



R&K Engineering, Inc.

Professional Engineering Services (PES)

Federal Supply Schedule

Contract Number: GS-10F-0290T

Federal Supply Group: 871 Class: R425

June 28, 2007 through June 27, 2012

DUNS Number: 14-8041130

Special Item Numbers (SIN) and Professional Engineering Disciplines (PED)

SIN	Description	PED
871-1 871-1RC	Strategic Planning for Technology Programs/Activity	Civil, Mechanical (CI, ME)
871-6 871-6RC	Acquisition and Life Cycle Management	Civil, Mechanical (CI,ME)

871-1 Strategic Planning for Technology Programs/Activities Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

871-6 Acquisition and Life Cycle Management Services required under this SIN involve all of the planning, budgetary, contract and systems/program management functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

MAXIMUM ORDER

The maximum dollar value of any order placed under this Schedule/Pricelist is \$750,000.

MINIMUM ORDER

The minimum dollar value of any order placed under this Schedule/Pricelist is \$100.

GEOGRAPHIC COVERAGE

Domestic and Overseas Delivery.

PROMPT PAYMENT TERMS

R&K Engineering terms are net 30 days.

GOVERNMENT PURCHASE CARDS

R&K Engineering will accept Government purchase cards at or below the micro-purchase threshold and will consider purchases which exceed the threshold.

TIME OF DELIVERY

Delivery will be made in accordance with Task Order specifications. Contact R&K to discuss expedited delivery.

CENTRAL CONTRACTOR REGISTRATION (CCR)

R&K is registered in the CCR database.

TYPES OF ORDERS

Both Time and Materials (T&M) and Firm Fixed Price (FFP) orders may be placed under this Schedule/Pricelist.

ORDERING PROCEDURES

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage <http://fss.gsa.gov/schedules>. For additional assistance contact R&K.

PAYMENT ADDRESS

All payments should be made to R&K's corporate address specified below.

CORPORATE OVERVIEW

Since its inception in 1984, R&K has developed, delivered, and supported engineering solutions that meet our clients' needs in the areas of:

- Development of engineering models for facilities life cycle costing
- On-Site Real Property Analysis, Inventory Verification, Space Utilization and Master Planning
- Facilities Management and Performance Measurement
- Engineering Program Integration and Project Management
- Development of Real Property Policies and Regulations
- Chief Financial Officer's Act Reporting Compliance as it pertains to Real property

We are a licensed Engineering firm with a full-time staff of over 80 professionals, including Registered Professional Engineers (PE), which provides the stability and resources that ensure each project receives thorough and consistent attention throughout its lifecycle. R&K leads the way in executing engineering studies to effect optimization of costs, capacity and conditions for government facilities.

R&K has established itself as a leader in the area of facilities engineering, facilities management and facilities planning, and installation master planning. R&K has developed individual engineering models for over 440 representative buildings, utility systems and structures, identifying major components and systems for the purpose of identifying, pricing and extending the design life cycles of these facility types. Comprehensive systems have been developed for the Army, Navy, Air Force, Marine Corps, and Defense Logistics Agency that allow the projection of resource requirements into future years, and identify key components requiring replacement and modernization.

We have extensive experience in the validation of real property assets and in updating the various military department and Department of Defense databases. Our experience ranges from Department of Defense-wide high level analyses of engineering costs associated with over 240,000 facilities located worldwide to site specific analysis at single military locations.

Our expertise in modeling facilities requirements and costs (sustainment, restoration, and construction) is well known at the federal headquarters level among the Departments of Defense, State and Energy.

Visit our web site at <http://www.rkeng.com/>. For more information or to schedule a visit by R&K personnel, call one of our branch offices.

OFFICE LOCATIONS (POINTS OF PRODUCTION)

- Corporate Office –

1700 Blue Hills Drive NE, Suite B
Roanoke, VA 24012-8601
(540) 343-7300
(540) 344-5316 Fax

- Alexandria Office -

1737 King Street, Suite 370
Alexandria, VA 22314-2832
(703) 683-7100
(703) 519-9349 Fax

- San Antonio Office -

1370 Pantheon Way, Suite 250
San Antonio, TX 78232
(210) 495-9005
(210) 495-9008 Fax

PRICE LIST

Rates provided include the Industrial Funding Fee (IFF) of 0.75% and any discounts.

