

GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

Logistics Worldwide (LOGWORLD)

FSC GROUP: 87 CLASS: 874V

CONTRACT NUMBER: GS-10F-0301P

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

CONTRACT PERIOD: APRIL 30, 2004 THROUGH APRIL 29, 2014

**J.K. HILL & ASSOCIATES, INC.
2680 PRODUCTION ROAD
SUITE 101
VIRGINIA BEACH, VA 23454
PHONE: 757-362-2100
1-800-299-4213
FAX: 757-362-0602
EMAIL: GSA@JKH-INC.COM
WEBSITE: www.jkh-inc.com**

VETERAN OWNED SMALL DISADVANTAGED BUSINESS

Pricelist Effective: April 1, 2009



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CUSTOMER INFORMATION

1a.	<p>Table of Awarded Special Item Numbers (SIN): SIN 874-501 Supply and Value Chain Management Services SIN 874-503 Distribution and Transportation Logistics Services SIN 874-504 Deployment Logistics Services SIN 874-505 Logistics Training Services SIN 874-507 Operations and Maintenance Logistics Management and Support Services</p>
1b.	<p>Lowest Priced Model Number: Not Applicable</p>
1c.	<p>Corresponding Commercial Job Titles, experience, functional responsibility and education: Provided in pricing section starting on page 12.</p>
2.	<p>Maximum Order: \$1,000,000.00</p>
3.	<p>Minimum Order: \$300.00</p>
4.	<p>Geographic Coverage (delivery area): Worldwide</p>
5.	<p>Point(s) of Production (city, country, and state or foreign country): J.K. Hill & Associates, Inc. 2680 Production Road Suite 101 Virginia Beach, VA 23454</p>
6.	<p>Discount from list prices or statement of net price: Government Net Prices (discounts already deducted). See prices attached. J.K. Hill will offer a discount for services based on the actual geographic area economic environment and negotiate each on an individual task order basis.</p>
7.	<p>Quantity discounts: None</p>
8.	<p>Prompt payment terms: Net 30 days</p>
9a.	<p>Notification that Government purchase cards are accepted up to the micro-purchase threshold: Accepted</p>
9b.	<p>Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accepted</p>

10.	Foreign items (list items by country of origin): None
11a.	Time of Delivery (Contractor insert number of days): Specified by the Task Order
11b.	Expedited Delivery: Expedited service requests negotiated by the Task Order
11c.	Overnight and 2-day delivery: Overnight and 2-day delivery of services negotiated by the Task Order
11d.	Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Contact contractor.
12.	F.O.B. Point(s): Destination
13a.	Ordering address: J.K. Hill & Associates, Inc. 2680 Production Road Suite 101 Virginia Beach, VA 23454 757-362-2100 (v) 757-362-0602 (f)
13b.	Ordering Procedures: For Supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (www.fss.gsa.gov/schedules). Ordering procedures are outlined starting on page 5.
15.	Payment address: J.K. Hill & Associates, Inc. 2680 Production Road Suite 101 Virginia Beach, VA 23454
15.	Warranty Provision: Standard Commercial Warranty
16.	Export Packaging: Not Applicable

17.	Terms and Conditions of Government Credit Card Acceptance (any thresholds above the micro-purchase threshold): Negotiated by the Task Order
18	Terms and conditions of rental, maintenance, and repair (if applicable): Negotiated by the Task Order
19.	Terms and conditions of installation (if applicable): Negotiated by the Task Order
20.	Terms and conditions of repair parts, indicating date of parts price lists and any discounts from list prices: Negotiated by the Task Order
20a.	Terms and conditions for any other services: Negotiated by the Task Order
21.	List of service and distribution points: Not Applicable
22.	List of Participating Dealers: Not Applicable
23.	Preventive Maintenance: Negotiated by the Task Order
24a.	Special Attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable
24b.	The EIT standards can be found at: www.Section508.gov/ .
25.	Data Universal Numbering System (DUNS) Number: 79-6877843
26.	Central Contractor Registration (CCR): J.K. Hill & Associates, Inc. is registered in the CCR Database

G-FSS-920 ORDERING PROCEDURES FOR SERVICES

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall-

(1) Prepare a Request (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - (ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
 - (iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
 - (iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.
- (2) Transmit the Request to Contractors:
- (i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate).
 - (ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.
- (3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall-
 - (1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.
 - (2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

SIN 874-501(RC): Supply and Value Chain Management Services:

Services that include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal. Examples of the type of services that may be performed under this SIN include: Logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; develop milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition and management; develop specifications or performance based work statements and task estimates; develop, document and support maintenance procedures and technical manuals; configuration data management and related documentation; expansion and consolidation studies, field problem analysis and recommendation of corrective actions and system modernization; Needs assessment/system assessment; Inventory/asset/vendor management; Inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouses, stockrooms, storage facilities or depots; Fulfillment systems and operations; platform management; Information logistics processing systems analysis design, and implementation; staging, shipping, receiving, packing, crating, moving and storage (excluding household goods); packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance; design and installation of material handling systems; hazardous material storage and handling (Non-radioactive only); warehouse and location management systems; recycling program management of warehousing materials; preservation and protection of specialized inventory or documents; maintenance, repair and overhaul (MRO) support and/or support process management; aircraft repair and maintenance; ship repair and maintenance; property disposal management; logistics strategic planning services; logistics systems engineering services; logistics program management services and support; Unique Identification (UID)/Radio Frequency Identification (RFID) services; Program and project management; acquisition and life cycle management; spares modeling; supply chain integration planning; global integrated supply chain solutions – planning and implementation. (note – acquisition functions can not be procured as stand-alone services).

SIN 874-503(RC): Distribution and Transportation Logistics Service:

Services that include distribution and transportation logistics services such as planning and designing, implementing or operating systems or facilities for the movement of supplies, equipment or people by road, air, water or rail. Examples of the type of services that may be performed under this SIN include but are not limited to: movement and short-term storage (excluding household goods); transportation system development and management; distribution and transportation logistics consulting; carrier management and routing; freight forwarding, consolidation and management; third-party logistics (3PL); facilitating customs processing; Electronic Freight Manifest (EFM) systems; tracking system analysis, design, operations and management; shuttle services; program and project management.

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

SIN 874-504(RC): Deployment Logistics Services:

Services that include, but are not limited to providing expert advice, assistance, guidance, management, or operational support services that permit the deployment of supplies, equipment, materials and associated personnel. Examples of the type of services that may be performed under this SIN include deployment logistics consulting; war gaming (field exercises); contingency planning; inventory and property requirements planning, movement, storage and accountability systems; asset management (including pre-positioning assets); space planning and project integration/implementation; public and private sector support and/or resources; facilitating customs processing/accountability; scenario based field exercises; communication and logistics systems design, plan, deployment and operation; medical and emergency unit storage and restocking management; program and project management.

SIN 874-505(RC) Logistics Training Services:

Services including, but not limited to, training in system operations and automated tools for supply and value chain management, property and inventory management, distribution and transportation management and maintenance of equipment and facilities supporting these activities.

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

- Workbooks
- Training manuals
- Computer based training
- Videotapes
- Overhead transparencies
- Advanced presentation media

SIN 874-507(RC): Operations & Maintenance Logistics Management and Support Services:

The purpose of this SIN is to provide a turnkey/total solution in support of a logistics function. Under the turnkey solution, a combination of support services may include, but are not limited to: janitorial services, maintenance, trash disposal, laundry, mail routing, guard, reception and related services however these services must be incidental to and in support of the logistics function. Individual support services may not be offered, ordered, or sold separately under this SIN. Examples of the type of logistics related services under this SIN include: logistical support services; integrated facility management and operations management support; supply support services; equipment asset management and maintenance support services; fleet management and maintenance support services; preventative maintenance planning support services; property management and maintenance support services; strategic and tactical planning support services; strategic account management support services; mobile utility support equipment operation, maintenance and repair support services; Base operations support (BOS); depot maintenance; project management.

PRICE LIST

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
SCA Labor Categories								
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Accounting Clerk I	SCA	\$ 24.21	\$ 25.18	\$ 26.19	\$ 27.24	\$ 28.33	\$ 29.46
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Accounting Clerk II	SCA	\$ 27.69	\$ 28.79	\$ 29.95	\$ 31.14	\$ 32.39	\$ 33.69
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Accounting Clerk III	SCA	\$ 32.95	\$ 34.27	\$ 35.64	\$ 37.06	\$ 38.55	\$ 40.09
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Administrative Assistant	SCA	\$ 49.39	\$ 51.37	\$ 53.42	\$ 55.56	\$ 57.78	\$ 60.09
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aerospace Structural Welder	SCA	\$ 44.43	\$ 46.21	\$ 48.06	\$ 49.98	\$ 51.98	\$ 54.06
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Air Traffic Control Specialist, Center (HFO)	SCA	\$ 64.35	\$ 66.92	\$ 69.60	\$ 72.38	\$ 75.28	\$ 78.29
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Air Traffic Control Specialist, Station (HFO)	SCA	\$ 44.38	\$ 46.16	\$ 48.00	\$ 49.92	\$ 51.92	\$ 54.00
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Air Traffic Control Specialist, Terminal (HFO)	SCA	\$ 48.86	\$ 50.81	\$ 52.85	\$ 54.96	\$ 57.16	\$ 59.45
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aircraft Mechanic I	SCA	\$ 41.27	\$ 42.92	\$ 44.63	\$ 46.42	\$ 48.28	\$ 50.21

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aircraft Mechanic Helper	SCA	\$ 32.77	\$ 34.08	\$ 35.44	\$ 36.86	\$ 38.34	\$ 39.87
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aircraft Mechanic II	SCA	\$ 42.70	\$ 44.41	\$ 46.19	\$ 48.03	\$ 49.96	\$ 51.95
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aircraft Mechanic III	SCA	\$ 45.99	\$ 47.83	\$ 49.74	\$ 51.73	\$ 53.80	\$ 55.95
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aircraft Painter	SCA	\$ 37.38	\$ 38.88	\$ 40.43	\$ 42.05	\$ 43.73	\$ 45.48
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aircraft Servicer	SCA	\$ 36.37	\$ 37.83	\$ 39.34	\$ 40.92	\$ 42.55	\$ 44.25
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aircraft Worker	SCA	\$ 38.16	\$ 39.68	\$ 41.27	\$ 42.92	\$ 44.64	\$ 46.42
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aircrew Training Devices Instructor (Non-Rated)	SCA	\$ 54.06	\$ 56.22	\$ 58.47	\$ 60.81	\$ 63.24	\$ 65.77
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aircrew Training Devices Instructor (Pilot)	SCA	\$ 71.94	\$ 74.82	\$ 77.81	\$ 80.92	\$ 84.16	\$ 87.53
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Aircrew Training Devices Instructor (Rated)	SCA	\$ 65.41	\$ 68.03	\$ 70.75	\$ 73.58	\$ 76.52	\$ 79.58
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Automotive Worker	SCA	\$ 39.42	\$ 41.00	\$ 42.64	\$ 44.35	\$ 46.12	\$ 47.96
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Blocker and Bracer	SCA	\$ 37.20	\$ 38.69	\$ 40.23	\$ 41.84	\$ 43.52	\$ 45.26
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Bus Driver	SCA	\$ 31.59	\$ 32.85	\$ 34.16	\$ 35.53	\$ 36.95	\$ 38.43
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Cashier	SCA	\$ 19.43	\$ 20.20	\$ 21.01	\$ 21.85	\$ 22.73	\$ 23.64

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Civil Engineer Technician	SCA	\$ 45.67	\$ 47.50	\$ 49.40	\$ 51.37	\$ 53.43	\$ 55.56
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Cleaner, Vehicles	SCA	\$ 19.80	\$ 20.59	\$ 21.42	\$ 22.28	\$ 23.17	\$ 24.09
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Based Training (CBT) Specialist/ Instructor	SCA	\$ 53.78	\$ 55.93	\$ 58.17	\$ 60.50	\$ 62.92	\$ 65.43
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Operator I	SCA	\$ 28.21	\$ 29.34	\$ 30.51	\$ 31.73	\$ 33.00	\$ 34.32
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Operator II	SCA	\$ 31.32	\$ 32.58	\$ 33.88	\$ 35.23	\$ 36.64	\$ 38.11
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Operator III	SCA	\$ 37.60	\$ 39.11	\$ 40.67	\$ 42.30	\$ 43.99	\$ 45.75
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Operator IV	SCA	\$ 41.72	\$ 43.39	\$ 45.12	\$ 46.93	\$ 48.80	\$ 50.76
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Operator V	SCA	\$ 45.60	\$ 47.43	\$ 49.33	\$ 51.30	\$ 53.35	\$ 55.49
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Programmer I (1)	SCA	\$ 36.58	\$ 38.04	\$ 39.57	\$ 41.15	\$ 42.79	\$ 44.51
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Programmer II (1)	SCA	\$ 45.97	\$ 47.81	\$ 49.72	\$ 51.71	\$ 53.78	\$ 55.93
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Programmer III (1)	SCA	\$ 48.85	\$ 50.80	\$ 52.83	\$ 54.95	\$ 57.14	\$ 59.43
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Programmer IV (1)	SCA	\$ 48.85	\$ 50.80	\$ 52.83	\$ 54.95	\$ 57.14	\$ 59.43
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Systems Analyst I (1)	SCA	\$ 48.80	\$ 50.76	\$ 52.79	\$ 54.90	\$ 57.09	\$ 59.38

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Systems Analyst II (1)	SCA	\$ 48.85	\$ 50.80	\$ 52.83	\$ 54.95	\$ 57.14	\$ 59.43
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Systems Analyst III (1)	SCA	\$ 48.85	\$ 50.80	\$ 52.83	\$ 54.95	\$ 57.14	\$ 59.43
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Dispatcher, Motor Vehicle	SCA	\$ 32.28	\$ 33.57	\$ 34.91	\$ 36.31	\$ 37.76	\$ 39.27
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Document Preparation Clerk	SCA	\$ 25.65	\$ 26.67	\$ 27.74	\$ 28.85	\$ 30.00	\$ 31.20
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Drafter/CAD Operator I	SCA	\$ 27.30	\$ 28.39	\$ 29.53	\$ 30.71	\$ 31.94	\$ 33.22
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Drafter/CAD Operator II	SCA	\$ 34.94	\$ 36.34	\$ 37.79	\$ 39.30	\$ 40.87	\$ 42.51
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Drafter/CAD Operator III	SCA	\$ 40.29	\$ 41.91	\$ 43.58	\$ 45.33	\$ 47.14	\$ 49.02
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Drafter/CAD Operator IV	SCA	\$ 48.15	\$ 50.07	\$ 52.07	\$ 54.16	\$ 56.32	\$ 58.58
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Duplicating Machine Operator	SCA	\$ 24.01	\$ 24.97	\$ 25.97	\$ 27.01	\$ 28.09	\$ 29.21
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Educational Technologist	SCA	\$ 44.89	\$ 46.69	\$ 48.55	\$ 50.50	\$ 52.51	\$ 54.62
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Automotive Electrician	SCA	\$ 41.36	\$ 43.02	\$ 44.74	\$ 46.53	\$ 48.39	\$ 50.32
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Electrician, Maintenance	SCA	\$ 53.69	\$ 55.84	\$ 58.07	\$ 60.40	\$ 62.81	\$ 65.33
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Electronics Technician, Maintenance I	SCA	\$ 35.58	\$ 37.00	\$ 38.48	\$ 40.02	\$ 41.62	\$ 43.29

