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

**GENERAL SERVICES ADMINISTRATION**

**Federal Supply Service**

**Authorized Federal Supply Schedule Price List**

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

**Multiple Award Schedule (MAS)**

FSC Codes: F999, R704

Contract Number: GS-10F-0277R

Contract Period: April 7, 2005 to April 6, 2025

Contractor: Burleson Consulting Inc.

950 Glenn Drive, Suite 245

Folsom, CA 95630

Telephone: 916 984-4651 x115

Fax: 916-984-8261

Website: http://www.burlesonconsulting.com

Contract Administrator: Nadia Burleson, PE, Principal Engineer

Email: nb@burlesonconsulting.com

Business Category: Small Business (SB)

Woman Owned Small Business

Modification # PO-0028 Date: April 7, 2020
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Overview .......................................................... 1</td>
</tr>
<tr>
<td>Sins Offered Under this Schedule ...................................... 3</td>
</tr>
<tr>
<td>Description of Services for Each Sin .................................. 3</td>
</tr>
<tr>
<td>Relevant Corporate Experience .......................................... 5</td>
</tr>
<tr>
<td>Customer Information .......................................................... 9</td>
</tr>
<tr>
<td>Hourly Rate Schedule ........................................................... 9</td>
</tr>
<tr>
<td>Labor Category Descriptions ............................................... 13</td>
</tr>
</tbody>
</table>
COMPANY OVERVIEW

Burleson Consulting Inc. (Burleson) is a woman-owned small business headquartered in Folsom with offices in Carmel Valley and Monterey, California. Burleson provides quality services including NEPA/CEQA studies, environmental compliance, RCRA/CERCLA characterization and remediation, mining remediation and reclamation, habitat restoration, and biological monitoring and training.

We are proud of our diverse expertise, projects, and of the leadership role that we have strived to maintain since 2001. We have successfully completed contracts ranging from several hundred dollars to over five million dollars. Our clients continue to come back to us because they recognize the quality services we provide at competitive rates.

Burleson has the expertise that supports our clients because we provide:

- A team of professionals that are experienced in negotiating with regulators and governmental agencies for permit conditions, enforcement orders, and clean-up goals that protect the environment, yet have our client’s best interest in mind.
- Senior staff each with greater than 20 years of environmental or safety and health experience. These individuals provide insight on regulatory compliance and rapport with upper regulatory management that comes only from working with federal and state agencies.
- Participation in round tables or work groups that proactively work to streamline environmental regulations and develop strategies to address pollution prevention and waste minimization.

The multidisciplinary expertise represented by Burleson personnel includes air quality specialists, biologists, design engineers, environmental engineers, risk assessment specialists, water quality and wastewater engineers, geologists, hydrogeologists, environmental planners, construction managers, regulatory analysts, and qualified SWPPP developers and practitioners.
Burleson Success Story

Burleson has worked for DOE Western Area Power Administration (WAPA) since 2001. Between 2014 and 2020, we worked on several WAPA task orders under a Blanket Purchase Agreement through our GSA schedule. Task orders were bid competitively and Burleson worked on the following:

- Access Road Erosion Repair Designs
- Colusa Sutter Transmission Line Environmental Impact Study/Environmental Impact Report (EIS/EIR)
- Biological Monitoring and Wetland Delineations

Burleson holds three USACE Sacramento District ID/IQ contracts:

- Leviathan Mine Superfund CERCLA Site Remediation for United States EPA
- Former Fort Ord Habitat Restoration and Biological Monitoring
- Planning and Environmental Services for the South Pacific Division

**PROJECT: SMUD ENVIRONMENTAL SERVICES CONTRACT**

“Burleson has completed all of their tasks on time and at or under budget. Their project management experience has also been helpful in brainstorming CEQA and environmental permitting strategies for several large projects. Even though Burleson has multiple clients, their ability to respond and accommodate SMUD’s task requests on a timely basis leaves me feeling like SMUD is their only client.”

Ron Scott, Former Environmental Specialist, Contract Manager, SMUD

**PROJECT: SACRAMENTO AREA VOLTAGE SUPPORT ENVIRONMENTAL IMPACT STATEMENT (EIS)**

“Burleson helped to manage the Sacramento Area Voltage Support Environmental Impact Statement. They came through and were always available during an ‘energy crisis’ in California. I will continue to work with them.”