Labor Category	Government Hourly Rate				
	Year 1 6/28/07 to 6/27/08	Year 2 6/28/08 to 6/27/09	Year 3 6/28/09 to 6/27/10	Year 4 6/28/10 to 6/27/11	Year 5 6/28/11 to 6/27/12
Principal	\$187.25	\$193.24	*	*	*
Senior Program Manager	\$158.93	\$164.02	*	*	*
Project Manager	\$126.97	\$131.03	*	*	*
Senior Engineer	\$128.37	\$132.48	*	*	*
Engineer	\$111.82	\$115.40	*	*	*
Junior Engineer	\$80.87	\$83.46	*	*	*
Engineer Technician	\$70.36	\$72.61	*	*	*
Senior Technical Analyst	\$101.85	\$105.11	*	*	*
Technical Analyst	\$87.69	\$90.50	*	*	*
Junior Technical Analyst	\$66.61	\$68.74	*	*	*
Information Systems Program Manager	\$102.76	\$106.05	*	*	*
Information Systems Lead Programmer/Analyst	\$94.35	\$97.37	*	*	*
Information Systems Senior Programmer/Analyst	\$90.76	\$93.66	*	*	*
Information Systems Programmer/Analyst	\$85.32	\$88.05	*	*	*
Information Systems Junior Programmer/Analyst	\$76.03	\$78.46	*	*	*
Information Systems Junior Programmer	\$66.32	\$68.44	*	*	*
Cost Engineer/Economist/Accountant	\$86.88	\$89.66	*	*	*
CAD Technician	\$52.06	\$53.73	*	*	*
Technical Documentation Specialist	\$80.64	\$83.22	*	*	*
Administrative Specialist	\$54.97	\$56.73	*	*	*
Clerk/Typist	\$40.94	\$42.25	*	*	*
* Out year pricing is not provided since future Economic Price Adjustments will be based on a Department of Labor, Bureau of Labor Statistics, Employment Cost Index.					

Labor Category and Education¹	Minimum/General Experience and Responsibilities
<p>Principal</p> <p>M.A. or M.S. degree</p>	<p>Ten years of corporate level management experience. Thorough understanding of the principles of business finance and contracting.</p> <p>Plans, develops, and establishes strategic policies and objectives of organization in accordance with board directives and corporation charter. This is a top executive within the organization. Responsible for the performance, operations and profitability of the entire organization. Confers with organization managers to plan business objectives, to develop organizational policies to coordinate functions and operations between divisions and departments, and to establish responsibilities and procedures for attaining objectives. Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions. Directs and coordinates formulation of financial programs to provide funding for new or continuing operations to maximize returns on investments, and to increase productivity. Plans and develops industrial, labor, and public relations policies designed to improve company's image and relations with customers, employees, stockholders, and public. Evaluates performance of executives for compliance with established policies and objectives of firm and contributions in attaining objectives.</p>
<p>Senior Program Manager</p> <p>M.A. or M.S. degree with a technical focus, e.g. Engineering, Computer Science, Information Systems</p>	<p>Eight years of Project Management experience. Thorough understanding of Project Management principles and techniques as prescribed by the Project Management Institute (PMI).</p> <p>Manages and coordinates complex or multiple projects to ensure that implementation and prescribed activities are carried out in accordance with overall corporate objectives. Ensures that proper relationships are established between the client and the project team supporting that client. Plans and develops methods and procedures for implementing programs, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program. Provides high level oversight of all supporting Project Managers helping to resolve resource, schedule, and contract issues as they occur. Selects personnel according to knowledge and experience based on overall program and/or project requirements. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of program. Reviews reports and records of activities to ensure progress is being accomplished toward specified objectives and modifies or changes methodology as required redirecting activities and attaining those objectives. Prepares program reports for corporate review. Controls expenditures in accordance with budget allocations.</p>