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Electronics Technician, Maintenance II	SCA	\$ 47.70	\$ 49.61	\$ 51.59	\$ 53.66	\$ 55.80	\$ 58.03
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Electronics Technician, Maintenance III	SCA	\$ 51.40	\$ 53.46	\$ 55.60	\$ 57.82	\$ 60.13	\$ 62.54
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Electrostatic Spray Painter	SCA	\$ 37.81	\$ 39.32	\$ 40.90	\$ 42.53	\$ 44.23	\$ 46.00
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Engineering Technician I	SCA	\$ 30.06	\$ 31.26	\$ 32.51	\$ 33.81	\$ 35.17	\$ 36.57
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Engineering Technician II	SCA	\$ 35.73	\$ 37.16	\$ 38.65	\$ 40.20	\$ 41.80	\$ 43.48
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Engineering Technician III	SCA	\$ 41.58	\$ 43.24	\$ 44.97	\$ 46.77	\$ 48.64	\$ 50.59
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Engineering Technician IV	SCA	\$ 46.93	\$ 48.80	\$ 50.76	\$ 52.79	\$ 54.90	\$ 57.09
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Engineering Technician V	SCA	\$ 52.84	\$ 54.95	\$ 57.15	\$ 59.44	\$ 61.82	\$ 64.29
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Engineering Technician VI	SCA	\$ 61.97	\$ 64.45	\$ 67.02	\$ 69.70	\$ 72.49	\$ 75.39
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Environmental Technician	SCA	\$ 37.59	\$ 39.10	\$ 40.66	\$ 42.29	\$ 43.98	\$ 45.74
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Fight Instructor (Pilot)	SCA	\$ 71.94	\$ 74.82	\$ 77.81	\$ 80.92	\$ 84.16	\$ 87.53
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Forklift Operator	SCA	\$ 31.13	\$ 32.38	\$ 33.67	\$ 35.02	\$ 36.42	\$ 37.88
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Fuel Distribution System Mechanic	SCA	\$ 43.93	\$ 45.69	\$ 47.52	\$ 49.42	\$ 51.40	\$ 53.45

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Fuel Distribution System Operator	SCA	\$ 35.41	\$ 36.83	\$ 38.30	\$ 39.83	\$ 41.42	\$ 43.08
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	General Clerk I	SCA	\$ 23.59	\$ 24.54	\$ 25.52	\$ 26.54	\$ 27.60	\$ 28.71
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	General Clerk II	SCA	\$ 26.33	\$ 27.39	\$ 28.48	\$ 29.62	\$ 30.81	\$ 32.04
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	General Clerk III	SCA	\$ 31.04	\$ 32.28	\$ 33.57	\$ 34.92	\$ 36.31	\$ 37.77
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	General Maintenance Worker	SCA	\$ 35.13	\$ 36.53	\$ 37.99	\$ 39.51	\$ 41.09	\$ 42.74
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Graphic Artist	SCA	\$ 43.62	\$ 45.37	\$ 47.18	\$ 49.07	\$ 51.03	\$ 53.07
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Ground Support Equipment Mechanic	SCA	\$ 42.28	\$ 43.97	\$ 45.73	\$ 47.56	\$ 49.46	\$ 51.44
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Ground Support Equipment Servicer	SCA	\$ 35.64	\$ 37.07	\$ 38.55	\$ 40.09	\$ 41.69	\$ 43.36
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Ground Support Equipment Worker	SCA	\$ 37.93	\$ 39.45	\$ 41.03	\$ 42.67	\$ 44.37	\$ 46.15
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Guard I	SCA	\$ 20.70	\$ 21.52	\$ 22.38	\$ 23.28	\$ 24.21	\$ 25.18
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Guard II	SCA	\$ 30.22	\$ 31.43	\$ 32.69	\$ 33.99	\$ 35.35	\$ 36.77
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Heating, Refrigeration and Air Conditioning Mechanic	SCA	\$ 40.63	\$ 42.25	\$ 43.94	\$ 45.70	\$ 47.53	\$ 49.43
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Heavy Equipment Mechanic	SCA	\$ 41.49	\$ 43.15	\$ 44.88	\$ 46.67	\$ 48.54	\$ 50.48

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Heavy Equipment Operator	SCA	\$ 45.40	\$ 47.22	\$ 49.10	\$ 51.07	\$ 53.11	\$ 55.24
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Janitor	SCA	\$ 23.59	\$ 24.54	\$ 25.52	\$ 26.54	\$ 27.60	\$ 28.70
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Data Entry Operator I	SCA	\$ 21.89	\$ 22.77	\$ 23.68	\$ 24.63	\$ 25.61	\$ 26.63
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Data Entry Operator II	SCA	\$ 26.91	\$ 27.98	\$ 29.10	\$ 30.27	\$ 31.48	\$ 32.73
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Laborer	SCA	\$ 25.02	\$ 26.02	\$ 27.06	\$ 28.14	\$ 29.27	\$ 30.44
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Laborer, Grounds Maintenance	SCA	\$ 25.47	\$ 26.48	\$ 27.54	\$ 28.65	\$ 29.79	\$ 30.98
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Library Technician	SCA	\$ 30.89	\$ 32.12	\$ 33.41	\$ 34.74	\$ 36.13	\$ 37.58
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Line Handler	SCA	\$ 37.20	\$ 38.69	\$ 40.23	\$ 41.84	\$ 43.52	\$ 45.26
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Machinery Maintenance Mechanic	SCA	\$ 42.50	\$ 44.20	\$ 45.97	\$ 47.81	\$ 49.72	\$ 51.71
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Machinist, Maintenance	SCA	\$ 40.91	\$ 42.55	\$ 44.25	\$ 46.02	\$ 47.86	\$ 49.78
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Maintenance Trades Helper	SCA	\$ 29.94	\$ 31.14	\$ 32.38	\$ 33.68	\$ 35.03	\$ 36.43
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Material Coordinator	SCA	\$ 36.98	\$ 38.46	\$ 40.00	\$ 41.60	\$ 43.26	\$ 44.99
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Material Expediter	SCA	\$ 36.98	\$ 38.46	\$ 40.00	\$ 41.60	\$ 43.26	\$ 44.99

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Material Handling Laborer	SCA	\$ 28.08	\$ 29.20	\$ 30.37	\$ 31.59	\$ 32.85	\$ 34.16
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Messenger Courier	SCA	\$ 21.98	\$ 22.86	\$ 23.78	\$ 24.73	\$ 25.72	\$ 26.75
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Metrology Technician I	SCA	\$ 46.24	\$ 48.09	\$ 50.01	\$ 52.01	\$ 54.09	\$ 56.26
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Metrology Technician II	SCA	\$ 48.59	\$ 50.53	\$ 52.55	\$ 54.66	\$ 56.84	\$ 59.12
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Metrology Technician III	SCA	\$ 49.53	\$ 51.51	\$ 53.57	\$ 55.71	\$ 57.94	\$ 60.26
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Mobile Equipment Servicer	SCA	\$ 36.05	\$ 37.49	\$ 38.99	\$ 40.55	\$ 42.17	\$ 43.86
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Motor Vehicle Mechanic	SCA	\$ 42.73	\$ 44.44	\$ 46.21	\$ 48.06	\$ 49.98	\$ 51.98
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Motor Vehicle Mechanic Helper	SCA	\$ 34.24	\$ 35.61	\$ 37.03	\$ 38.51	\$ 40.06	\$ 41.66
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Order Clerk I	SCA	\$ 24.49	\$ 25.47	\$ 26.49	\$ 27.55	\$ 28.66	\$ 29.80
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Order Clerk II	SCA	\$ 29.96	\$ 31.16	\$ 32.41	\$ 33.71	\$ 35.05	\$ 36.46
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Order Filler	SCA	\$ 24.09	\$ 25.05	\$ 26.06	\$ 27.10	\$ 28.18	\$ 29.31
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Painter, Automotive	SCA	\$ 41.24	\$ 42.89	\$ 44.60	\$ 46.39	\$ 48.24	\$ 50.17
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Painter, Maintenance	SCA	\$ 41.32	\$ 42.97	\$ 44.69	\$ 46.48	\$ 48.34	\$ 50.27

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Pipefitter, Maintenance	SCA	\$ 50.19	\$ 52.20	\$ 54.29	\$ 56.46	\$ 58.72	\$ 61.07
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Plumber, Maintenance	SCA	\$ 47.36	\$ 49.25	\$ 51.22	\$ 53.27	\$ 55.40	\$ 57.62
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Pneudraulic Systems Maintenance	SCA	\$ 43.30	\$ 45.03	\$ 46.83	\$ 48.71	\$ 50.65	\$ 52.68
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Production Control Clerk	SCA	\$ 35.58	\$ 37.01	\$ 38.49	\$ 40.03	\$ 41.63	\$ 43.29
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Recycling Labor	SCA	\$ 42.87	\$ 44.58	\$ 46.37	\$ 48.22	\$ 50.15	\$ 52.16
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Recycling Specialist	SCA	\$ 45.27	\$ 47.08	\$ 48.96	\$ 50.92	\$ 52.96	\$ 55.08
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Refuse Collector	SCA	\$ 26.99	\$ 28.07	\$ 29.20	\$ 30.36	\$ 31.58	\$ 32.84
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Rigger	SCA	\$ 41.21	\$ 42.86	\$ 44.58	\$ 46.36	\$ 48.21	\$ 50.14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Sales Clerk	SCA	\$ 21.53	\$ 22.39	\$ 23.29	\$ 24.22	\$ 25.19	\$ 26.20
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Scheduler, Maintenance	SCA	\$ 29.42	\$ 30.60	\$ 31.82	\$ 33.09	\$ 34.42	\$ 35.79
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Secretary I	SCA	\$ 29.66	\$ 30.85	\$ 32.08	\$ 33.37	\$ 34.70	\$ 36.09
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Secretary II	SCA	\$ 33.13	\$ 34.45	\$ 35.83	\$ 37.27	\$ 38.76	\$ 40.31
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Secretary III	SCA	\$ 35.58	\$ 37.01	\$ 38.49	\$ 40.03	\$ 41.63	\$ 43.29

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Service Order Dispatcher	SCA	\$ 30.55	\$ 31.78	\$ 33.05	\$ 34.37	\$ 35.74	\$ 37.17
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Sewage Plant Operator	SCA	\$ 41.18	\$ 42.82	\$ 44.54	\$ 46.32	\$ 48.17	\$ 50.10
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Sheet-Metal Worker, Maintenance	SCA	\$ 48.41	\$ 50.35	\$ 52.36	\$ 54.45	\$ 56.63	\$ 58.90
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Shipping Packer	SCA	\$ 28.06	\$ 29.18	\$ 30.35	\$ 31.56	\$ 32.83	\$ 34.14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Shipping/Receiving Clerk	SCA	\$ 28.05	\$ 29.17	\$ 30.34	\$ 31.55	\$ 32.81	\$ 34.13
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Shuttle Bus Driver	SCA	\$ 28.71	\$ 29.86	\$ 31.05	\$ 32.30	\$ 33.59	\$ 34.93
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Stevedore I	SCA	\$ 37.04	\$ 38.52	\$ 40.06	\$ 41.67	\$ 43.33	\$ 45.07
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Stevedore II	SCA	\$ 40.42	\$ 42.04	\$ 43.72	\$ 45.47	\$ 47.29	\$ 49.18
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Stock Clerk	SCA	\$ 29.55	\$ 30.73	\$ 31.96	\$ 33.23	\$ 34.56	\$ 35.95
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Store Worker I	SCA	\$ 22.78	\$ 23.69	\$ 24.63	\$ 25.62	\$ 26.64	\$ 27.71
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Supply Technician	SCA	\$ 39.56	\$ 41.14	\$ 42.79	\$ 44.50	\$ 46.28	\$ 48.13
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Receptionist	SCA	\$ 22.97	\$ 23.89	\$ 24.84	\$ 25.84	\$ 26.87	\$ 27.94
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Technical Instructor	SCA	\$ 41.18	\$ 42.83	\$ 44.54	\$ 46.32	\$ 48.17	\$ 50.10

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Technical Instructor/Course Developer	SCA	\$ 50.39	\$ 52.41	\$ 54.50	\$ 56.68	\$ 58.95	\$ 61.31
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Technical Writer I	SCA	\$ 42.68	\$ 44.39	\$ 46.16	\$ 48.01	\$ 49.93	\$ 51.93
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Technical Writer II	SCA	\$ 51.99	\$ 54.07	\$ 56.23	\$ 58.48	\$ 60.82	\$ 63.25
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Technical Writer III	SCA	\$ 58.42	\$ 60.76	\$ 63.19	\$ 65.71	\$ 68.34	\$ 71.08
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Telecommunication Mechanic I	SCA	\$ 43.04	\$ 44.77	\$ 46.56	\$ 48.42	\$ 50.36	\$ 52.37
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Telecommunication Mechanic II	SCA	\$ 46.51	\$ 48.37	\$ 50.30	\$ 52.32	\$ 54.41	\$ 56.58
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Test Proctor	SCA	\$ 32.98	\$ 34.30	\$ 35.68	\$ 37.10	\$ 38.59	\$ 40.13
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Tools and Parts Attendant	SCA	\$ 32.29	\$ 33.58	\$ 34.93	\$ 36.32	\$ 37.78	\$ 39.29
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Tractor Operator	SCA	\$ 28.08	\$ 29.20	\$ 30.37	\$ 31.58	\$ 32.84	\$ 34.16
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Truckdriver, Heavy Truck	SCA	\$ 37.68	\$ 39.19	\$ 40.76	\$ 42.39	\$ 44.08	\$ 45.84
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Truckdriver, Light Truck	SCA	\$ 27.74	\$ 28.85	\$ 30.00	\$ 31.20	\$ 32.45	\$ 33.75
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Truckdriver, Medium Truck	SCA	\$ 32.62	\$ 33.93	\$ 35.29	\$ 36.70	\$ 38.17	\$ 39.69
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Truckdriver, Tractor-Trailer	SCA	\$ 37.97	\$ 39.49	\$ 41.07	\$ 42.71	\$ 44.42	\$ 46.20

