literature searches and needs assessments. Assists with project reports, articles, proposals and long range planning.

Research Assistant III  
Bachelor’s Degree or equivalent and 8 or more years of relevant experience.
**Research Associate I Series**

Conducts and/or assumes primary responsibility for literature reviews, needs assessments, content analysis, focus group interviews, classroom observations, and data collection/management & analysis. Oversees Temporary Data Collectors and Research Assistants (I and II) on selected tasks. Tracks and assesses status of research tasks for projects. Interacts with funders, and/or serves as a liaison with clients. Assists with monitoring project budgets upon request from Senior Research staff. Assists with project reports (e.g., progress, annual, and final reports). Participates in grant writing activities as requested. May co-author research manuscripts.

*Research Associate IA*
Master’s Degree or equivalent and some relevant experience.

*Research Associate IB*
Master’s Degree or equivalent and 1 or more years of relevant experience.

*Research Associate IC*
Master’s Degree or equivalent and 3 or more years of relevant experience.

**Research Associate II Series**

Serves as Project Coordinator and/or assumes primary responsibility for carrying out the design and implementation of specific project activities, including instrument development, literature reviews, needs assessments, content analysis, focus group interviews, classroom observations, and data collection/management/analysis. Oversees Research Associate I, Assistants, and temporary staff. Helps design and refine research protocols, tracks and assesses status of research tasks for projects. Interacts with funders, and/or serves as liaison with clients. Prepares and/or monitors project budgets, reports and assists with developing new project ideas and writing grant proposals. Participates in writing research manuscripts for publication in professional journals. Participates in long-range planning activities and may co-author research manuscripts. Provides technical assistance as needed.

*Research Associate IIA*
Master’s Degree or equivalent, 4 or more years of relevant experience, 1 or more years assisting in coordinating projects.

*Research Associate IIB*
Master’s Degree or equivalent, 7 or more years of relevant experience, 2 or more years assisting in coordinating projects.

*Research Associate IIC*
Master’s Degree or equivalent, 8 or more years of relevant experience, 2 or more years assisting in coordinating projects.
Research Associate III

Serves as Project Coordinator and/or assumes primary responsibility for carrying out the design and implementation of specific project activities, including instrument development, literature reviews, needs assessments, content analysis, focus group interviews, classroom observations, and data collection/management/analysis. Oversees Research Associate I, Assistants, and temporary staff. Helps design and refine research protocols, tracks and assesses status of research tasks for projects. Interacts with funders, and/or serves as liaison with clients. Prepares and/or monitors project budgets, reports and assists with developing new project ideas and writing grant proposals. Participates in writing research manuscripts for publication in professional journals. Participates in long-range planning activities and may co-author research manuscripts. Provides technical assistance as needed.

Research Associate III
Master’s Degree or equivalent, 12 or more years of relevant experience, and 2 or more years coordinating projects

Senior Research Associate I Series

Serves as Project Director on selected projects, assuming primary responsibility for the design and implementation of selected project tasks. Collaborates with senior staff on selected projects. Helps design and refine research protocols. Identifies and conducts other research tasks including, instrument development, literature reviews, needs assessments, content analysis, individual and focus group interviews, classroom observations, and data analyses. Oversees and assists junior research staff. Prepares project reports. Assists with monitoring project budgets. Interacts with funders and/or serves as a liaison with clients. Participates in writing research manuscripts for publication in professional journals. Assists with developing new project ideas and writing grant proposals. Participates in long-range planning activities. Tracks and assesses status of tasks for research projects. Participates in professional activities, such as co-authors research manuscripts. Provides technical assistance as needed.

Senior Research Associate I A
Doctoral Degree, 1 or more years of relevant research experience, first author on at least 1 publication.

Senior Research Associate I B
Doctoral Degree, 2 or more years of relevant research experience, co-pi on one grant, and first author on at least 3 publications.

Senior Research Associate I C
Doctoral Degree, 3 or more years of relevant research experience, co-pi on multiple grants, and emerging publication record.
Senior Research Associate Series II-IV

Serves as Principal Investigator and/or other senior research lead on selected projects, assuming primary responsibility for the design and implementation of project activities. Collaborates with other senior staff on selected projects. Oversees and assists junior research staff. Develops and maintains good relationships with funders, clients and colleagues. Helps design and refine research protocols. Prepares project reports and monitors project budgets. Lead and/or supports writing research manuscripts for publication in professional journals. Keeps ETR up to date on important trends in the field. Assists with developing new project ideas and writing grant proposals. Takes part in Strategic Planning meetings. Works with the Senior Management to identify, develop, and seek funding for projects of interest to ensure position coverage. Participates in professional activities. Tracks and assesses status of research tasks for projects. Provides technical assistance as needed.

Senior Research Associate II
Doctoral Degree, 4 or more years of relevant research experience, PI on at least on 1 small size grant, co-pi on multiple grants, and developing publication record.

Senior Research Associate III
Doctoral Degree, 8 or more years of relevant research experience, PI on at least on 1 large size grant, co-pi on multiple grants, and growing publication record.

Senior Research Associate IV
Doctoral Degree, 12 or more years of relevant research experience, PI on at least on 2 large size grants, co-pi on multiple grants, and established publication record.