<p>Project Manager</p> <p>M.A. or M.S. degree with a technical focus, e.g. Engineering, Computer Science, Information Systems</p>	<p>Eight years of progressive experience on technical projects providing solutions to satisfy client needs. Three years of this experience should be in a managerial or lead role.</p> <p>Manages day to day contract execution activities of one or more projects. Ensures that the proper relationship with the client and the project team is established. Coordinates and facilitates overall project activities to ensure that implementation and prescribed activities are carried out in accordance with contract scope requirements and associated corporate objectives. Serves as the primary interface with the client. Plans and develops methods and procedures for project execution, directs and coordinates project activities, and exercises control over personnel responsible for specific functions or phases of project. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Confers with staff to explain project schedule, priorities, constraints, and individual responsibilities. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out project objectives. Overall responsible for maintaining and updating Project Management related reports/charts in support of client and senior corporate management requirements. Controls expenditures in accordance with budget allocations. May participate in the interviewing and selection process of new and/or replacement resources.</p>
<p>Senior Engineer</p> <p>M.S. degree in an Engineering discipline or Professional Registration by a professional board of registration</p>	<p>Eight years of experience in technical analysis, evaluation, and research in the specialized subject matter.</p> <p>Leads subordinate engineer staff in performing engineering research, design, development and other assignments in accordance with project requirements. Provides engineering, technical, and managerial direction for problem definition, analysis, requirements development and implementation for complex systems in the engineering discipline to meet project requirements. Manages major technical and engineering projects of higher complexity and importance than those normally assigned to less experienced engineers. Supports initiatives to capture current conditions, identify requirements, propose potential solutions, and capture requirements for associated changes. Performs independent research and prepares specialized studies and ad hoc reports. Assigns, coordinates, and reviews work of more junior engineers. Compiles documentation of project development and any subsequent revisions. Supports the preparation of project management records and reports.</p>
<p>Engineer</p> <p>M.S. degree in an Engineering discipline or Professional Registration by a professional board of registration</p>	<p>Four years of experience in technical analysis, evaluation, and research in the specialized subject matter.</p> <p>Works under the direction of Project Managers and Senior Engineers. Leads subordinate engineer staff in performing engineering research, design, development and other assignments in accordance with project requirements. Supports engineering efforts that provide engineering,</p>

	<p>technical, and managerial direction for problem definition, analysis, requirements development and implementation for complex systems in the engineering discipline to meet project requirements. Manages technical and engineering projects of some complexity and importance. Supports initiatives to capture current conditions, identify requirements, propose potential solutions, and capture requirements for associated changes. Performs independent research and prepares specialized studies and ad hoc reports. Assigns, coordinates, and reviews work of more junior engineers. Compiles documentation of project development and any subsequent revisions. Supports the preparation of project management records and reports.</p>
<p>Junior Engineer</p> <p>B.S. degree in an Engineering discipline or registration as an Engineer in Training by a professional board of registration</p>	<p>Two years of experience in technical analysis, evaluation, and research in the specialized subject matter.</p> <p>Works under the direction and supervision of Project Managers and Senior Engineers. Performs engineering research, design, development and other assignments in accordance with project requirements. Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirements development and implementation for complex systems in the engineering discipline to meet project requirements. Works on technical and engineering projects under the supervision of Senior Engineers. Assists with technical research and provides input for specialized reports and studies. Provides input for project documentation and project management records and reports.</p>
<p>Engineer Technician</p> <p>Four years of experience in technical analysis, evaluation, and research in the specialized subject matter.</p>	<p>Four years of experience in technical analysis, evaluation, and research in the specialized subject matter.</p> <p>Works under the direction of Project Managers and Senior Engineers. Performs engineering planning, performance management, testing and validation, and benchmarking. Prepares data collection plans, and collects data according to approved plans. Supports project engineers as required. Works on technical and engineering projects under the supervision of Senior Engineers. Assists with technical research and provides input for specialized reports and studies. Provides input for project documentation and project management records and reports.</p>
<p>Senior Technical Analyst</p> <p>M.A. or M.S. degree with a technical focus, e.g. Engineering, Computer Science, Information Systems</p>	<p>Seven years of specialized experience in technical analysis, evaluation, and research in the specialized subject matter. Three years of this experience should be in a managerial or oversight role.</p> <p>Leads subordinate Technical Analysts and other team members in analyzing issues, researching relevant information and recommending solutions to client problems. Supports initiatives to capture current conditions, identify requirements, propose potential solutions, and capture requirements for associated changes. Performs independent research and prepares specialized studies and ad hoc reports. Assigns, coordinates, and reviews work of more</p>