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Unexploded (UXO) Safety Escort	SCA	\$ 36.57	\$ 38.03	\$ 39.55	\$ 41.14	\$ 42.78	\$ 44.49
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Unexploded (UXO) Sweep Personnel	SCA	\$ 36.57	\$ 38.03	\$ 39.55	\$ 41.14	\$ 42.78	\$ 44.49
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Unexploded Ordnance (UXO) Technician I	SCA	\$ 36.57	\$ 38.03	\$ 39.55	\$ 41.14	\$ 42.78	\$ 44.49
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Unexploded Ordnance (UXO) Technician II	SCA	\$ 44.26	\$ 46.04	\$ 47.88	\$ 49.79	\$ 51.78	\$ 53.86
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Unexploded Ordnance (UXO) Technician III	SCA	\$ 53.03	\$ 55.15	\$ 57.36	\$ 59.65	\$ 62.04	\$ 64.52
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Warehouse Specialist	SCA	\$ 31.79	\$ 33.06	\$ 34.38	\$ 35.76	\$ 37.19	\$ 38.68
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Water Treatment Plant Operator	SCA	\$ 41.72	\$ 43.39	\$ 45.12	\$ 46.93	\$ 48.81	\$ 50.76
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Weather Observer, Combined Upper Air or Surface Programs	SCA	\$ 38.65	\$ 40.20	\$ 41.80	\$ 43.48	\$ 45.22	\$ 47.02
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Weather Observer, Senior	SCA	\$ 42.94	\$ 44.66	\$ 46.44	\$ 48.30	\$ 50.23	\$ 52.24
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Welder, Combination, Maintenance	SCA	\$ 39.13	\$ 40.70	\$ 42.32	\$ 44.02	\$ 45.78	\$ 47.61
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Woodworker	SCA	\$ 33.71	\$ 35.06	\$ 36.46	\$ 37.92	\$ 39.44	\$ 41.02
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Word Processor I	SCA	\$ 25.50	\$ 26.52	\$ 27.58	\$ 28.68	\$ 29.83	\$ 31.02
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Word Processor II	SCA	\$ 28.61	\$ 29.76	\$ 30.95	\$ 32.18	\$ 33.47	\$ 34.81

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Word Processor III	SCA	\$ 33.24	\$ 34.57	\$ 35.95	\$ 37.39	\$ 38.88	\$ 40.44
NOTE: See SCA matrix for additional information regarding the SCA labor categories								
Non-SCA Labor Categories								
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Accountant I	Non-SCA	\$ 38.92	\$ 40.47	\$ 42.09	\$ 43.77	\$ 45.52	\$ 47.34
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Accountant II	Non-SCA	\$ 46.00	\$ 47.84	\$ 49.76	\$ 51.75	\$ 53.81	\$ 55.97
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Accountant III	Non-SCA	\$ 55.89	\$ 58.13	\$ 60.45	\$ 62.87	\$ 65.37	\$ 67.99
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Accounting Supervisor	Non-SCA	\$ 60.50	\$ 62.92	\$ 65.44	\$ 68.05	\$ 70.78	\$ 73.61
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Applications Systems Analyst I	Non-SCA	\$ 48.58	\$ 50.53	\$ 52.54	\$ 54.65	\$ 56.82	\$ 59.09
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Applications Systems Analyst II	Non-SCA	\$ 63.46	\$ 66.01	\$ 68.64	\$ 71.39	\$ 74.25	\$ 77.21
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Applications Systems Analyst III	Non-SCA	\$ 76.16	\$ 79.21	\$ 82.38	\$ 85.66	\$ 89.10	\$ 92.66
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Biomedical Engineering Director	Non-SCA	\$ 76.77	\$ 79.84	\$ 83.03	\$ 86.35	\$ 89.80	\$ 93.40
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Biomedical Engineering Technician	Non-SCA	\$ 44.46	\$ 46.24	\$ 48.09	\$ 50.02	\$ 52.01	\$ 54.11
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Biotechnology Quality Assurance Specialist	Non-SCA	\$ 67.04	\$ 69.72	\$ 72.52	\$ 75.41	\$ 78.42	\$ 81.56

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Budget Analyst I	Non-SCA	\$ 43.15	\$ 44.88	\$ 46.68	\$ 48.55	\$ 50.49	\$ 52.50
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Budget Analyst II	Non-SCA	\$ 52.75	\$ 54.86	\$ 57.07	\$ 59.34	\$ 61.71	\$ 64.18
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Budget Manager	Non-SCA	\$ 82.38	\$ 85.66	\$ 89.10	\$ 92.66	\$ 96.37	\$ 100.22
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Budgeting Supervisor I	Non-SCA	\$ 56.00	\$ 58.24	\$ 60.58	\$ 63.00	\$ 65.52	\$ 68.14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Claims Analyst	Non-SCA	\$ 27.62	\$ 28.71	\$ 29.87	\$ 31.07	\$ 32.31	\$ 33.60
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Claims Examiner	Non-SCA	\$ 33.23	\$ 34.55	\$ 35.92	\$ 37.36	\$ 38.87	\$ 40.42
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Operations Manager	Non-SCA	\$ 81.56	\$ 84.83	\$ 88.22	\$ 91.75	\$ 95.41	\$ 99.24
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Computer Operations Supervisor	Non-SCA	\$ 60.07	\$ 62.48	\$ 64.98	\$ 67.58	\$ 70.28	\$ 73.09
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Consultant - Education	Non-SCA	\$ 80.32	\$ 83.52	\$ 86.87	\$ 90.34	\$ 93.95	\$ 97.72
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Data Entry Supervisor	Non-SCA	\$ 45.10	\$ 46.90	\$ 48.78	\$ 50.72	\$ 52.75	\$ 54.86
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Database Administrator	Non-SCA	\$ 82.56	\$ 85.86	\$ 89.29	\$ 92.86	\$ 96.57	\$ 100.45
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Distribution Manager	Non-SCA	\$ 76.25	\$ 79.29	\$ 82.46	\$ 85.76	\$ 89.20	\$ 92.76
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Engineer I	Non-SCA	\$ 56.36	\$ 58.62	\$ 60.96	\$ 63.39	\$ 65.93	\$ 68.58

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Engineer II	Non-SCA	\$ 68.14	\$ 70.87	\$ 73.70	\$ 76.65	\$ 79.71	\$ 82.90
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Engineer III	Non-SCA	\$ 81.48	\$ 84.73	\$ 88.12	\$ 91.65	\$ 95.31	\$ 99.12
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Environmental Compliance Specialist	Non-SCA	\$ 57.51	\$ 59.81	\$ 62.20	\$ 64.69	\$ 67.29	\$ 69.97
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Environmental Compliance Specialist, Sr	Non-SCA	\$ 71.36	\$ 74.20	\$ 77.18	\$ 80.27	\$ 83.47	\$ 86.81
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Environmental Engineer	Non-SCA	\$ 66.26	\$ 68.92	\$ 71.67	\$ 74.55	\$ 77.52	\$ 80.61
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Estimating Manager	Non-SCA	\$ 55.76	\$ 58.00	\$ 60.32	\$ 62.72	\$ 65.24	\$ 67.84
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Facilities Manager	Non-SCA	\$ 75.67	\$ 78.72	\$ 81.85	\$ 85.12	\$ 88.54	\$ 92.07
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Field Service Engineer	Non-SCA	\$ 53.19	\$ 55.33	\$ 57.54	\$ 59.85	\$ 62.23	\$ 64.72
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Financial Analysis Manager	Non-SCA	\$ 82.10	\$ 85.39	\$ 88.80	\$ 92.35	\$ 96.05	\$ 99.89
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Financial Analyst I	Non-SCA	\$ 49.46	\$ 51.44	\$ 53.50	\$ 55.63	\$ 57.87	\$ 60.17
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Fleet Manager	Non-SCA	\$ 76.92	\$ 79.99	\$ 83.20	\$ 86.53	\$ 89.98	\$ 93.58
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Hotel Manager	Non-SCA	\$ 26.49	\$ 27.55	\$ 28.65	\$ 29.79	\$ 30.99	\$ 32.23
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Housekeeping Supervisor	Non-SCA	\$ 32.78	\$ 34.09	\$ 35.45	\$ 36.87	\$ 38.34	\$ 39.88

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Information Systems Auditor I	Non-SCA	\$ 45.59	\$ 47.40	\$ 49.30	\$ 51.28	\$ 53.32	\$ 55.46
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Inventory Control Analyst	Non-SCA	\$ 35.16	\$ 36.56	\$ 38.03	\$ 39.55	\$ 41.12	\$ 42.77
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Inventory Control Analyst, Sr.	Non-SCA	\$ 42.81	\$ 44.52	\$ 46.31	\$ 48.15	\$ 50.08	\$ 52.08
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Inventory Control Manager	Non-SCA	\$ 71.37	\$ 74.22	\$ 77.19	\$ 80.28	\$ 83.49	\$ 86.83
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	LAN Support I	Non-SCA	\$ 42.71	\$ 44.41	\$ 46.19	\$ 48.04	\$ 49.95	\$ 51.95
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	LAN Support II	Non-SCA	\$ 52.72	\$ 54.81	\$ 57.02	\$ 59.29	\$ 61.66	\$ 64.13
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Logistics Analyst I	Non-SCA	\$ 41.47	\$ 43.12	\$ 44.85	\$ 46.63	\$ 48.50	\$ 50.44
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Logistics Analyst II	Non-SCA	\$ 50.79	\$ 52.81	\$ 54.92	\$ 57.13	\$ 59.42	\$ 61.79
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Logistics Analyst III	Non-SCA	\$ 63.13	\$ 65.65	\$ 68.28	\$ 71.01	\$ 73.84	\$ 76.80
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Maintenance Supervisor	Non-SCA	\$ 57.36	\$ 59.67	\$ 62.05	\$ 64.52	\$ 67.11	\$ 69.79
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Maintenance Controller	Non-SCA	\$ 51.15	\$ 53.19	\$ 55.32	\$ 57.53	\$ 59.83	\$ 62.23
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Material Control Manager	Non-SCA	\$ 65.81	\$ 68.45	\$ 71.18	\$ 74.02	\$ 76.98	\$ 80.07
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Methods/Procedures Analyst I	Non-SCA	\$ 40.19	\$ 41.79	\$ 43.46	\$ 45.21	\$ 47.01	\$ 48.89

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Methods/Procedures Analyst II	Non-SCA	\$ 47.55	\$ 49.45	\$ 51.42	\$ 53.49	\$ 55.63	\$ 57.85
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Operations Department Manager I	Non-SCA	\$ 55.15	\$ 57.36	\$ 59.65	\$ 62.04	\$ 64.52	\$ 67.11
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Operations Department Manager II	Non-SCA	\$ 61.24	\$ 63.69	\$ 66.22	\$ 68.87	\$ 71.64	\$ 74.50
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Operations Director	Non-SCA	\$ 122.01	\$ 126.89	\$ 131.97	\$ 137.24	\$ 142.73	\$ 148.44
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Operations Section Manager	Non-SCA	\$ 52.62	\$ 54.73	\$ 56.90	\$ 59.19	\$ 61.55	\$ 64.02
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Operations Supervisor	Non-SCA	\$ 36.82	\$ 38.29	\$ 39.83	\$ 41.42	\$ 43.07	\$ 44.80
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Operations Team Leader	Non-SCA	\$ 28.22	\$ 29.35	\$ 30.53	\$ 31.74	\$ 33.01	\$ 34.34
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Operations Unit Manager	Non-SCA	\$ 42.82	\$ 44.52	\$ 46.31	\$ 48.17	\$ 50.08	\$ 52.10
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Pharmacist	Non-SCA	\$ 99.73	\$ 103.72	\$ 107.87	\$ 112.17	\$ 116.67	\$ 121.33
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Price Analyst	Non-SCA	\$ 55.51	\$ 57.74	\$ 60.04	\$ 62.45	\$ 64.95	\$ 67.55
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Process Associate I	Non-SCA	\$ 40.18	\$ 41.78	\$ 43.46	\$ 45.19	\$ 46.99	\$ 48.87
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Process Associate II	Non-SCA	\$ 48.53	\$ 50.48	\$ 52.50	\$ 54.60	\$ 56.79	\$ 59.04
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Production Control Manager	Non-SCA	\$ 74.73	\$ 77.72	\$ 80.82	\$ 84.05	\$ 87.41	\$ 90.91

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Production Scheduler	Non-SCA	\$ 59.44	\$ 61.81	\$ 64.28	\$ 66.84	\$ 69.53	\$ 72.31
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Project Administrator I	Non-SCA	\$ 47.19	\$ 49.09	\$ 51.05	\$ 53.09	\$ 55.22	\$ 57.43
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Project Administrator II	Non-SCA	\$ 53.98	\$ 56.13	\$ 58.39	\$ 60.71	\$ 63.15	\$ 65.67
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Quality Manager	Non-SCA	\$ 62.54	\$ 65.05	\$ 67.65	\$ 70.34	\$ 73.17	\$ 76.10
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Scheduler I	Non-SCA	\$ 42.28	\$ 43.97	\$ 45.73	\$ 47.57	\$ 49.46	\$ 51.44
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Scheduler II	Non-SCA	\$ 51.03	\$ 53.08	\$ 55.19	\$ 57.41	\$ 59.70	\$ 62.09
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Teacher Adult Education	Non-SCA	\$ 40.52	\$ 42.14	\$ 43.82	\$ 45.57	\$ 47.40	\$ 49.30
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Teacher Vocational Education	Non-SCA	\$ 45.85	\$ 47.68	\$ 49.59	\$ 51.57	\$ 53.63	\$ 55.77
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Technical Trainer	Non-SCA	\$ 56.00	\$ 58.24	\$ 60.58	\$ 63.00	\$ 65.52	\$ 68.15
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Technical Trainer, Sr.	Non-SCA	\$ 75.90	\$ 78.93	\$ 82.10	\$ 85.37	\$ 88.79	\$ 92.34
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Traffic Manager	Non-SCA	\$ 70.65	\$ 73.48	\$ 76.43	\$ 79.48	\$ 82.66	\$ 85.96
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Traffic/Rate Analyst I	Non-SCA	\$ 37.38	\$ 38.87	\$ 40.42	\$ 42.04	\$ 43.72	\$ 45.47
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Traffic/Rate Analyst II	Non-SCA	\$ 48.55	\$ 50.49	\$ 52.52	\$ 54.61	\$ 56.80	\$ 59.08

			YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Applicable SINS	Contract Labor Category	CLASS	5/1/08-4/29/09	4/30/09-4/29/10	4/30/10-4/29/11	4/30/11-4/29/12	4/30/12-4/29/13	4/30/13-4/29/14
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Training Manager	Non-SCA	\$ 77.93	\$ 81.04	\$ 84.27	\$ 87.66	\$ 91.16	\$ 94.80
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Training Specialist I	Non-SCA	\$ 42.01	\$ 43.69	\$ 45.44	\$ 47.26	\$ 49.14	\$ 51.10
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Training Specialist II	Non-SCA	\$ 52.06	\$ 54.14	\$ 56.30	\$ 58.55	\$ 60.89	\$ 63.33
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Warehouse Manager	Non-SCA	\$ 53.58	\$ 55.73	\$ 57.95	\$ 60.27	\$ 62.69	\$ 65.19
501(RC), 503(RC), 504(RC), 505(RC), & 507(RC)	Warehouse Supervisor	Non-SCA	\$ 41.35	\$ 43.00	\$ 44.74	\$ 46.52	\$ 48.38	\$ 50.31

SCA MATRIX

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Accounting Clerk I	01011 Accounting Clerk I	05-2059
Accounting Clerk II	01012 Accounting Clerk II	05-2059
Accounting Clerk III	01013 Accounting Clerk III	05-2059
Administrative Assistant	01020 Administrative Assistant	05-2059
Aerospace Structural Welder	23010 Aerospace Structural Welder	05-2059
Air Traffic Control Specialist, Center (HFO)	30010 Air Traffic Control Specialist, Center (HFO)	05-2059
Air Traffic Control Specialist, Station (HFO)	30011 Air Traffic Control Specialist, Station	05-2059
Air Traffic Control Specialist, Terminal (HFO)	30012 Air Traffic Control Specialist, Terminal (HFO)	05-2059
Aircraft Mechanic Helper	23040 Aircraft Mechanic Helper	05-2059
Aircraft Mechanic I	23021 AIRCRAFT MECHANIC I	05-2059
Aircraft Mechanic II	23022 AIRCRAFT MECHANIC II	05-2059
Aircraft Mechanic III	23023 AIRCRAFT MECHANIC III	05-2059
Aircraft Painter	23050 Aircraft Painter	05-2059
Aircraft Servicer	23060 Aircraft Servicer	05-2059
Aircraft Worker	23080 Aircraft Worker	05-2059
Aircrew Training Devices Instructor (Non-Rated)	15010 Aircrew Training Devices Instructor (Non-Rated)	05-2059
Aircrew Training Devices Instructor (Pilot)	15030 Aircrew Training Devices Instructor (Pilot)	05-2059
Aircrew Training Devices Instructor (Rated)	15020 Aircrew Training Devices Instructor (Rated)	05-2059

Automotive Worker	05070 Automotive Worker	05-2059
Blocker and Bracer	29010 Blocker and Bracer	05-2059
Bus Driver	31030 Bus Driver	05-2059
Cashier	99030 Cashier	05-2059
Civil Engineer Technician	30040 Civil Engineer Technician	05-2059
Cleaner, Vehicles	11030 Cleaner, Vehicles	05-2059
Computer Based Training (CBT) Specialist/ Instructor	15050 Computer Based Training (CBT) Specialist/Instructor	05-2059
Computer Operator I	14014 Computer Operator I	05-2059
Computer Operator II	14042 Computer Operator II	05-2059
Computer Operator III	14043 Computer Operator III	05-2059
Computer Operator IV	14044 Computer Operator IV	05-2059
Computer Operator V	14045 Computer Operator V	05-2059
Computer Programmer I	14071 Computer Programmer I	05-2059
Computer Programmer II	14072 Computer Programmer II	05-2059
Computer Programmer III	14073 Computer Programmer III	05-2059
Computer Programmer IV	14074 Computer Programmer IV	05-2059
Computer Systems Analyst I	14101 Computer Systems Analyst I	05-2059
Computer Systems Analyst II	14102 Computer Systems Analyst II	05-2059
Computer Systems Analyst III	14103 Computer Systems Analyst III	05-2059
Dispatcher, Motor Vehicle	01060 Dispatcher, Motor Vehicle	05-2059
Document Preparation Clerk	01070 Document Preparation Clerk	05-2059
Drafter/CAD Operator I	30061 Drafter/CAD Operator I	05-2059
Drafter/CAD Operator II	30062 Drafter/CAD Operator II	05-2059
Drafter/CAD Operator III	30063 Drafter/CAD Operator III	05-2059

Drafter/CAD Operator IV	30064 Drafter/CAD Operator IV	05-2059
Duplicating Machine Operator	01070 Duplicating Machine Operator	05-2059
Educational Technologist	15060 Educational Technologist	05-2059
Electrician, Automotive	05010 Automotive Electrician	05-2059
Electrician, Maintenance	23160 Electrician, Maintenance	05-2059
Electronics Technician, Maintenance I	23181 Electronics Technician, Maintenance I	05-2059
Electronics Technician, Maintenance II	23182 Electronics Technician, Maintenance II	05-2059
Electronics Technician, Maintenance III	23183 Electronics Technician, Maintenance III	05-2059
Electrostatic Spray Painter	09010 Electrostatic Spray Painter	05-2059
Engineering Technician I	30081 Engineering Technician I	05-2059
Engineering Technician II	30082 Engineering Technician II	05-2059
Engineering Technician III	30083 Engineering Technician III	05-2059
Engineering Technician IV	30084 Engineering Technician IV	05-2059
Engineering Technician V	30085 Engineering Technician V	05-2059
Engineering Technician VI	30086 Engineering Technician VI	05-2059
Environmental Technician	30090 Environmental Technician	05-2059
Flight Instructor (Pilot)	15070 Flight Instructor (Pilot)	05-2059
Forklift Operator	21071 Forklift Operator	05-2059
Fuel Distribution System Mechanic	23311 Fuel Distribution System Mechanic	05-2059
Fuel Distribution System Operator	23312 Fuel Distribution System Operator	05-2059
General Clerk I	01111 General Clerk I	05-2059

General Clerk II	01112 General Clerk II	05-2059
General Clerk III	01113 General Clerk III	05-2059
General Maintenance Worker	23370 General Maintenance Worker	05-2059
Graphic Artist	15080 Graphic Artist	05-2059
Ground Support Equipment Mechanic	23380 Ground Support Equipment Mechanic	05-2059
Ground Support Equipment Servicer	23381 Ground Support Equipment Servicer	05-2059
Ground Support Equipment Worker	23382 Ground Support Equipment Worker	05-2059
Guard I	27101 Guard I	05-2059
Guard II	27102 Guard II	05-2059
Heating, Refrigeration and Air Conditioning Mechanic	23410 Heating, Refrigeration and Air- Conditioning Mechanic	05-2059
Heavy Equipment Mechanic	23430 Heavy Equipment Mechanic	05-2059
Heavy Equipment Operator	23440 Heavy Equipment Operator	05-2059
Janitor	11150 Janitor	05-2059
Data Entry Operator I	01051 Data Key Entry Operator I	05-2059
Data Entry Operator II	01052 Data Key Entry Operator II	05-2059
Laborer	23470 Laborer	05-2059
Laborer, Grounds Maintenance	11210 Laborer, Grounds Maintenance	05-2059
Library Technician	13058 Library Technician	05-2059
Line Handler	29030 Line Handler	05-2059
Machinery Maintenance Mechanic	23530 Machinery Maintenance Mechanic	05-2059
Machinist, Maintenance	23550 Machinist, Maintenance	05-2059
Maintenance Trades Helper	23580 Maintenance Trades Helper	05-2059

Material Coordinator	21030 Material Coordinator	05-2059
Material Expediter	21040 Material Expediter	05-2059
Material Handling Laborer	21050 Material Handling Laborer	05-2059
Messenger Courier	01141 Messenger Courier	05-2059
Metrology Technician I	23591 Metrology Technician I	05-2059
Metrology Technician II	23592 Metrology Technician II	05-2059
Metrology Technician III	23593 Metrology Technician III	05-2059
Mobile Equipment Servicer	05110 Mobile Equipment Servicer	05-2059
Motor Vehicle Mechanic	05190 Motor Vehicle Mechanic	05-2059
Motor Vehicle Mechanic Helper	05220 Motor Vehicle Mechanic Helper	05-2059
Order Clerk I	01191 Order Clerk I	05-2059
Order Clerk II	01192 Order Clerk II	05-2059
Order Filler	21071 Order Filler	05-2059
Painter, Automotive	05310 Painter, Automotive	05-2059
Painter, Maintenance	23760 Painter, Maintenance	05-2059
Pipefitter, Maintenance	23790 Pipefitter, Maintenance	05-2059
Plumber, Maintenance	23810 Plumber, Maintenance	05-2059
Pneudraulic Systems Maintenance	23820 Pneudraulic Systems Maintenance	05-2059
Production Control Clerk	01270 Production Control Clerk	05-2059
Recycling Laborer	99710 Recycling Laborer	05-2059
Recycling Specialist	99711 Recycling Specialist	05-2059
Refuse Collector	99730 Refuse Collector	05-2059
Rigger	23850 Rigger	05-2059
Sales Clerk	99810 Sales Clerk	05-2059

Scheduler, Maintenance	01300 Scheduler, Maintenance	05-2059
Secretary I	01311 Secretary I	05-2059
Secretary II	01312 Secretary II	05-2059
Secretary III	01313 Secretary III	05-2059
Service Order Dispatcher	01320 Service Order Dispatcher	05-2059
Sewage Plant Operator	25040 Sewage Plant Operator	05-2059
Sheet-Metal Worker, Maintenance	23890 Sheet-Metal Worker, Maintenance	05-2059
Shipping Packer	21110 Shipping Packer	05-2059
Shipping/Receiving Clerk	21130 Shipping/Receiving Clerk	05-2059
Shuttle Bus Driver	31290 Shuttle Bus Driver (Van Driver)	05-2059
Stevedore I	29041 Stevedore I	05-2059
Stevedore II	29042 Stevedore II	05-2059
Stock Clerk (Shelf Stocker; Store Worker II)	21150 Stock Clerk (Shelf Stocker; Store Worker II)	05-2059
Store Worker I	21140 Store Worker I	05-2059
Supply Technician	01410 Supply Technician	05-2059
Switchboard Operator-Receptionist	01280 Receptionist	05-2059
Technical Instructor	15090 Technical Instructor	05-2059
Technical Instructor/Course Developer	15095 Technical Instructor/Course Developer	05-2059
Technical Writer I	30461 Technical Writer I	05-2059
Technical Writer II	30462 Technical Writer II	05-2059
Technical Writer III	30463 Technical Writer III	05-2059
Telecommunication Mechanic I	23930 Telecommunications Mechanic I	05-2059
Telecommunication Mechanic II	23931 Telecommunications Mechanic II	05-2059

Test Proctor	15110 Test Proctor	05-2059
Tools and Parts Attendant	21210 Tools and Parts Attendant (Tool Crib Attendant)	05-2059
Tractor Operator	11270 Tractor Operator	05-2059
Truckdriver, Heavy Truck	31363 Truckdriver, Heavy Truck	05-2059
Truckdriver, Light Truck	31361 Truckdriver, Light Truck	05-2059
Truckdriver, Medium Truck	31362 Truckdriver, Medium Truck	05-2059
Truckdriver, Tractor-Trailer	31364 Truckdriver, Tractor-Trailer	05-2059
Unexploded (UXO) Safety Escort	30494 Unexploded (Uxo) Safety Escort	05-2059
Unexploded (UXO) Sweep Personnel	30495 Unexploded (Uxo) Sweep Personnel	05-2059
Unexploded Ordnance (UXO) Technician I	30491 Unexploded Ordnance (UXO) Technician I	05-2059
Unexploded Ordnance (UXO) Technician II	30492 Unexploded Ordnance (UXO) Technician II	05-2059
Unexploded Ordnance (UXO) Technician III	30493 Unexploded Ordnance (UXO) Technician III	05-2059
Warehouse Specialist	21410 Warehouse Specialist (Warehouse Worker)	05-2059
Water Treatment Plant Operator	25210 Water Treatment Plant Operator	05-2059
Weather Observer, Combined Upper Air or Surface Programs	30620 Weather Observer, Combined Upper Air or Surface Programs	05-2059
Weather Observer, Senior	30621 Weather Observer, Senior	05-2059
Welder, Combination, Maintenance	23960 Welder, Combination, Maintenance	05-2059
Woodworker	23980 Woodworker	05-2059
Word Processor I	01611 Word Processor I	05-2059
Word Processor II	01612 Word Processor II	05-2059
Word Processor III	01613 Word Processor III	05-2059

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

SCA Position Descriptions

SCA Positions			
SCA Labor Category	Minimum Education	Minimum Experience	Position Description
Accounting Clerk I	High School	2 yrs	Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documents in accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Completed work is reviewed for accuracy and compliance with procedures.
Accounting Clerk II	High School	3 yrs	Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.
Accounting Clerk III	Associate's Degree	4 yrs	Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit, determining accounts involved, coding

			<p>transactions, and processing material through data processing for application in the accounting system); and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance). Employee resolves problems in recurring assignments in accordance with previous training and experience. Supervisor provides suggestions for handling unusual or nonrecurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting system.</p>
Administrative Assistant	Associate's Degree	5 yrs	<p>In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.</p>
Aerospace Structural Welder	Trade School	6 yrs	<p>This worker performs fusion welding on aircraft and ground support equipment to a qualified Welding Procedures Specification (WPS), performs structural fusion welding on aerospace parts and components per the requirements of specifications as prescribed by Engineering Drawings and Work Orders. The incumbent is required to read and understand engineering drawings and welding symbols, fabricates manufacture-welded parts from engineering drawing with out direct supervision, performs fusion welding and torch brazing for ground support equipment, ensuring the procedure is completed per the requirements of the national welding and brazing codes and specifications. This welder welds a wide variety of materials such as aluminum, magnesium, alloyed and low alloy steel, stainless steel and nickel alloy steels. The incumbent is required to have</p>