Loreen McMahon, Former Project Manager
Department of Energy, Western Area Power Administration

**PROJECT: FORMER FORT ORD HABITAT RESTORATION**

“Burleson’s ability to listen to our needs and their reasonable approaches has made the difference in the selection of a consultant. I look forward to continued support from Burleson in the years to come.”

William Collins, Fort Ord BRAC Environmental Coordinator
PROJECT: LEVIATHAN MINE SUPERFUND SITE TECHNICAL SUPPORT

“We chose Burleson Consulting because of their experience with the specific project matter in technical and regulatory issues and for their record of excellent communication skills in complex, multiparty projects. They were responsive to the matter and were sensitive to all relationships between the parties involved.”

Kevin Mayer, PE, Project Manager, EPA for Leviathan

PROJECT: MOJAVE NATIONAL PRESERVE AML MINE CLOSURE AND RESTORATION

“Burleson typically exceeded my expectations in terms of the quality of the work they undertook on behalf of the NPS and genuinely understood how the preserve and protect mandate of the NPS needed to be incorporated into the projects they completed. I would definitely consider working with this firm again....”

Robert Bryson, PhD, AML Program Manager, Mojave National Preserve

2 SINS OFFERED UNDER THIS SCHEDULE

- 541620: Environmental Consulting Services
- 611430: Professional and Management Development Training
- 541370GIS: Geographic Information Systems (GIS) Services
- 562910REM: Environmental Remediation Services

DESCRIPTION OF SERVICES FOR EACH SIN

SIN 541620: Environmental Consulting Services

- Environmental Impact Statements/Reports
- Environmental Assessments
- Biological Surveys
- Categorical Exclusions
- Wetlands Delineation
- Section 7 Consultations
- Watershed and Other Natural Resource Management Plans
- Habitat Restoration Plans
- Archeological and/or Cultural Resource Management Plans
- Environmental Program Management and Environmental Regulation Development
- Economic, Technical, and/or Risk Analysis
SIN 611430: Professional and Management Development Training

- OSHA Compliance Health and Safety Training
- Global Positioning System (GPS) Usage
- Endangered Species Training
- Project Management Training
- Computer Based Course Development
- Conversion of Existing Courses to Electronic Media
- Injury and Illness Prevention Program

SIN 541370GIS: Geographic Information Systems (GIS) Services

- Natural Resource Planning
- Site Selection
- Migration Pattern Analysis
- Pollution Analysis
- Emergency Preparedness Planning
- Geologic Logs, Topographic Data, 3D/4D Interactive Visualization Packages
- Data Interpretation
- Habitat Restoration Mapping
- Photogrammetry, Orthophotography, and LIDAR

SIN 562910REM: Environmental Remediation Services

- Abandoned Mine Remediation
- Preparation, Characterization, Field Investigation, Site Conservation and Closure
- Monitoring Well Installation and Sampling
- Remediation Technology Design
- Construction Oversight
- System Optimization Studies and Implementation
- Long Term Monitoring/Long Term Operation (LTM/LTO)
- Containment, Monitoring and/or Reduction of Hazardous Waste Sites
RELEVANT CORPORATE EXPERIENCE

Federal Government
• USDA Forest Service
• U.S. Bureau of Reclamation
• U.S. Bureau of Land Management
• U.S. Army Corps of Engineers
• U.S. National Park Service
• U.S. Department of Energy-Western Area Power Administration
• U.S. Department of Housing and Urban Development
• Edwards Air Force Base, California
• Beale Air Force Base, California
• Fort Irwin National Training Center, California
• California Army National Guard

Municipalities/Private Sector Clients
• Sacramento Municipal Utility District
• City of Stockton
• Pacific Gas & Electric Company
• Campbell Soup Supply Company
• Foster Farms
• AECOM
• CH2MHILL
• Brown And Caldwell
• ICF Jones & Stokes
• AMEC Environmental & Infrastructure Inc.
• MWH Americas
• Aspen Environmental
CUSTOMER INFORMATION:

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

- 541620: Environmental Consulting Services
- 611430: Professional and Management Development Training
- 541370GIS: Geographic Information Systems (GIS) Services
- 562910REM: Environmental Remediation Services
- OLM: Order Level Materials

The following Labor Categories have been awarded under SINs 541620, 611430, 541370GIS, and 562910REM:

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$136.19</td>
</tr>
<tr>
<td>Program Manager</td>
<td>$125.24</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>$111.87</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$89.63</td>
</tr>
<tr>
<td>Scientist/Engineer III</td>
<td>$111.87</td>
</tr>
<tr>
<td>Scientist/Engineer II</td>
<td>$89.63</td>
</tr>
<tr>
<td>Scientist/Engineer I</td>
<td>$72.95</td>
</tr>
<tr>
<td>Analyst/Technician II</td>
<td>$64.45</td>
</tr>
<tr>
<td>Analyst/Technician I</td>
<td>$51.01</td>
</tr>
<tr>
<td>Information Specialist III</td>
<td>$111.87</td>
</tr>
<tr>
<td>Information Specialist II</td>
<td>$94.45</td>
</tr>
<tr>
<td>Information Specialist I</td>
<td>$72.58</td>
</tr>
<tr>
<td>Industrial Hygienist II</td>
<td>$111.87</td>
</tr>
<tr>
<td>Industrial Hygienist I</td>
<td>$70.83</td>
</tr>
<tr>
<td>Word Processor/Editor</td>
<td>$51.07</td>
</tr>
<tr>
<td>Data Entry clerk</td>
<td>$41.34</td>
</tr>
</tbody>
</table>
1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. Please see page #13

2. Maximum Order. $1,000,000

3. Minimum order. $100

4. Geographic coverage (delivery area). Worldwide

5. Point(s) of production (city, county, and State or foreign country). Folsom, Monterey, CA

6. Discount from list prices or statement of net price. The prices shown herein are net prices.

7. Quantity discounts. N/A


<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Manager</td>
<td>$51.07</td>
</tr>
<tr>
<td>CAD/GIS</td>
<td>$63.04</td>
</tr>
<tr>
<td>Program Manager II</td>
<td>$161.60</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>$149.85</td>
</tr>
<tr>
<td>Contracts Manager</td>
<td>$132.21</td>
</tr>
<tr>
<td>Program Chemist</td>
<td>$149.85</td>
</tr>
<tr>
<td>Quality Control Manager</td>
<td>$161.60</td>
</tr>
<tr>
<td>Air Quality Specialist</td>
<td>$155.72</td>
</tr>
<tr>
<td>Civil/Environmental Engineer</td>
<td>$123.91</td>
</tr>
<tr>
<td>Senior Geologist</td>
<td>$149.85</td>
</tr>
<tr>
<td>Geologist</td>
<td>$111.66</td>
</tr>
<tr>
<td>Biologist</td>
<td>$111.66</td>
</tr>
<tr>
<td>Drafter</td>
<td>$102.84</td>
</tr>
</tbody>
</table>
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. Commercial credit cards are accepted in full.

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

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

11a. Time of delivery. (Contractor insert number of days.) The Contractor shall deliver in accordance with the terms of delivery and performance negotiated in individual task order with agencies.

11b. Expedited Delivery. N/A “Items available for expedited delivery are noted in this price list.”

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. N/A

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery. No expedited delivery offered.

12. F.O.B. point(s). Destination

13a. Ordering address(es).

Burleson Consulting Inc.
950 Glenn Drive, Suite 245
Folsom, CA 95630

13b. 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(es).

Burleson Consulting Inc.
950 Glenn Drive, Suite 245
Folsom, CA 95630

15. Warranty provision. N/A

16. Export packing charges, if applicable. N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Contact Contractor.

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

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

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

20a. Terms and conditions for any other services (if applicable). N/A

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

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

23. Preventive maintenance (if applicable). N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

25. Data Universal Number System (DUNS) number. 110721235

26. Registration in System for Award Management (SAM) database. Burleson Consulting Inc. maintains an active SAM registration.

SCLS Matrix
Sacramento, California
12/30/2016, Revision 2

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyst/Technician II</td>
<td>30081 - Engineering Technician I</td>
<td>2015-5631</td>
</tr>
<tr>
<td>Analyst/Technician I</td>
<td>30082 - Engineering Technician II</td>
<td>2015-5631</td>
</tr>
<tr>
<td>Word Processor II</td>
<td>01612 - Word Processor II</td>
<td>2015-5631</td>
</tr>
<tr>
<td>Data Entry Clerk</td>
<td>01051 - Data Entry Operator I</td>
<td>2015-5631</td>
</tr>
<tr>
<td>Accounting Manager</td>
<td>01013 - Accounting Clerk III</td>
<td>2015-5631</td>
</tr>
<tr>
<td>CAD/GIS</td>
<td>30062 - Drafter/CAD Operator II</td>
<td>2015-5631</td>
</tr>
</tbody>
</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)."
BURLESON CONSULTING LABOR CATEGORY DESCRIPTIONS