	<p>junior analysts. Consults with managerial and systems analysis personnel to clarify system intent, identify potential problems, suggest changes/enhancements, and participate in the planning and execution of system testing. Participates in the development of workflow and/or modeling diagrams with a focus on the end user. Compiles documentation of program development and any subsequent revisions. Supports the preparation of project management records and reports.</p>
<p>Technical Analyst</p> <p>B.A. or B.S. degree with a technical focus, e.g. Engineering, Computer Science, Information Systems</p>	<p>Five years of specialized experience in technical analysis, evaluation, and research in the specialized subject matter. General knowledge and proficiency with Microsoft Office (or equivalent) suite of applications.</p> <p>Supports Senior Technical Analysts in analyzing issues, researching relevant information and recommending solutions to client problems. Supports initiatives to capture current conditions, identify requirements, propose potential solutions, and capture requirements for associated changes. Performs independent research and prepares specialized studies and ad hoc reports. Assigns, coordinates, and reviews work of more junior analysts. Consults with managerial and systems analysis personnel to clarify system intent, identify potential problems, suggest changes/enhancements, and participate in the planning and execution of system testing. Participates in the development of workflow and/or modeling diagrams with a focus on the end user. Compiles documentation of program development and subsequent revisions. May supports the preparation of project management records and reports.</p>
<p>Junior Technical Analyst</p> <p>B.A. or B.S. degree with a technical focus, e.g. Engineering, Computer Science, Information Systems</p>	<p>Three years of experience in technical analysis, evaluation, and research in the specialized subject matter. General knowledge and proficiency with Microsoft Office (or equivalent) suite of applications.</p> <p>Works under the direction of Senior Technical Analysts and Technical Analysts. Performs research and prepares input for specialized studies and ad hoc reports. Participates in the development of workflow and/or modeling diagrams with a focus on the end user. Compiles documentation of program development and subsequent revisions. May support the preparation of project management records and reports. May also support preparation of Online Help.</p>
<p>Information Systems Program Manager</p> <p>M.A. or M.S. degree with a technical focus, e.g. Computer Science, Engineering, Information Systems</p>	<p>Four years of Information Technology (IT) Project Management experience. Ten years of experience in application design/development. Thorough understanding of Project Management principles and techniques as prescribed by the Project Management Institute (PMI).</p> <p>Provides high level oversight of systems analysis and programming efforts for multiple projects to ensure each is completed on time, within budget, and according to company/client standards. Assigns, coordinates, and reviews work of systems analyst personnel and programming personnel. Coordinates preparation of feasibility studies and estimates for new or revised systems. Consults with personnel in other information systems groups to coordinate</p>

	<p>related activities. Consults with project management to clarify systems and programs intent, identify problems, suggest changes, and determine extent of application systems changes required. Works with the Project Manager and/or Lead Programmer/Analyst to develop and maintain a project plan and schedule with key milestones, contingency plans, workflow and/or modeling diagrams, considering factors, such as resources requirements, computer storage capacity and speed, extent of peripheral equipment, and intended use of output data. Coordinates with the Project Manager, Lead Programmer/Analyst, other staff, vendors, and clients as required resolving any issues which might impact their project. Participates in preparing/executing test plans and procedures to validate proper implementation of system requirements. Reviews and insures high standards are maintained for all documentation and system functionality. Participates in and insures all subordinates are adequately trained and expanding their skill-set. Prepares project management and client required ad hoc records/reports as required.</p>
<p>Information Systems Lead Programmer/Analyst</p> <p>B.A. or B.S. degree with a technical focus, e.g. Computer Science, Engineering, Information Systems</p>	<p>Two years of Information Technology (IT) experience in a lead/oversight role. Eight years of experience in application design/development. Areas of focus can include Enterprise Architecture, System Engineering, Systems Analysis, Relational Database Management Systems, Systems Programming, and Web Application Development. Familiarity with basic Project Management principles and techniques as prescribed by the Project Management Institute (PMI).</p> <p>Serves as the technical lead for project specific software design, development, and testing initiatives. Coordinates with the Systems/Programming Manager and Project Manager to insure adherence to corporate software development policies and practices while accomplishing specific project requirements. Manages and coordinates subordinate staff engaged in the design, development, and maintenance of software applications. Collaborates with Project Manager, clients, and users to clarify system intent, identify problems, suggest changes, and determine extent of required programming effort. Assigns, coordinates, and reviews work of programming staff. Develops programs from workflow and/or modeling diagrams, considering factors, such as computer storage capacity and speed, extent of peripheral equipment, and intended use of output data. Coordinates the conversion of workflow and/or modeling diagrams to program code. Participates in preparing/executing test plans and procedures to validate proper implementation of system requirements. Revises or directs revision of existing programs to increase operating efficiency or adapt to new requirements. Compiles documentation of program development and subsequent revisions. Trains subordinates in programming and program coding. Works with Project Manager to develop and maintain a project plan and schedule with key milestones, contingency plans, workflow and/or modeling diagrams, considering factors, such as resources requirements, computer storage capacity and speed, extent of</p>