Senior Research Scientist I

Serves as Principal Investigator and/or other senior research lead on a large, randomized, controlled clinical trial or large national evaluation, assuming primary responsibility for the design and implementation of the project activities. Collaborates with senior staff on selected projects. Exceptional skills in mentoring senior research staff, helping them to establish and/or further their careers. Oversees and assists junior research staff. Proactively develops and maintains good relationships with funders and colleagues, and develops new sources of funding for ETR. Tracks and assesses status of research tasks for projects. Prepares project reports and prepares and monitors project budgets. Takes the lead and/or supporting role in writing research manuscripts for publication in professional journals. Keeps ETR up-to-date on important trends in the field. Participates in strategic planning, and may assume a leadership role in a program area. Works with Senior Management to identify, develop, and seek funding for projects of personal interest to ensure position coverage. Participates in professional activities and co-authors research manuscripts. Assists in recruiting new senior research staff. Helps advance the “state-of-the-art” in the field, both nationally and internationally. Assists in developing new project ideas and writing grant proposals. Builds collaborative relationships and visibility for ETR. Recognized nationally as having extensive content expertise; sought out by external agencies to serve on various scientific panels and committees. Collaborates with others to identify and implement joint efforts, collaborate on resource development activities, and coordinate Department activities. Represents ETR at state and national meetings, making
presentations when requested and establishing linkages.

**Senior Research Scientist I**
Doctoral Degree, 12 or more years of relevant research experience, PI on at least on 1 NIH R01 or equivalent size grant, beginning tenure as recognized expert and strong publication record.

**Senior Research Scientist Series II-III**
Serves as Principal Investigator and/or other senior research lead on a large, randomized, controlled clinical trial or large national evaluation, assuming primary responsibility for the design and implementation of the project activities. Collaborates with senior staff in the Research Department on selected projects. Exceptional skills in mentoring senior research staff, helping them to establish and/or further their careers. Oversees and assists junior research staff. Proactively develops and maintains good relationships with funders and colleagues, and develops new sources of funding for ETR. Tracks and assesses status of research tasks for projects. Prepares project reports and prepares and monitors project budgets. Takes the lead and/or supporting role in writing research manuscripts for publication in professional journals. Keeps ETR up-to-date on important trends in the field. Participates in strategic planning, and may assume a leadership role in a program area. Works with Senior Management to identify, develop, and seek funding for projects of personal interest to ensure position coverage. Participates in professional activities and co-authors research manuscripts. Assists in recruiting new senior research staff. Helps advance the “state-of-the-art” in the field, both nationally and internationally. Assists in developing new project ideas and writing grant proposals. Builds collaborative relationships and visibility for ETR. Recognized nationally as having extensive content expertise; sought out by external agencies to serve on various scientific panels and committees. Collaborates with others to identify and implement joint efforts, collaborate on resource development activities, and coordinate Department activities. Represents ETR at state and national meetings, making presentations when requested and establishing linkages.

**Senior Research Scientist II**
Doctoral Degree, 16 or more years of relevant research experience, PI on at least on 1 NIH R01 or equivalent size grant, substantial tenure as recognized expert, and substantial publication record.

**Senior Research Scientist III**
Doctoral Degree, 20 or more years of relevant research experience, PI on at least on 2 NIH R01 or equivalent size grants, extended tenure as recognized expert, and extensive publication record.

**Service Support Staff Series I-IV, Lead**
Handles orders for the projects, maintains reports of fulfillment and other logistics, maintains client order files; does data entry related to orders; maintains item catalog material information, and may support the warehouse staff in assembling, fulfillment, and regular shipping and receiving as needed.
Service Support Staff I
High School Diploma or equivalent and 1 year of relevant experience.

Service Support Staff II
High School Diploma or equivalent and 2 years of relevant experience.

Service Support Staff III
High School Diploma or equivalent and 3 years of relevant experience.

Service Support Staff IV
High School Diploma or equivalent and 4 years of relevant experience.

Service Support Staff Lead
High School Diploma or equivalent and 5 years of relevant experience.

Training Specialist I
Assists in conceptualizing training designs and adapting existing designs, assists with implementing trainings, co-trains with other trainers and coordinates trainings.

Training Specialist I
Bachelor’s Degree or equivalent and 2 or more years of relevant experience.

Training Specialist II
Research and write select learning activities within training designs and contribute to the development of participant materials, assists with coordinating implementing trainings, assists with the evaluation of trainings, monitors training budgets and may participate in proposal development and progress reports.

Training Specialist II
Bachelor’s Degree or equivalent and 3 or more years of relevant experience.

Training Specialist III, Senior
Independently conceptualize, write, adapt training designs, implements trainings, conferences and workshops, conducts trainings, leads trainings and evaluations, supervises trainers and consultants, individually develops training budgets and participates in proposal development and progress reports.

Training Specialist III
Bachelor’s Degree or equivalent, 3 or more years of relevant experience, and 3 or more years of training design.
Senior Training Specialist
Bachelor's Degree or equivalent, 5 or more years of relevant experience, and 3 or more years of training design.