			<p>knowledge of the materials to select the correct filler materials and shielding gas when generating the Weld Procedure Specification (WPS), and produce flight critical welds and assist in the development process of generating Weld Procedure Specifications as mandated by welding codes and specifications. The Aerospace Structural Welder determines the sequence of welding in order to prevent or reduce the amount of warp to the weld, designs and fabricates weld holding fixtures as necessary to perform individual welding projects, performs pre-heat and post weld stress relief operations, maintains weld records. The incumbent may perform duties as a Qualified Weld Inspector by inspecting own welds and those of less qualified welders, and may perform duties such as training and re-certification in the various welding processes.</p>
Air Traffic Control Specialist, Center (HFO)	Certification	4 yrs	<p>This position controls traffic of aircraft operating within a designated sector of airspace between centers and beyond airport terminal areas while en route along airways and over certain oceanic routes. This worker utilizes constant radar surveillance to issue speed, altitude and directional instructions to pilots for purpose of keeping aircraft properly separated. The incumbent also provides approach control service to aircraft going into certain airports within a center's assigned area. The type of control exercised, the procedures and techniques employed, and the equipment utilized in the air traffic control centers are similar to those used in the terminals (see Air Traffic Control Specialist, Terminal).</p>
Air Traffic Control Specialist, Station (HFO)	Certification	4 yrs	<p>This incumbent receives and transmits flight plans, meteorological, navigational, and other information in air traffic control station to perform preflight and emergency service for airplane pilots, accepts flight plans from pilots in person or by</p>

			<p>telephone and reviews them for completeness. This specialist routes plans for operating under instrument flight rules to control center and for operating under visual flight rules to station in vicinity of destination airport, using radio, teletype, radiotelephone, radiotelegraph, telephone, or interphone, and provides meteorological, navigational, and other information to pilots during flight, using radio.</p> <p>This Air Traffic Control Specialist relays traffic control and other instructions concerned with aircraft safety to pilots, radios such information as identifying landmarks, beacons and available landing fields to pilots in flight, maintains file of plans for operating under visual flight rules until completion of flight, and contacts facilities along route of flight to secure information on overdue aircraft. This worker reports lost aircraft to control center for rescue or local emergency services, monitors such radio aids to navigation as range stations, fan markers and voice communication facilities, and notifies air personnel of availability of these facilities, and maintains written records of messages transmitted and received.</p>
<p>Air Traffic Control Specialist, Terminal (HFO)</p>	<p>Certification</p>	<p>4 yrs</p>	<p>This incumbent controls air traffic on and within vicinity of airport according to established procedures and policies to prevent collisions and to minimize delays arising from traffic congestion. This worker answers radio calls from arriving and departing aircraft and issues such landing and takeoff instructions and information as runway to use, wind velocity and direction, visibility, taxiing instructions, and pertinent data on other aircraft operating in vicinity. This specialist transfers control of departing flights to and accepts control of arriving flights from air traffic control center, using telephone or interphone, alerts airport emergency crew and other designated personnel by radio or telephone when airplanes</p>

			<p>are having flight difficulties.</p> <p>The worker pushes buttons or pulls switches to control airport floodlights and boundary, runway, and hazard lights, and scans control panel to ascertain that lights are functioning, operates radio and monitors radarscope to control aircraft operating in vicinity of airport. The specialist also receives cross-country flight plans and transmits them to air traffic control center, signals aircraft flying under visual flight rules, using electric signal light or flags, may control cross-runway traffic by radio directions to guards or maintenance vehicles, and may keep written record of messages received from aircraft.</p>
Aircraft Mechanic I	Trade School	3 yrs	<p>The Aircraft Mechanic I troubleshoots malfunctions in aircraft structure, landing gear, flight surfaces and controls, anti-icing, pneudraulic, engines, auxiliary power unit, and ventilation and heating systems. This mechanic repairs, replaces, and rebuilds aircraft structures, such as wings and fuselage, and functional components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. This worker reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components.</p> <p>This mechanic performs 100-hour, progressive, isochronal, phase, periodic, and other hourly or calendar inspections, examines reciprocating engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves, inspects jet engines and components for cracks, corrosion, foreign object</p>

			<p>damage, burned areas, distortions, security, warping, wear, and missing segments. Inspects jet engine turbine blades to detect cracks, distortion, corrosion, burn-out, security, or breaks, tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, ammeter, and jet calibration (Jetcal) tester, to locate source of malfunction.</p> <p>Work involves: replacing or repairing worn or damaged components, such as carburetors, alternators, magnetos, fuel controls, fuel pumps, oil pumps, and engine mounted gearboxes, and compressor bleed valves using hand tools, gauges, and testing equipment; removing engine from aircraft, using hoist or forklift truck, disassembling and inspecting parts for wear, cracks, security, or other defects, and repairing or replacing defective engine parts and reassembles and installs engine in aircraft.</p>
			<p>Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens and filters, greasing moving parts, and checking brakes. This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation</p>

			Administration.
Aircraft Mechanic II	Trade School	4 yrs	This mechanic maintains repairs and modifies aircraft structures and structural components of moderate difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems, and mechanical components, applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies required expertise in restoring equipment condition and or operation, and applies comprehensive technical expertise to solve moderate to complex problems by interpreting technical documentation such as; blueprints or manufactures' manuals. Job requirements: must have a thorough knowledge of aircraft mechanical component troubleshooting, repair procedures and replacement of parts, requires broad knowledge of aircraft sheet metal/structural modifications and repair, must have basic knowledge of electrical theory, must have thorough knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, sheet metal brakes and sheers. This job requires working knowledge of technical publications. The incumbent receives technical guidance, as required, from supervisor or higher-level technician, will occasionally be required to lead teams through more complex aircraft relevant tasks, and may be required to make entries in aircraft logs and records. Must be able to prioritize workload to maintain schedules on assigned projects.
Aircraft Mechanic III	Trade School	6 yrs	A person in this position does the following; maintains repairs and modifies aircraft structures, structural components and engines of complex to extreme difficulty, maintains and repairs aircraft components including but not limited to flight

			<p>controls, engines, hydraulics, pneumatics, fuel systems and mechanical components, and applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies technical expertise in restoring equipment condition and operation.</p> <p>This worker also applies professional technical expertise and guidance to solve complex problems by interpreting technical data such as blueprints or manufactures' manuals. Work typically requires a thoroughly comprehensive knowledge of aircraft mechanical component troubleshooting/repair procedures and replacement of components, a thorough knowledge of aircraft sheet metal/structural modification and repair and the ability to determine functionality of non-complex electrical systems. A detailed knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, cable tensiometers, sheet metal brakes and sheers, etc. is required.</p> <p>The incumbent must possess the experience and ability to provide technical support to structural/mechanical engineers and customers alike, must possess excellent organizational skills in prioritizing workload to meet aircraft delivery schedule. This worker will be required to make entries in aircraft logs and records, and is responsible for providing guidance and technical expertise to lower level technicians throughout all aircraft modifications and/or maintenance efforts.</p>
Aircraft Mechanic Helper	High School	2 yrs	<p>Assists Aircraft Mechanic in servicing, repairing and overhauling aircraft and aircraft engines, performing any combination of the following duties. Adjusts and replaces parts such as control cables, fuel tanks, spark plugs, tires, batteries and filters, using mechanic's tools. Removes inspection plates, cowling, engine covers, floor boards and related items to provide access for inspection and repair, and replaces items when work is completed. Disconnects instruments, ignition systems, and fuel and oil lines. Assists in dismantling, repairing, overhauling or replacing parts and</p>

			assemblies such as engines, plumbing and hydraulic systems, and aircraft structural sections. Performs routine duties such as furnishing materials, tools and supplies to mechanic; lifting and holding materials in place during operation; cleaning work areas and machines, tools and equipment. Cleans aircraft, interior and exterior parts and assemblies with solvents or other cleaning solutions. Inflates tires, fills gasoline tanks and oil reservoirs, and greases aircraft, using grease gun. May assist flight line mechanic in servicing and repairing aircraft prior to flight.
Aircraft Painter	High School	2 yrs	The Aircraft Painter coats surfaces of aircraft with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from aircraft, using liquid paint remover and scraper. Smooths surface with sandpaper and steel wool, roughens aluminum surfaces with acid solution and steel wool to insure that paint adheres to surface, masks and covers portions of surfaces not to be painted, and paint insignia, letters or numerals on aircraft surface, using stencils.
Aircraft Servicer	High School	2 yrs	Services aircraft, performing any combination of the following tasks. Directs incoming and outgoing aircraft near terminal area to assist pilot's maneuvering of the aircraft on ground, using hand or light signals or drives light truck With guiding sign. Secures aircraft in parking position with blocks and stakes. Operates service vehicles to replenish fuel, oil, water, waste system chemicals, oxygen, hydraulic fluid, and to remove waste. Checks for fuel contamination by draining sumps and fuel drains. Operates ground support equipment such as electrical power supply and engine starting units. Examines tires for specified air pressure and condition. Removes and replaces defective tires. Positions and removes boarding platforms to unload or load aircraft passengers. Unloads and loads luggage, mail, freight, and other cargo, using tow truck with luggage carts. Cleans exterior or interior of aircraft, using portable platform ladders, brushes, rags, water hose, and vacuum. May deice aircraft wings and assemblies, using glycol mixture. May load and unload containers of food, beverages, and dishes for in-flight meal services. May trace lost luggage for customers and prepare lost baggage claims. May install drag chutes or retrieve them and send them to parachute shop for re-packing.
Aircraft Worker	High School	2 yrs	Makes repairs to aircraft following orders of higher grade worker.

			Removes, cleans, reinstalls, or replaces defective parts, accessories, and components such as worn gaskets, couplings, and fittings; bad actuators, accumulators, gauges, sections of corroded fuel and oil lines, worn cable pulleys, frayed spark plug cables, and burned-out landing lights, using hand tools. Makes adjustments and settings such as cable tension and seat movement settings and adjustments. Obtains standard parts such as fuel and oil line connections and fittings, cable linkage, and spark plug cables and harnesses by referring to parts manuals and by making comparisons with samples. Services engines and aircraft components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition.
Aircrew Training Devices Instructor (Non-Rated)	Trade School	6 yrs	The Aircrew Training Devices Instructor (Non-Rated) is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of aircraft crewmembers (non-rated for Air Force/Navy contracts). This Worker instructs and measures training progress of crewmember students who train in the established aircrew training curriculum/ATDs, provides inputs and courseware corrections and modifications to update training policies and procedures. The Aircrew Training Devices Instructor assists in projects and development work as assigned, performs administrative and collateral duties relative to training such as record keeping, monitoring student progress, counseling, training development and maintenance of training programs.
Aircrew Training Devices Instructor (Pilot)	Certified Pilot	10 yrs	This Pilot Instructor is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of pilots. As a qualified pilot, the incumbent conducts simulator and other ground training of pilots and other crewmembers in aircraft operating procedures, in-flight IFR/ VFR, operational and tactical procedures, measures training progress of pilot students and diagnosis and remediate problems, provides input on needed corrections, modifications and updates to courseware and to training policies and procedures.

			Administrative and collateral duties include record keeping, counseling, training development, maintenance of training programs and serving as subject matter expert for students and other personnel as required. This instructor assists in projects and development work as assigned, and maintains a high level of current subject knowledge, capability, and expertise.
Aircrew Training Devices Instructor (Rated)	Trade School	8 yrs	The Aircrew Training Devices Instructor (Rated) is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of aircraft crew members (crew members for Air Force/Navy contracts) either individually, or in combination with pilot instructors. The incumbent instructs and measures training progress of crewmember students who train in the established aircrew training curriculum/ATDs, provides inputs and courseware corrections and modifications to update training policies and procedures, and assists in projects and development work as assigned. This Rated Instructor conducts ATD and other ground training of crew members in their specialized aircraft operations, including diagnosis and remediation of student problems following course outline and programmed simulator exercises. This person performs administrative and collateral duties relative to training such as: record keeping, monitoring student progress, counseling, training development and maintenance of training programs.
Automotive Worker	High School	2 yrs	Performs a variety of minor repairs and services to maintain motor vehicles. Places and maintains decals on vehicles. Checks and replaces batteries. Rotates, repairs, and replaces tires. Washes, polishes, and cleans interiors and exteriors of vehicles. Drains, flushes, and replaces engine, transmission, and differential grease and oils. Checks, cleans, calibrates, and replaces spark plugs. Cleans and replaces oil and air filters. Adjusts brakes, replaces windshield wipers, and similar minor parts. Assists on major overhaul jobs by disassembling and cleaning parts,

			repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items. Maintains tools and equipment, and cleans work areas.
Blocker and Bracer	High School	2 yrs	Secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation. Determines appropriate lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. Nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items. Constructs weatherproof shelters over some types of deck loads. Guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. Constructs temporary trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.
Bus Driver	High School	2 yrs	Drives bus to transport passengers over specified routes to local or distant points according to time schedule. Assists passengers with baggage and collects tickets or cash fares. Regulations heating, lighting, and ventilating systems for passenger comfort. Complies with local traffic regulations. Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route.
Cashier	High School	1 yrs	Receives cash from customers or employees in payment for goods or services and records amounts received. Re-computes or computes bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Makes change, cashes checks, and issues receipts or tickets to customers. Records amounts received and prepares reports of transactions. Reads and records totals shown on cash register tape and verifies against cash on hand. May make credit card transactions. May be required to know value and features of items for which money is received. May give cash refunds or issue credit memorandums to customers for returned merchandise. May operate ticket-dispensing machine. May sell candy, cigarettes, gum and gift certificates, and issue trading stamps. Usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

Civil Engineer Technician	Associate's Degree	2 yrs	This technician assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications and confers with the Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. This worker conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests, prepares reports detailing tests conducted and their results. The Civil Engineering Technician surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment, drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects. This work involves performing duties as described under Drafter, and calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.
Cleaner, Vehicles	High School	1 yrs	Cleans interiors and exteriors of transportation vehicles, such as automobiles, buses, railroad cars, and streetcars. Cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whisk broom. Cleans windows with water, cleansing compounds, and cloth or chamois. Replenishes sanitary supplies in vehicle compartments. Removes dust, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment or by spraying or washing vehicles, using spraying equipment, brush or sponge. May polish exterior of vehicle. May fumigate interior of vehicle, using fumigating gases or sprays.
Computer Based Training (CBT) Specialist/ Instructor	Associates Degree	2 yrs	Has primary responsibility for the effective delivery of instruction by means of computer. During the design phase of Instructional Systems Development (ISD), contributes to the effective use of graphics, windowing, animation, feedback, and branching. Plans, designs, and coordinates the use of the Interactive Video Disc. Uses hardware and software to input data efficiently and to program and restructure both the Computer Aided Instruction and Computer Managed Instructional

			Programs. Verifies tests and validates computer based courseware.
Computer Operator I	High School	2 yrs	Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.
Computer Operator II	High School	3 yrs	Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.
Computer Operator III	High School	4 yrs	Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.
Computer Operator IV	Associate's Degree	5 yrs	Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.
Computer Operator V	Bachelor's Degree	4 yrs	Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard

			<p>procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.</p>
Computer Programmer I	Associate's Degree	2 yrs	<p>Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments (as described in Level II) under close supervision.</p> <p>In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.); reports findings to higher level staff.</p> <p>May receive training in elementary fact-finding. Detailed, step-by-step instructions are given for each task and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.</p>
Computer Programmer II	Associate's Degree	3 yrs	<p>At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs.</p> <p>Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and writes operator instructions. May write routine new programs using prescribed specifications; may confer with EDP personnel to clarify procedures,</p>

			<p>processing logic, etc.</p> <p>In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats.</p> <p>Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress; all work is reviewed upon completion for accuracy and compliance with standards.</p>
Computer Programmer III	Associate's Degree	4 yrs	<p>As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems. (In small organizations, may maintain programs which concern or combine several operations, i.e., users, or develop programs where there is one primary user and the others give input.)</p> <p>Performs such duties as: develops, modifies, and maintains assigned</p>

			<p>programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other EDP personnel to obtain or provide factual data. In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where</p>
			<p>the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.</p> <p>Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments. Works on complex programs under close direction of higher level staff or supervisor. May assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision.</p>
Computer Programmer IV	Bachelor's	4 yrs	Applies expertise in programming procedures to complex programs;

	Degree		<p>recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.</p> <p>Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other EDP personnel to secure information, investigate and resolve problems and coordinate work efforts.</p> <p>In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other EDP personnel and users and having responsibility for a portion of the project.</p>
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			Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May function as team leader or supervise a few lower level programmers or technicians on assigned work.
Computer Systems Analyst I	Associate's Degree	2 yrs	<p>At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.</p> <p>Carries out fact finding and analysis as assigned, usually of a single activity or a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.</p> <p>The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. May supervise technicians and others who assist in specific assignments.</p>
Computer Systems Analyst II	Associate's Degree	4 yrs	Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or

			<p>wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.</p> <p>Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.</p> <p>Works independently under overall project objectives and requirements; appries supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.</p> <p style="text-align: center;">OR</p>
			<p>Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst, level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.</p>

<p>Computer Systems Analyst III</p>	<p>Bachelor's Degree</p>	<p>4 yrs</p>	<p>Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems.</p> <p>Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.</p> <p>Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.</p>
<p>Dispatcher, Motor Vehicle</p>	<p>High School</p>	<p>2 yrs</p>	<p>Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May</p>

			supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.
Document Preparation Clerk	High School	1 yrs	Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.
Drafter/CAD Operator I	High School	2 yrs	Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.
Drafter/CAD Operator II	High School	3 yrs	Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product.

<p>Drafter/CAD Operator III</p>	<p>Associate's Degree</p>	<p>3 yrs</p>	<p>Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems.</p>
<p>Drafter/CAD Operator IV</p>	<p>Associate's Degree</p>	<p>4 yrs</p>	<p>Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.</p>
<p>Duplicating Machine Operator</p>	<p>High School</p>	<p>2 yrs</p>	<p>Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.</p>
<p>Educational Technologist</p>	<p>Bachelor's Degree</p>	<p>10 yrs</p>	<p>The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format</p>

			guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). This technologist will work with Instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. This person plans graphics integrates completed graphics into curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.
Electrician, Automotive	Apprenticeship	2 yrs	Tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature such as automatic alternator synchronizing equipment, amplydne control units, voltage regulating equipment, generators, switching and control panels, and junction boxes, in motor vehicles such as automobiles, buses and trucks.
Electrician, Maintenance	Apprenticeship	2 yrs	Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Electronics Technician, Maintenance I	High School	2 yrs	Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes.

			Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.
Electronics Technician, Maintenance II	High School	3 yrs	<p>Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.</p> <p>Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.</p>
Electronics Technician, Maintenance III	Apprenticeship	4 yrs	<p>Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes.</p> <p>Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.</p>
Electrostatic Spray Painter	High School	2 yrs	<p>Sprays negatively charged paint particles on positively charged workpieces, using cone, disk, or nozzle-type electrostatic painting equipment. Moves switches and dials to start flow of current and to activate paint spraying equipment. Turns valves and observes gauges to set pressure and to control flow of paint. Adjusts thermostat to maintain specified temperature in paint tanks. Inspects painted units for runs, sags, and unpainted areas. Readjusts pressure valves to control direction and pattern of spray and to correct flaws in coating. Cleans paint from ceiling and walls of booth, conveyor hooks or grid, and from disks, cones, spray heads, and hoses, using solvent and brush. May hand-spray parts to cover unpainted areas or apply rust preventative. May mix paint according to specifications, using viscometer to regulate consistency according to</p>

			changes in atmospheric conditions. May supervise or train furniture handlers for limited operation of the electrostatic spray painting equipment. In general, the work of an electrostatic spray painter requires rounded training and experience usually acquired through considerable on-the-job training and experience.
Engineering Technician I	High School	2 yrs	<p>Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> • Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. • Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. <p>Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.</p>
Engineering Technician II	High School	3 yrs	<p>Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> • Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. • Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. <p>Extracts engineering data from various prescribed but nonstandardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.</p>
Engineering Technician III	High School	4 yrs	<p>Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical</p>

			<p>duties as:</p> <ul style="list-style-type: none"> • Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions. • Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. • Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data. • Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation. <p>Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.</p>
<p>Engineering Technician IV</p>	<p>Associate's Degree I</p>	<p>4 yrs</p>	<p>Performs nonroutine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> • Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts. • Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test

			<p>procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports.</p> <ul style="list-style-type: none"> • Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.
Engineering Technician V	Associate's Degree	6 yrs	<p>Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Contacts personnel in related activities to resolve problems and coordinate the work; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> • Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. • From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements which are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. • Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.
Engineering Technician VI	Bachelor's Degree	4 yrs	<p>Independently plans and accomplishes complete projects or studies of broad scope and complexity. Or serves as an expert in a narrow aspect of</p>

			<p>a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters; completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> • Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment). • Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. • Designs and coordinates test set ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. • Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.
Environmental Technician	Trade School	2 yrs	<p>Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical</p>

			<p>laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semiprocessed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty.</p>
<p>Flight Instructor (Pilot)</p>	<p>Certified Pilot</p>	<p>10 yrs</p>	<p>The Flight Instructor provides individual flight, and ground instructions to military, civilian or international student pilots in a highly structured training environment. Flight instruction may be performed in a high performance aerobatic aircraft with students who have limited or no previous flight experience. Instruction is based on highly structured syllabus of instruction. Instructors must be able to tailor instruction to students' individual progress and previous qualifications. Instructors must be skilled in providing instructions limited by daily flight schedule.</p> <p>This person maintains training folders that accurately reflect student performance and progress, documents student deficiencies and suggests corrective actions, and motivates students having problems with performance or adaptation to the flight environment.</p> <p>Instructors may also be required to qualify as an observer, monitoring aircraft in the traffic pattern and providing aircraft clearance information to maintain safe and efficient traffic</p>

			flow. Instructors may also be required to qualify as an area controller who assigns areas to and monitors aircraft in the local training areas, including providing for aircraft separation for arriving and departing aircraft.
Forklift Operator	High School	2 yrs	Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.
Fuel Distribution System Mechanic	High School	2 yrs	Maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments. Inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges such as distribution lines, float gauges, piping valves, pumps, and roof sumps. Inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment. Lubricates and repacks valves. Lubricates pumps, replaces gaskets, and seals and corrects pumping equipment misalignment. Cleans strainers and filters, services water separators, and checks meters for correct delivery and calibration. Overhauls system components such as pressure regulating valves and excess valves. Disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them. Removes and installs equipment such as filters and piping to modify system or repair and replace system component. Cleans fuel tanks and distribution lines. Removes corrosion and repaints surfaces. Overhauls vacuum and pressure vents, floating roof seals, hangers, and roof sumps. Maintains record of inspections and repairs.
Fuel Distribution System Operator	High School	2 yrs	Receives, stores, transfers, and issues fuel through pipelines at main-line or terminal stations. Receives fuel by tanker. Ships fuel by pipeline, tank car, tank truck, and barge. Prepares and checks receiving or ship's documents. Connects lines, grounding wires, and loading and off loading arms or hoses to pipelines. Visually inspects samples of fuel, and checks gravity and flashpoint. Gauges tanks for water, temperature, and fuel levels. Checks pumping systems for correct operating pressure or unusual noises. Performs preventive maintenance and repairs on terminal systems. Assists in maintenance of government-owned railroad loading and switch area. Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.
General Clerk I	High School	1 yrs	This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a

			prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.
General Clerk II	High School	2 yrs	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.
General Clerk III	High School	3 yrs	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks.
General Maintenance Worker	High School	1 yrs	Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles,

			wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.
Graphic Artist	High School	2 yrs	Serves as a consulting member of an Interactive Courseware (ICW) development team. Determines requirements for computer graphics and integrates them in the ICW. Tests and performs quality control.
Ground Support Equipment Mechanic	Trade School	2 yrs	<p>The Ground Support Equipment Mechanic diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools.</p> <p>This mechanic maintains external fuel and grounding systems, performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, diagnoses mechanical and electronic circuitry malfunctions using visual and auditory senses, test equipment, and technical publications. This work also does the following: disassembles and assembles</p>

			<p>malfunctioning GSE accessories and components, removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations. This mechanic prepares GSE for storage and mobility deployment; and operates, cleans, inspects, and services GSE towing vehicles. In addition to maintaining vehicle records, this mechanic maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, practices good housekeeping, tool control, Foreign Object Damage prevention, and safety at all times.</p>
<p>Ground Support Equipment Servicer</p>	<p>Trade School</p>	<p>2 yrs</p>	<p>The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and</p>

			flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.
Ground Support Equipment Worker	Trade School	2 yrs	The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems. This worker performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, disassembles and assembles malfunctioning GSE accessories and components. In addition, the Ground Support Equipment Worker removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles; maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

Guard I	High School	1 yrs	Carries out instructions primarily oriented toward insuring that emergencies and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training.
Guard II	High School	2 yrs	Enforces regulations designed to prevent breaches of security. Exercises judgment and use discretion in dealing with whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas. Commonly, the guard is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.
Heating, Refrigeration and Air Conditioning Mechanic	Trade School	2 yrs	Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty

			tons cooling capacity, in warehouses and small factory buildings.
Heavy Equipment Mechanic	Trade School	2 yrs	Analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear, using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.
Heavy Equipment Operator	High School	2 yrs	Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load or move dirt, gravel or other materials. Operator may read and interpret grade and slope stakes and simple plans. May grease, adjust and make emergency repairs to equipment.
Janitor	High School	1 yrs	Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.
Data Entry Operator I	High School	1 yrs	Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.
Data Entry Operator II	High School	2 yrs	Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for Level I.
Laborer	High School	1 yrs	Performs tasks which require mainly physical abilities and effort involving

			little or no specialized skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or handtrucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash.
Laborer, Grounds Maintenance	High School	1 yrs	Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.
Library Technician	High School	2 yrs	Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk

			operation of circulation department.
Line Handler	High School	1 yrs	Secures and removes ship's docking lines to and from dock. Catches lines heaved from ship attempting to dock. Drags lines to bitts on dock and slips eye of mooring lines over bitts. Removes lines from bitts when ships depart. May drive vehicle to pull in docking lines.
Machinery Maintenance Mechanic	High School	2 yrs	Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.
Machinist, Maintenance	High School	2 yrs	Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.
Maintenance Trades Helper	High School	1 yrs	Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some

			trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.
Material Coordinator	High School	4 yrs	Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.
Material Expediter	High School	4 yrs	Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at work stations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.
Material Handling Laborer	High School	1 yrs	Performs physical tasks to transport or store materials or merchandise.

			<p>Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.</p> <p>Excluded from this definition are workers whose primary function involves:</p> <ol style="list-style-type: none"> 1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process); 2. Stocking merchandise for sale; 3. Counting or routing merchandise; 4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck; 5. Loading and unloading ships (longshore workers); 6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.
Messenger Courier	High School	1 yrs	<p>Drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies. May transport office personnel and visitors, and perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. May obtain receipts for articles delivered and keep a log of items received and delivered. May deliver items to offices and departments within an establishment.</p>
Metrology Technician I	Trade School	2yrs	<p>The Metrology Technician I will do most or all of the following: calibrate and certify electronic and physical/dimensional measuring and test equipment to technical data specifications, maintaining traceability to the NIST, US Department of Commerce or by reference to natural constants. This person will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, accuracy and precision requirements, troubleshoot, align, and repair malfunctioning measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics. This worker inspects measuring and test equipment for preventive maintenance, cleanliness, and</p>

			safety requirements, and will document results of measurements and calibrations on calibration certificates.
Metrology Technician II	Trade School	4 yrs	<p>The Metrology Technician II independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. The incumbent will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements.</p> <p>The Metrology Technician II identifies magnitude of error sources contributing to uncertainty of results to determine reliability of measurement process in quantitative terms, diagnoses and repairs malfunction in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. This worker provides training to apprentice technicians on metrology principle, resolving technical problems, and complicated electronic theory. This worker will inspect measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyze and interpret results of measurements and calibrations using mathematical formulas, and document results of measurements and calibrations on calibration certificates and calibration correction charts.</p>
Metrology Technician III	Bachelor's Degree	4 yrs	<p>The Metrology Technician III will independently determine and perform operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by</p>

			<p>reference to natural constants. This Worker assess and utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements, analyzes magnitude of error sources contributing to uncertainty of results and/or test accuracy ratios to determine reliability of measurement process in quantitative terms. The Incumbent will recommend substitution of standards or measuring equipment if required, diagnose and repair malfunctions in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level.</p> <p>The Metrology Technician III will provide training to apprentice and journeyman technicians on metrology principle, resolving technical problems, and complicated electronic theory, implement quality control plan, identify nonconformities, analyze and interpret trends; recommend corrective actions, investigate and identify root causes of problems.</p> <p>The Metrology Technician III interprets engineering drawings, schematic diagrams, or formulas to determine quality and reliability standards, inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyzes and interprets results of measurements and calibrations using mathematical formulas and authenticate calibration certificates for measurements and calibrations and calibration correction charts.</p>
Mobile Equipment Servicer	High School	2 yrs	<p>Operating from a mobile fuel station and/or tanker, performs one or more of the following duties: Supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers. Checks fluid levels of transmissions, battery, cooling system and engine oil. Checks tires for wear and for pressure. Replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services. Changes oil and filters, and lubricates and greases vehicles.</p>

			Washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.
Motor Vehicle Mechanic	Trade School	2 yrs	Repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Motor Vehicle Mechanic Helper	High School	1 yrs	Performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.
Order Clerk I	High School	1 yrs	Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to insure that proper item is supplied or to verify price of ordered item.
Order Clerk II	High School	2 yrs	Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.
Order Filler	High School	1 yrs	Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.
Painter, Automotive	High School	2 yrs	Coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices. Removes old paint from vehicle, using liquid paint remover and scraper. Smooths surface with sandpaper and steel wool. Roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface. Masks and covers portions of surfaces not to be painted. Paints vehicle or specified portion of vehicle. May paint insignia, letters or numerals on vehicle surface, using stencils.
Painter, Maintenance	High School	2 yrs	Paints and redecorates walls, woodwork and fixtures. Work involves the

			following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Pipefitter, Maintenance	Trade School	2 yrs	Installs or repairs water, steam, gas or other types of pipe and pipefittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Plumber, Maintenance	Trade School	2 yrs	Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes,

			bathubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.
Pneudraulic Systems Maintenance	High School	2 yrs	The Pneudraulic Systems Mechanic maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases), tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics, and modifies, repairs or disassembles and overhauls systems or components.
Production Control Clerk	High School	4 yrs	Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.
Recycling Laborer	High School	2 yrs	The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into

			established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.
Recycling Specialist	High School	4 yrs	The Recycling Specialist conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration, operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars; prepares receipts and reports concerning materials collected and chipped, may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor, may assist in performing preventive maintenance, minor repairs and lubrication of machinery, and may disassemble scrap material using hand tools.
Refuse Collector	High School	2 yrs	Picks up garbage, trash, or refuse from homes and businesses and other locations, and deposits it in a truck.
Rigger	High School	2 yrs	Assembles rigging to lift and move equipment or material in manufacturing plant or shipyard. Selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved. Attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps. Attaches load with grapping devices, such as loops, wires, ropes and chains, to crane hook. Gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. Sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches. Splices rope and wire cables to make or repair slings and tackle. May direct workers engaged in hoisting machinery and equipment into ships.
Sales Clerk	High School	1 yrs	Sells a variety of inexpensive merchandise usually in a retail trade

			<p>establishment, for which a knowledge of the items sold is not a primary requirement. Stocks shelves, counters, or tables with merchandise. Sets up advertising displays or arranges merchandise on counters or tables to promote sales. Stamps, marks, or tags price on merchandise. Obtains merchandise requested by customer or receives merchandise selected by customer. Totals price and tax on merchandise selected by customer, using paper and pencil, cash register, or adding machine, to determine bill; receives payment, and makes change. Occasionally calculates sales discount in determining sales slip. Wraps or bags merchandise for customers. Cleans shelves, counter, or tables, as necessary. May keep record of sales, prepare inventory of stock, or order merchandise. May be designated according to product sold or type of store.</p>
Scheduler, Maintenance	High School	4 yrs	<p>Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.</p>

<p>Secretary I</p>	<p>High School</p>	<p>1 yrs</p>	<p>Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.</p> <p>Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.</p> <p>Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:</p> <ol style="list-style-type: none"> 1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters; 2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms; 3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format; 4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; 5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files. <p style="text-align: center;">OR</p> <p>Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc.; supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls are formal.</p> <p>Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for</p>
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			<p>accuracy. Performs varied duties including or comparable to the following:</p> <ol style="list-style-type: none"> 1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters; 2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms; 3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format; 4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; 5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files. <p style="text-align: center;">OR</p> <p>Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: Financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in, such areas as personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.</p>
			<p>Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:</p> <ol style="list-style-type: none"> 1. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters; 2. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms;

			<ol style="list-style-type: none"> 3. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format; 4. Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; 5. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.
Secretary II	High School	3 yrs	<p>Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.</p> <p>Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.</p> <p>Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:</p> <ol style="list-style-type: none"> 1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name; 2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings; 3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed; 4. Collects information from the files or staff for routine inquiries

			<p>on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;</p> <p>5. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.</p>
Secretary III	High School	4 yrs	<p>Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.</p> <p>Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc.; supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls are formal.</p> <p>Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:</p> <ol style="list-style-type: none"> 1. Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other offices. May prepare and sign routine, nontechnical correspondence in own or supervisor's name; 2. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings; 3. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed; 4. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers nonroutine requests to supervisor or staff;

			<p>5. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.</p> <p style="text-align: center;">OR</p> <p>Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.</p> <p>Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:</p> <ol style="list-style-type: none"> 1. Based on a knowledge of the supervisor's views, composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval; 2. Anticipates and prepares materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; 3. Reads publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff; 4. Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions; 5. Advises secretaries in subordinate offices on new procedures; requests information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc. Shifts clerical staff to accommodate workload needs.
Service Order Dispatcher	High School	2 yrs	<p>Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Records information, such as name, address, article to be repaired, or service to be rendered. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and</p>

			work orders. May dispatch orders and relay messages and special instructions to mobile crews and other departments, using radio telephone equipment.
Sewage Plant Operator	High School	2 yrs	Operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage: Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage. Observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements. Starts and stops pumps, engines and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes. Maintains log of operations and records meter and gas readings. Gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance. May collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. May operate and maintain power generating equipment to provide steam and electricity for plant.
Sheet-Metal Worker, Maintenance	High School	2 yrs	The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Shipping Packer	High School	1yrs	Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of

			<p>items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.</p> <p>Exclude packers who also make wooden boxes or crates.</p>
Shipping/Receiving Clerk	High School	1 yrs	<p>Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.</p> <p>Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.</p> <p>Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.</p>
Shuttle Bus Driver	High School	2 yrs	<p>Drives minibus or van to transport clients, trainees, or company personnel: Drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. May assist disabled passengers into and out of vehicle. May secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. May operate radio or similar device to communicate with base station or other vehicles to report disruption of service. May clean and/or service vehicle with fuel, lubricants, and accessories. May keep records of trips and/or behavior of passengers.</p>

			May perform other duties when not driving, such as custodial and building maintenance tasks.
Stevedore I	High School	1 yrs	Loads and unloads ships' cargoes. Carries or moves cargo by handtruck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship. Stacks cargo in transit shed or in hold of ship as directed by Header. Attaches and moves slings used to lift cargo. Guides load being lifted to prevent swinging. Shores cargo in ship's hold to prevent shifting during voyage. May be called longshoreman or may be designated according to area in which work is performed as stevedore, dock; stevedore, front; stevedore, hold.
Stevedore II	High School	2 yrs	Operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area. Operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached in accordance with signals from other workers. Moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over each hatch when previous hatch is filled. Drives lift truck along dock or aboard ship to transfer bulk items, such as lumber, pallet-mount machinery, and crated products within range of winch. Drives tractor to transfer loaded trailers from warehouse dockside. May position and fasten hose lines to ships' cargo tanks when loading or unloading liquid cargo, such as animal fats, vegetable oils, molasses, or chemicals. May perform variety of manual duties, such as lashing or shoring cargo aboard ship, attaching slings, hooks, or other lifting devices to winch for loading or unloading, and signaling other workers to move, raise, or lower cargo. May direct activities of cargo gang consisting of Stevedore I. May also be called longshoremen.
Stock Clerk	High School	1 yrs	Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes,

			figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.
Store Worker I	High School	1 yrs	Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Will move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Will include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise.
Supply Technician	High School	4 yrs	Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty . The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.

			<p>Level of Responsibility:</p> <p>Works within a framework of established supply regulations, policies, and procedures, or other governing supply management guidelines.</p> <p>Deals with a variety of operating officials regarding limited aspects of program needs of the organization serviced. Contacts may relate to inventory requirements in a stable or standardized organization and to the adequate description or identification of less complex items which are new to the system. May contact representatives of commercial firms to obtain information regarding new items of supply, item characteristics, or procurement lead time; or representatives of government agencies (Federal, State or local) regarding the utilization of property.</p>
Receptionist	High School	1 yrs	<p>Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls and acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.</p>
Technical Instructor	Trade School	4 yrs	<p>The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and</p>

			enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.
Technical Instructor/Course Developer	Bachelor's Degree	6 yrs	The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.
Technical Writer I	Associates Degree	4 yrs	The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books,

			<p>catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.</p> <p>This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.</p>
<p>Technical Writer II</p>	<p>Associate's Degree</p>	<p>6 yrs</p>	<p>In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to</p>

			<p>expand or verify the provided operating procedures and details.</p> <p>This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.</p>
<p>Technical Writer III</p>	<p>Bachelor's Degree</p>	<p>6 yrs</p>	<p>The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.</p>

			<p>The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.</p>
Telecommunication Mechanic I	High School	2 yrs	<p>Installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or nonvoice communications systems including intercom and public address systems; alarm systems; teletype equipment; and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. Runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for nonvoice circuits.</p>
Telecommunication Mechanic II	High School	4 yrs	<p>Installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. Analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. They maintain manual and/or computerized central office records, including</p>

			detail records, traffic analysis records, cable records, line records, subscriber service records and spare parts inventories.
Test Proctor	High School	2 yrs	Administers, supervises or proctors tests. Administers make-up tests in conjunction with civilian institution programs when it has been clearly established that the student could not be present for normal in-class testing because of duty conflict or health reasons. Testing materials are controlled items and will be handled, stocked safeguarded and administered in strict compliance with applicable regulations.
Tools and Parts Attendant	High School	2 yrs	Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.
Tractor Operator	High School	2 yrs	Drives gasoline or diesel powered tractor to move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. Fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor. Adjusts equipment for proper operation. Lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.
Truckdriver, Heavy Truck	High School	2 yrs	Straight truck, over 4 tons, usually 10 wheels.
Truckdriver, Light Truck	High School	2 yrs	Straight truck, under 1 1/2 tons, usually 4 wheels.
Truckdriver, Medium Truck	High School	2 yrs	Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.
Truckdriver, Tractor-Trailer	High School	2 yrs	Rated capacity is the gross vehicle weight minus the empty weight of the vehicle.
Unexploded (UXO) Safety Escort	High School	2 yrs	The UXO Escort is responsible for the safe escort of non-UXO qualified personnel who are not directly involved in specific UXO clearance site work, but have activities to perform within restricted/exclusion areas. Such personnel may include, but are not limited to contractor personnel involved in the UXO cleanup, cultural visitors, surveying personnel, equipment operators, archaeologists, conservationists, geologists, news media, visiting Government personnel, and other personnel as directed. The

			UXOS escort ensures safety during the transit of persons being escorted by scanning visually in the immediate path of the escorted party, and redirecting the party as necessary to avoid unexploded ordnance and other hazards. The escort function involves hazard recognition and avoidance only, not the execution of UXO search or clearance actions. This position requires UXO training qualifications.
Unexploded (UXO) Sweep Personnel	High School	2 yrs	Sweep personnel assist UXO personnel in the clearance of UXO, operating only under the direct working supervision of qualified UXO specialist and/or UXO supervisory personnel. Sweep personnel conduct visual and/or instrumented UXO search activities in the field and operate ordnance detection instruments and similar equipment. Sweep personnel remove UXO fuze remnants, fragments and related debris only after such items have been positively identified, inspected and verified as safe to handle by a qualified UXO specialist. Sweep personnel are not involved in the execution of explosive operations. This position requires site and job specific contractor training, but does not require UXO qualifications.
Unexploded Ordnance (UXO) Technician I	High School	2 yrs	Assist in performing: reconnaissance and classification of UXO. Identification of U.S. and foreign guided missiles; bombs and bomb fuzes; projectiles and projectile fuzes; grenades and grenade fuzes; rockets and rocket fuzes; land mines and associated components; pyrotechnic items; military explosives and demolition materials. Perform location of subsurface UXO using military and/or civilian magnetometers. Assists in performing excavation procedures on buried UXO. Perform operator maintenance of military and/or civilian magnetometers. Locate surface UXO using visual means. Assist in transporting and storing UXO and demolition materials. Assist in preparing non-electric firing system for an UXO disposal operation. Assist in preparing electric firing system for an UXO disposal operation disposing of ammunition/ explosives by burning; disposing of ammunition/explosives by detonation. Assist in the operation of a personnel decontamination station. Don and Doff appropriate personal protective equipment in contaminated areas. Assist in the inspection of salvage UXO-related material and erection of UXO-related protective works.
Unexploded Ordnance (UXO) Technician II	High School	2 yrs	Perform: reconnaissance and classification of UXO; identification of U.S. and foreign guided missiles; bombs and bomb fuzes; projectiles and projectile fuzes; grenades and grenades fuzes rockets and rocket fuzes; land mines and associated components; pyrotechnics; military explosives

			<p>and demolition materials. Locate subsurface UXO using military and/or civilian magnetometers. Perform excavation procedures on buried UXO by manual means; mechanical means. Perform operator maintenance of military and/or civilian magnetometers. Locate surface UXO using visual mean. Operate motor vehicle transporting UXO. Prepare an on-site safe holding area for UXO. Perform storage of UXO and demolition materials. Prepare an UXO disposal site. Prepare non-electric firing system for an UXO disposal operation; electric firing system for an UXO disposal operation; a detonating cord firing system. Dispose of UXO/explosives by burning; detonation. Operate a personnel decontamination station. Don and doff appropriate personal protective equipment in contaminated areas. Inspect salvage UXO-related material. Erect UXO-related protective works. Determine a magnetic azimuth using a lensatic compass. Perform field expedient identification procedures to ID explosive-contaminated soil. Perform emergency leak seal and packaging of chemical warfare material. Use radiographic (x-ray) equipment.</p>
<p>Unexploded Ordnance (UXO) Technician III</p>	<p>High School</p>	<p>2 yrs</p>	<p>Perform: reconnaissance and classification of UXO; identification of U.S. and foreign guided missiles; bombs and bomb fuzes; projectiles and projectile fuzes; grenades and grenade fuzes; rockets and rocket fuzes; land mines and associated components; pyrotechnic items; military explosives and demolition materials. Supervise: the location of subsurface UXO using military and/or civilian magnetometers. Supervises the excavation and recovery of subsurface UXO; construction of UXO-related protective works; the location of surface UXO by visual means; transporting and storing UXO assuring compliance with Federal, state, and local laws; disposal of UXO by burning/detonation; preparation of an UXO disposal site; preparation of an on-site safe holding area for UXO. Determine UXO-related storage compatibility. Prepare an explosive storage plan. Supervise donning and doffing of personal protective equipment; operation of a personnel decontamination station; maintenance and operator checks on all team equipment. Prepare UXO related administrative reports; standard operating procedures. Conduct daily team safety briefing. Supervise: segregation of UXO-related scrap from non-UXO related scrap; safe handling procedures; team preventive medicine and field sanitation procedures. Perform risk hazard analysis; interpret x-ray of UXO. Supervise: field expedient identification procedures to ID explosive</p>

			contaminated soil; the determining of a magnetic azimuth using a lensatic compass; emergency leak sealing and packaging of chemical warfare material.
Warehouse Specialist	High School	2 yrs	As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).
Water Treatment Plant Operator	High School	2 yrs	Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant. Dumps specified amounts of chemicals, such as chlorine, ammonia, and lime into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. Starts agitators to mix chemicals and allows impurities to settle to bottom of tank. Turns valves to regulate water through filter beds to remove impurities. Pumps purified water into water mains. Monitors panelboard and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. Cleans tanks and filter beds, using backwashing (reverse flow of water). Repairs and lubricates machines and equipment, using hand- and power tools. Tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Dumps chemicals such as alum into tanks to coagulate impurities and reduce acidity. Records data, such as residual content of chemicals, water turbidity, and water pressure. May operate portable water-purification plant to supply drinking water. May purify waste water from plant preparatory to pumping water into rivers and streams or city mains.
Weather Observer, Combined Upper Air or Surface Programs	Trade School	4 yrs	This position takes, records and disseminates rawinsonde and surface observations, and completes forms in accordance