	<p>peripheral equipment, and intended use of output data. Prepares project management and client required ad hoc records/reports as required.</p>
<p>Information Systems Senior Programmer/Analyst</p> <p>B.A. or B.S. degree with a technical focus, e.g. Computer Science, Engineering, Information Systems</p>	<p>Six years of experience in application design/development. Areas of focus can include Enterprise Architecture, System Engineering, Systems Analysis, Relational Database Management Systems, Systems Programming, and Web Application Development.</p> <p>Participates in systems analysis and programming initiatives with a focus on the more challenging aspects of system requirements. Plays a major role in the evaluation of requests for new or modified systems to determine feasibility, cost and time required, compatibility with other related systems, and hardware configuration. Formulates plan for system development, using structured analysis and design. Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems. Submits plans for management and/or client approval. Prepares flowcharts and/or modeling diagrams to illustrate sequence of steps system must follow and to describe logical operations involved. May consult with user/client to identify current operating procedures and clarify system objectives. Conducts research to expand understanding of user requirements and latest programming techniques. Designs architecture, database, and user interface to meet defined requirements. Converts project specifications, using flowcharts and/or modeling diagrams, into sequence of detailed instructions and logical steps for coding, applying knowledge of computer programming techniques and computer languages. Produces and maintains documentation to describe system development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Participates in and/or oversees systems training, installation of hardware/software, technical assistance to users, installation and testing system at user site, and monitoring system performance after implementation.</p>
<p>Information Systems Programmer/Analyst</p> <p>B.A. or B.S. degree with a technical focus, e.g. Computer Science, Engineering, Information Systems</p>	<p>Four years of experience in application design/development. Areas of focus can include Enterprise Architecture, System Engineering, Systems Analysis, Relational Database Management Systems, Systems Programming, and Web Application Development.</p> <p>Participates in all systems analysis and programming initiatives. Participates in the evaluation of requests for new or modified systems to determine feasibility, cost and time required, compatibility with other related systems, and hardware configuration. Executes system development plans, using structured analysis and design. Participates in the planning, development, testing, and documentation initiatives, applying knowledge of programming techniques and computer systems. Prepares flowcharts and/or modeling diagrams to illustrate sequence of steps system must follow and to describe logical operations involved. Consults with assigned</p>

	<p>project management personnel to clarify project goals and objectives. Participates in research to expand understanding of user requirements and latest programming techniques. Develops architecture, database, and user interface to meet defined requirements. Participates in the conversion of the project specifications, using flowcharts and/or modeling diagrams, into sequence of detailed instructions and logical steps for coding, applying knowledge of computer programming techniques and computer languages. Produces and maintains documentation to describe system development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Assists in systems training, installation of hardware/software, technical assistance to users, installation and testing system at user site, and monitoring system performance after implementation.</p>
<p>Information Systems Junior Programmer/Analyst</p> <p>High school diploma with emphasis on mathematics and science and formal specialized course work in computer applications or computer technology.</p>	<p>Two years experience in application design/development. Areas of focus can include Enterprise Architecture, System Engineering, Systems Analysis, Relational Database Management Systems, Systems Programming, and Web Application Development.</p> <p>Participates in programming initiatives with a focus on those least technically challenging. Supports implementation of system development plans, using structured analysis and design. Participates in the planning, development, testing, and documentation initiatives, applying knowledge of programming techniques and computer systems. Prepares flowcharts and/or modeling diagrams to illustrate sequence of steps system must follow and to describe logical operations involved. Consults with project supervisors to clarify project goals and objectives. Participates in research to expand understanding of user requirements and latest programming techniques. Supports development and implementation of architecture, database, and user interface to meet defined requirements. Participates in the conversion of the project specifications, using flowcharts and/or modeling diagrams, into sequence of detailed instructions and logical steps for coding, applying knowledge of computer programming techniques and computer languages. Assists in the production and maintenance of documentation to describe system development, logic, coding, and corrections. Participates in the writing of user's manuals to describe installation and operating procedures. May assist users in solving operating problems. May participate in the installation of hardware and software. May provide technical assistance to system users. May assist in installing and testing system at the user's site. May monitor performance of system after implementation.</p>
<p>Information Systems Junior Programmer</p> <p>High school diploma with emphasis on mathematics and science and formal specialized course work in computer</p>	<p>Entry level position requiring at least one year of programming experience.</p> <p>Receives programming tasks and creates or modifies computer programs for user interfaces, application programs, reports, databases and communication networks. Participates</p>