The minimum experience and responsibilities for each Burleson labor category are presented in this section.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Minimum General Experience/Functional Responsibility</th>
</tr>
</thead>
</table>
| BUR-0002: Program Manager  | • Must have at least 10 years of experience, of which at least 6 years must be specialized.  
• Must have at least a B.S. or B.A. from an accredited university.  
• Specialized experience includes complete environmental/engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts of this type and complexity.  
• General experience includes increasing responsibilities in information and environmental systems design and management.  

Serves in supervisor role and shall work closely with Contracting Officer’s Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing quality control standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. |
| BUR-0003: Senior Project Manager/Task Lead | • Must have 8 years of general experience, including 5 years of specialized experience, of which 2 years with direct supervisory experience.  
• Must have at least a B.S. or B.A. from an accredited university.  

Monitors tasks and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate anticipated problems. As a team or project leader, provides technical direction for the complete system development effort. May serve as a technical authority for a design area. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and interacts with government management personnel. Reports, in writing and orally, to Burleson management and government representatives. |
<table>
<thead>
<tr>
<th>Burleson Consulting Inc.</th>
<th>Burleson Consulting Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUR-0004:</strong> Project Manager/Task Lead</td>
<td><strong>BUR-0004:</strong> Project Manager/Task Lead</td>
</tr>
<tr>
<td>• Must have 5 years of general experience, of which 2 years were direct supervisory experience.</td>
<td>• Must have 5 years of general experience, of which 2 years were direct supervisory experience.</td>
</tr>
<tr>
<td>• Must have at least a B.S. or B.A. from an accredited university.</td>
<td>• Must have at least a B.S. or B.A. from an accredited university.</td>
</tr>
</tbody>
</table>

*Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate anticipated problems. As a team or project leader, provides technical direction for the complete system development effort. May serve as a technical authority for a design area. Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and interacts with government management personnel. Reports, in writing and orally, to Burleson management and government representatives, including the government Contracting Officer.*

<table>
<thead>
<tr>
<th><strong>BUR-0005:</strong> Scientist/Engineer III</th>
<th><strong>BUR-0005:</strong> Scientist/Engineer III</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Must have 7 or more years of experience, within the last ten years, of intensive and progressive experience in an environmental field.</td>
<td>• Recognized expert in the technology/service being addressed.</td>
</tr>
<tr>
<td>• Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task.</td>
<td>• Must have a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task.</td>
</tr>
</tbody>
</table>

*Provides expert, independent services and leadership in specialized environmental areas. Provides expertise on an as-needed basis to all task assignments. Provides advice and assistance in regulatory and scientific areas. Coordinates with Burleson management and government personnel to ensure that the project has been adequately defined and that the solution will satisfy the government’s requirement. Provides daily supervision and direction to staff.*

<table>
<thead>
<tr>
<th><strong>BUR-0006:</strong> Scientist/Engineer II</th>
<th><strong>BUR-0006:</strong> Scientist/Engineer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Must have 3 or more years, within the last five years, of experience with task-specific services in an environmental field.</td>
<td>• Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task.</td>
</tr>
</tbody>
</table>

*Formulates and defines project scope and objectives. Completes project duties associated with a task order such as preparing reports, conducting site visits and field investigations, designing systems, providing operation and maintenance, and developing training programs. Applies methodologies and principles of scientific and engineering process modernization projects in a multi-software/hardware environment using current and emerging technology solutions.*

<table>
<thead>
<tr>
<th><strong>BUR-0007:</strong> Scientist/Engineer I</th>
<th><strong>BUR-0007:</strong> Scientist/Engineer I</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Must have 1 year of experience.</td>
<td>• Must have 1 year of experience.</td>
</tr>
<tr>
<td>• Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task.</td>
<td>• Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task.</td>
</tr>
</tbody>
</table>

*Completes project duties associated with a task order such as preparing reports, conducting site visits and field investigations, designing systems, providing operation and maintenance, and developing training programs. Applies methodologies and principles of scientific and engineering process modernization projects in a multi-software/hardware environment using current and emerging technology solutions.*
<table>
<thead>
<tr>
<th>Position</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **BUR-0008:** Technician II | - Must have 5 years of experience, of which at least 4 years must be specialized.  
  - Must demonstrate the ability to work independently or under only general direction.  
  - Must have an Associate’s degree from an accredited university or college in a field that closely relates to the subject matter of the task.  
  