<p>applications or computer technology.</p>	<p>in the planning, development, testing, and documentation initiatives, applying knowledge of programming techniques and computer systems. Assists in the production and maintenance of documentation to describe system development, logic, coding, and corrections. Participates in the writing of user's manuals to describe installation and operating procedures. May assist users in solving operating problems. May participate in the installation of hardware and software. May provide technical assistance to system users.</p>
<p>Cost Engineer/Economist/Accountant</p> <p>M.A. or M.S. degree or certification by a professional board of registration</p>	<p>Six years of experience working with cost estimating, economic modeling, or accounting.</p> <p>Leads subordinate analysts and other team members in analyzing issues, researching relevant information and recommending economic/financial solutions to client problems. Supports initiatives to capture current conditions, identify requirements, propose potential solutions, and capture requirements for associated changes. Researches, develops, and reports on cost and/or economic data to address project requirements. Performs independent research and prepares specialized studies and ad hoc reports. Assigns, coordinates, and reviews work of more junior analysts. Consults with managerial and systems analysis personnel to clarify system intent, identify potential problems, suggest changes/enhancements, and participate in the planning and execution of system testing. Participates in the development of workflow and/or modeling diagrams with a focus on the end user. Compiles documentation of program development and any subsequent revisions. Supports the preparation of project management records and reports.</p>
<p>CAD Technician</p> <p>A.S. degree with a technical focus, e.g. Computer Science, Engineering, Information Systems, or one year of specialized training in CAD application(s).</p>	<p>Three years of hands on experience using Computer Aided Design (CAD) techniques and applications.</p> <p>Provides technical expertise in the use and implementation of CAD techniques. Creates and/or modifies CAD drawings using current commercially available application. Interprets drawing markups and accurately implements in revised CAD drawings. Supports project team in projecting level of effort estimates and establishing viable time lines for project deliverables.</p>
<p>Technical Documentation Specialist</p> <p>B.A. or B.S. degree</p>	<p>Five years experience producing and maintaining documentation with a focus on technical subjects.</p> <p>Produces documentation associated with projects of a technical nature. Documentation can cover a broad spectrum including; results of analysis, reporting information found and developed, preparing reports for clients both interim and final, project documentation, training manuals, and project management records and after-action reports. Researches latest changes and modifications to formal documentation requirements and communicate to management. Participates in preparation of Systems Online Help using appropriate software package.</p>
<p>Administrative Specialist</p>	<p>Four years of administrative/clerical experience. Proficient in the use of Microsoft Office Suite of applications.</p>

<p>Associates Degree in office administration curriculum</p>	<p>Manages and coordinates administrative staff insuring smooth and efficient execution of associated tasks. Coordinates and/or executes bookkeeping tasks including the processing of time records, invoices, accounts payable, general ledger, payroll, and purchase orders. Provides oversight of project specific tasks including copying, shipping, binding, collating, and the preparation of reports as required. Manages and facilitates processing of all incoming correspondence and phone calls. Organizes and coordinates local business meetings and training sessions. Manages and ensures the quality of data entered in the corporate Financial Management System.</p>
<p>Clerk/Typist High school diploma</p>	<p>Two year of administrative/clerical experience. Proficient in the use of Microsoft Word and basic office equipment including typewriter, copiers, and Fax machines.</p> <p>Supports the administrative staff with basic data entry/typing of technical reports and documents. Provides clerical support for processing all incoming correspondence, phone calls, invoices, and project status reports. Records employee hours into the Financial Management System for employees not having ready access.</p>

¹ Two years of directly related experience may substitute for one year of formal education. Higher level degrees may be substituted for experience (e.g. a Masters degree could be substituted for two years of experience).