  *Conducts field sampling activities and O&M for remediation systems. Provides equipment and sensor setup and monitoring. Collects global positioning system data for use in geographical information system projects.* |
| **BUR-0009:** Technician I   | - This position requires a minimum of 1 years’ environmental experience.  
  - Must demonstrate the ability to work independently or under only general direction.  
  - Must have an Associate’s degree from an accredited university or college in a field that closely relates to the subject matter of the task.  
  
  *Conducts field sampling activities and O&M for remediation systems. Provides equipment and sensor setup and monitoring. Collects GPS data for use in GIS projects.* |
| **BUR-0010:** Information Specialist III | - Must have 8 years of experience in, of which at least 5 must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation.  
  - Must also have demonstrated experience in the implementation of information engineering projects, system analysis, design, and programming using CASE and IE tools and methods.  
  - Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task.  
  
  *Applies process improvement practices to re-engineer methodologies/principles and process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrate, shared software and database management systems. Provides daily supervision and direction to staff.* |
| BUR-0011: Information Specialist II | • Must have 5 years of experience in, of which at least 2 must be specialized in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, and documentation preparation.

• Must also have demonstrated experience in the implementation of information engineering projects, system analysis, design, and programming using CASE and IE tools and methods.

• Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task.

Applying a business-wide set of disciplines for the planning, analysis, design, and construction of information systems on a business-wide basis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as integrated computer-aided software engineering (I-CASE) tools. Applies reverse engineering and re-engineering discipline to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools. |

| BUR-0012: Information Specialist I | • Must have at least 2 years of experience in information systems design.

• Must have management or a BA or BS in an information systems related field.

Analyzes and develops computer software, processing a wide range of capabilities, including numerous engineering, GIS, and environmental systems duties. Develops plans for automated data processing systems from project inception to conclusion. Analyzes the problem and information to be processed. Defines the problem and develops system requirements and program specifications from which programmers prepare detailed flow charts, programs, and tests. Develops, in conjunction with functional users, system alternative solutions. |

| BUR-0013: Industrial Hygienist II Certified Industrial Hygienist | • This position requires 7 years of general experience in the environmental field and registration as a Certified Industrial Hygienist with expertise in occupational safety and health issues.

• Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task.

Conducts health and safety services including noise and air surveys, Illness and Injury Prevention Plans, process Safety Management audits, ergonomics, OSHA investigations, safety audits, chemical inventory systems, and development of material safety data sheets. Develops site-specific health and safety plans and works closely with project managers to provide technical direction to government clients. |
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| BUR-0014: Industrial Hygienist I | - Must have 3 years of general experience in the environmental field  
- Must have at least a B.S. or B.A. from an accredited university in a field that closely relates to the subject matter of the task.  
Conducts health and safety services including noise and air surveys, Illness and Injury Prevention Plans, Process Safety Management audits, ergonomics, OSHA investigations, safety audits, chemical inventory systems, and development of material safety data sheets. Develops site-specific health and safety plans and works closely with project managers to provide technical direction to government clients. Works under the supervision of a Certified Industrial Hygienist, as required. |
| BUR-0015: Word Processor | - Must have 2 years of experience in a technical word processing position in an environmental field.  
- Must possess a High School Diploma.  
Prepares draft and final form technical documents. Must be capable of typing at average or above-average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, proper format, and proofreading finished documents. Must be capable of using various word processing equipment. |
| BUR-0016: Data Entry Clerk | - Must have 1 year of experience in data entry and verification.  
- Typically required to work under close supervision and direction.  
- Must possess a High School Diploma.  
Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar devices. Verifies data entered, where applicable. |
| BUR-0017: Accounting Manager | - Must have 5 years of experience in account management for a service firm.  
- Provides financial and program reviews and recommendations.  
- Must possess a High School Diploma.  
Coordinates payroll for Burleson and submits all appropriate forms and taxes to the State and federal government. Inputs project information including work hours and subcontractor costs into accounting program according to work breakdown structure and provides project reports to Burleson managers. |
| BUR-0018: GIS/AutoCAD | - Must have 4 years of experience in the environmental/engineering field developing figures using software such as AutoCAD and ArcView.  
- Must possess a High School Diploma.  
Prepares design drawings and figures that correlate specific information, such as constituent concentrations in groundwater or locations of specific biota, onto site maps. The GIS specialist will integrate this information with survey and GPS coordinates onto existing topographic maps or aerial photographs. |
| BUR-0019: Program Manager II | - Must have 11 years of experience with 5 years of program management experience.  
- Must have a B.S. or B.A.  
Serves in supervisor role and shall work closely with Contracting Officer’s Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing quality control |
standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates.

| BUR-0020: Project Manager II | • Must have 8 years of experience with 5 years of project management experience.  
|                             | • Must have a B.S. or B.A.  
|                             | Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate anticipated problems.  
|                             | As a team or project leader, provides technical direction for the complete system development effort. May serve as a technical authority for a design area.  
|                             | Can complete tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and interacts with government management personnel. Reports, in writing and orally, to Burleson management and government representatives, including the government Contracting Officer. |

| BUR-0021: Contracts Manager | • Must have 5 years of project management experience.  
|                             | • Must have a B.S. or B.A.  
|                             | Manages accounting system and compliance with contract requirements. Acquisition, contracts administration, cost, and price analysis related to federal acquisitions. |

| BUR-0022: Program Chemist | • Must have 8 years of relevant experience.  
|                           | • Must have a B.S. or B.A.  
|                           | Advanced expertise (senior level) in chemical data quality management of environmental analytical data. Principally responsible for oversight of all quality control operations for field and laboratory activities related to sampling and analysis. |

| BUR-0023: Quality Control Manager | • Must have 12 years of experience providing Quality Control oversight.  
|                                  | • Must have a B.S. or B.A.  
|                                  | Senior engineer/scientist who provides overall quality management of deliverables. Authority to act in technical matters for Burleson and ensure compliance with requirements identified for each project. |

| BUR-0024: Air Quality Specialist | • Must leverage 7 years of experience in quality modeling.  
|                                  | • Must have a B.S. in Engineering or a related technical field.  
<p>|                                  | Engineer or scientist with technical expertise in the collection, analysis, and evaluation of air samples. Experience working with local, state and federal regulatory agencies (especially local air quality management districts or air resources boards). |</p>
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Experience Required</th>
<th>Education Required</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>BUR-0025: Civil/Environmental Engineer</td>
<td>Must have 5 years of relevant experience.</td>
<td>Must have a B.S in Engineering.</td>
<td>Completes project duties such as preparing reports, conducting site visits and field investigations, designing systems, providing operation and maintenance, and developing training programs. Applies methodologies and principles of scientific and engineering process modernization projects in a multi-software/hardware environment using current and emerging technology solutions.</td>
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<td>BUR-0026: Senior Geologist</td>
<td>Must have 8 years of relevant experience.</td>
<td>Must have a B.S in Geology, Hydrogeology, or Geological Engineering.</td>
<td>Responsible for project geological oversight. Provides oversight for the staff/field geologists and technical support for all drilling, sampling, and investigation activities to ensure the goals of the field investigations are achieved.</td>
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<tr>
<td>BUR-0027: Geologist</td>
<td>Must have 4 years of relevant experience.</td>
<td>Must have a B.S in Geology, Hydrogeology, or Geological Engineering.</td>
<td>Under the supervision of the Senior Geologist. Conducts field oversight during field investigations including drilling, sampling, and investigation. Responsible for effectively documenting field activities and preparing reports.</td>
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<tr>
<td>BUR-0028: Biologist</td>
<td>Must have 4 years of relevant experience.</td>
<td>Must have a B.S in Biology, Environmental Science, or a related field.</td>
<td>Applies knowledge of principles and theories of biology and related sciences in the collection, measurement, analysis, evaluation, and interpretation of biological information. This includes identifying and protecting special-status species and habitats. This position will require expertise in vertebrate and invertebrate aquatic species, riparian ecosystems, and plants.</td>
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<td>BUR-0029: Drafter</td>
<td>Must have 5 years of relevant experience.</td>
<td>Must have a B.S in GIS or related field.</td>
<td>Performs drafting work using a computer, requiring knowledge and skills in drafting methods, procedures, and techniques. Prepares drawings of structures, facilities, land profiles, water stems, mechanical and electrical equipment, pipelines, duct system, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information.</td>
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