			<p>with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment, and makes surface observations periodically and as required, special and local observations. This worker documents rawinsonde observation of atmospheric pressure, temperature, relative humidity, wind direction, and speeds aloft, using automatic methods, obtains data of cloud height, wind transmissive atmospheric pressure, and precipitation from autographic records.</p> <p>The incumbent performs rawinsonde observations, utilizing semi-automatic methods when automatic radio theodolite equipment fails, and observes, evaluates and codes flight data, performs prescribed quality control checks, and notifies personnel of problem areas, and disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings. For wage study purposes, workers concerned only with upper air observation programs may be classified as follows:</p>
Weather Observer, Senior	Associates Degree	6 yrs	<p>This position is responsible for all administrative matters including record keeping, documentation, equipment accountability, and training. This worker manages the technical, administrative and personnel functions of the facility, takes, records and disseminates rawinsonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical</p>

			<p>comparative flights to ensure proper calibration of equipment, and makes surface observations periodically, as well as special and local observations.</p> <p>This incumbent documents rawinsonde observation of atmospheric pressure, temperature, relative humidity and wind direction and speeds aloft, using automatic methods, obtains data of cloud height, wind transmissive atmospheric pressure, and precipitation from autographic records. Performs rawinsonde observations, utilizing semi-automatic methods when automatic radiotheodolite equipment fails, and observes, evaluates and codes flight data. This person is responsible for an active quality control system with a procedure for notifying personnel of problem areas. Each observer is responsible for checking his/her observations before dissemination. This incumbent disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings.</p>
Welder, Combination, Maintenance	High School	2 yrs	<p>Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only. May be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.</p>
Woodworker	High School	2 yrs	<p>Constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes. Studies specifications; and</p>

			measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. Fastens or installs parts, using hammer, nailing machine, or power stapler. Repairs defective containers by replacing damaged parts. Inserts wood bracings, cardboard files, and felt pads in containers. May build crate around object, using ruler, hand tools, and pneumatic nailer. May fabricate, repair, modify, and replace woodwork on vehicle sides and beds. May apply preservative to prolong wood life. May pack, seal, band, and apply markings to crates and containers.
Word Processor I	High School	1 yrs	Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.
Word Processor II	High School	2 yrs	Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.
Word Processor III	High School	4 yrs	Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For

			example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.
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Non-SCA Position Descriptions

NON-SCA Positions

Position Title	Minimum Education	Minimum Experience	Position Description
Accountant I	Bachelor's Degree	2 yrs	Responsible for completion and maintenance of general ledgers and financial reports. May require a bachelor's degree in accounting and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Accountant II	Bachelor's Degree	3 yrs	Responsible for completion and maintenance of general ledgers and financial reports. May require a bachelor's degree in accounting, finance and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Accountant III	Bachelor's Degree	5 yrs	Responsible for completion and maintenance of general ledgers and financial reports. Requires a bachelor's degree in accounting, and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

Accounting Supervisor	High School	2 yrs	Responsible for supervision of tax professionals. Oversees the tax reporting, tax planning, and compliance function. Has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Applications Systems Analyst I	Bachelor's Degree	2 yrs	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May require a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.
Applications Systems Analyst II	Bachelor's Degree	4 yrs	Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. May require a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with relational databases and client-server concepts. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

<p>Applications Systems Analyst III</p>	<p>Bachelor's Degree</p>	<p>5 yrs</p>	<p>Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Requires a bachelor's degree in a related area and at least 5 years of experience in the field or in a related area. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a project leader or manager. A wide degree of creativity and latitude is expected.</p>
<p>Biomedical Engineering Director</p>	<p>Master's Degree</p>	<p>5 yrs</p>	<p>Directs, coordinates and governs all functions as to provide safety testing, repair, and maintenance of electronic communication and biomedical patient care equipment. Provides training and technical leadership to appropriate patient care personnel regarding equipment operations, standards, and maintenance. May require an advanced degree and at least 5 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.</p>
<p>Biomedical Engineering Technician</p>	<p>Bachelor's Degree</p>	<p>4 yrs</p>	<p>Assembles, maintains, and repairs various medical equipment. Tests the functionality of equipment and takes accuracy, sensitivity, and selectivity measurements. Assists medical staff in operation of equipment. May require an associate's degree in biomedical engineering or electronic engineering. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.</p>

Biotechnology Quality Assurance Specialist	Bachelor's Degree	6 yrs	Responsible for all activities involving quality assurance and compliance with applicable regulatory requirements; conducts audits and reviews/analyzes data and documentation. May require an advanced degree and 5-8 years of direct experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
Budget Analyst I	Bachelor's Degree	2 yrs	Reviews expenditures and prepares operating budgets for various departments to ensure conformance to budgetary limits. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Budget Analyst II	Bachelor's Degree	3 yrs	Reviews expenditures and prepares operating budgets for various departments to ensure conformance to budgetary limits. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Budget Manager	Bachelor's Degree	6 yrs	Directs and coordinates activities of personnel responsible for formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of public and private organizations. Directs compilation of data based on statistical studies and analysis of past and current years to prepare budgets and to justify funds requested. Correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds. Reviews operating budgets periodically to analyze trends affecting budget needs. Requires a bachelor's degree and 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.
Budgeting Supervisor I	Bachelor's Degree	2 yrs	Oversees the review of expenditures and preparation of operating budgets for various departments to ensure conformance to budgetary limits. A level I supervisor is considered a working supervisor with little authority for personnel actions. May require a bachelor's degree or its equivalent. Relies on experience and judgment to plan and accomplish goals. Supervises a staff of analysts/clerks and typically reports to the budgeting manager.
Claims Analyst	Bachelor's Degree	3 yrs	Analyzes and reviews claims for accuracy, completeness and eligibility. Prepares and maintains reports and records for processing. May require a bachelor's degree or its equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Claims Examiner	Bachelor's Degree	2 yrs	Reviews, evaluates and processes claims and makes recommendations for resolution. May require a bachelor's degree or its equivalent and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor/manager. A limited degree of creativity and latitude is expected.

Computer Operations Manager	Associate's Degree	8 yrs	Plans, directs, and manages the daily operations of a computer operations department. Establishes department policies and procedures. May require an associate's degree in a related area and at least 8 years of experience in the field. Generally manages a group of computer operators. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.
Computer Operations Supervisor	Associate's Degree	5 yrs	Administers computer operations department policies and procedures. Supports and administers data retention/recovery and production job schedule environments. Supervises employees assigned to a particular shift. Performs continuous analysis of production jobs, backup processes, system monitors and server availability and provides solutions working with all groups impacted. May require an associate's degree in a related area and at least 5 years of experience in the field. Generally, supervises a group of computer operators. Relies on experience and judgment to plan and accomplish goals. Typically reports to a manager.
Consultant - Education	Bachelor's Degree	7 yrs	Plans and coordinates educational policies for specific subject area or grade level. Develops programs for in-service education of teaching personnel. Confers with federal, state, and local school officials to develop curricula and establish guidelines for educational programs. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of software developers/engineers. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.
Data Entry Supervisor	High School	5 yrs	Supervises the daily activities of data entry operators. Requires a high school diploma or its equivalent with at least 5 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a Manager.
Database Administrator	Bachelor's Degree	3 yrs	Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Distribution Manager	Associate's Degree	7 yrs	Manages the ordering and distribution of products, parts, and accessories. Ensures timely deliveries to maximize sales. May require an associate's degree with at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages a staff of personnel and typically reports to a senior manager.
Engineer I	Bachelor's Degree	2 yrs	Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Requires a bachelor's degree in engineering and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
Engineer II	Bachelor's Degree	4 yrs	Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Requires a bachelor's degree in engineering and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager.
Engineer III	Bachelor's Degree	6 yrs	Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Requires a bachelor's degree in engineering and 5-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. May report to an executive or a manager.
Environmental Compliance Specialist	Bachelor's Degree	3 yrs	Conducts required environmental tests, analysis and observations. Evaluates results and makes recommendations as necessary for maintaining compliance with regulatory agencies. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Environmental Compliance Specialist, Sr	Bachelor's Degree	4 yrs	Conducts required environmental tests, analysis and observations. Evaluates results and makes recommendations as necessary for maintaining compliance with regulatory agencies. Requires a bachelor's degree in a related area and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.
Environmental Engineer	Bachelor's Degree	3 yrs	Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Requires a bachelor's degree in engineering and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Estimating Manager	Bachelor's Degree	5 yrs	Manages and oversees the estimating department. Ensures bids are accurate and estimates quantities of material to purchase. May require a bachelor's degree with at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is expected. Manages a staff and typically reports to a senior manager.
Facilities Manager	Bachelor's Degree	5 yrs	Manages a staff of employees in the maintenance of buildings and grounds. May require a bachelors degree and at least 5 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Typically reports to a senior manager.
Field Service Engineer	Bachelor's Degree	5 yrs	Installs, analyzes, and services machinery in the field. Maintains relations between the customer and the organization on all engineering matters. Requires a bachelor's degree in engineering and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude required.

Financial Analysis Manager	Bachelor's Degree	7 yrs	Responsible for managing financial analysis projects and statistical studies. Projects may include evaluation of potential investments and divestitures as well as general economic outlooks. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages financial analyst staff and typically reports to top management.
Financial Analyst I	Bachelor's Degree	2 yrs	Responsible for conducting financial analysis projects and statistical studies. Requires a bachelor's degree and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Fleet Manager	Associate's Degree	7 yrs	Manages an organization's operation and maintenance of motor vehicles. May require an associate's degree with at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages a staff of personnel and reports to a senior manager.
Hotel Manager	Bachelor's Degree	3 yrs	Manages the overall daily operations of a hotel/motel. Provides supervision and direction to staff. May require a bachelor's degree or its equivalent with 2-4 years of related experience. Relies on experience and judgment to plan and accomplish goals.
Housekeeping Supervisor	High School	3 yrs	Supervises the daily operations of a housekeeping services department. May require a high school diploma or its equivalent and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a manager. A wide degree of creativity and latitude is expected.
Information Systems Auditor I	Bachelor's Degree	2 yrs	Evaluates information systems and operating procedures. Determines and recommends improvements in current standards and implementation of system changes. May require a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Inventory Control Analyst	Bachelor's Degree	3 yrs	Analyzes and revises shipment plans to ensure efficient distribution of products to satisfy customers. May require a bachelor's degree with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Inventory Control Analyst, Sr.	Bachelor's Degree	4 yrs	Analyzes and revises shipment plans to ensure efficient distribution of products to satisfy customers. Requires a bachelor's degree with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.
Inventory Control Manager	Bachelor's Degree	7 yrs	Ensures adequate inventory of materials and products in accord with inventory cycles and organizational philosophy. Requires a bachelor's degree with 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages a staff of personnel and typically reports to a senior manager.
LAN Support I	Associate's Degree	2 yrs	Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN- based applications. Installs and configures workstations. May require an associate's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

LAN Support II	Associate's Degree	3 yrs	Supports, monitors, tests, and troubleshoots hardware and software problems pertaining to LAN. Recommends and schedules repairs. Provides end users support for all LAN- based applications. Installs and configures workstations. May require an associate's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.
Logistics Analyst I	Associate's Degree	2 yrs	Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. May require an associate's degree or equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Logistics Analyst II	Associate's Degree	3 yrs	Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Requires an associate's degree or equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Logistics Analyst III	Associate's Degree	5 yrs	Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Requires an associate's degree or equivalent and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

Maintenance Supervisor	Trade School	4 yrs	Supervises and coordinates the work of employees who repair and maintain buildings/facilities. Prepares work schedules, assigns work, and oversees the work product. Requires a high school diploma or its equivalent. May be required to meet certain certifications in field. Requires at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
Maintenance Controller	Trade School	4 yrs	Plans, directs, and controls the performance and execution of maintenance department functions at the organizational level. Responsible for all technician maintenance and repair that ensures the equipment readiness and ability to meet requirements: establishes department goals, develops, and executes plans to meet established goals. Exhibits a high level of expertise in supervising the execution of various tasks encompassed within the wide spectrum of equipment maintenance matters: possesses a detailed working knowledge of all maintenance programs and processes to include all scheduled, and unscheduled maintenance procedures, support equipment planned management, and asset management. Supervises all activities relating to planning, directing, and controlling the performance and execution of maintenance department functions at the organizational level.
Material Control Manager	Bachelor's Degree	5 yrs	Manages and coordinates the distribution of materials for production. Requires a bachelor's degree with 5 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages a staff of personnel and typically reports to a senior manager.
Methods/Procedures Analyst I	Bachelor's Degree	2 yrs	Evaluates, maintains and improves efficiency of organization. Develops and implements new procedures, policies and paperwork to simplify and improve operations. Determines need for new equipment. May require a bachelor's degree in area of specialty and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

Methods/Procedures Analyst II	Bachelor's Degree	3 yrs	Evaluates, maintains and improves efficiency of organization. Develops and implements new procedures, policies and paperwork to simplify and improve operations. Determines need for new equipment. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
Operations Department Manager I	Bachelor's Degree	6 yrs	Manages and directs the operations department. Ensures efficient delivery of products and services to clients. Develops and implements policies and procedures. Requires a bachelor's degree or its equivalent with at least 6 years experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a senior manager.
Operations Department Manager II	Bachelor's Degree	10 yrs	Directs and oversees an organization's operational (non-manufacturing) policies, objectives, and initiatives. Requires a bachelor's degree with at least 10 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
Operations Director	Bachelor's Degree	8 yrs	Manages and directs the operations department. Ensures efficient delivery of products and services to clients. Develops and implements policies and procedures. Requires a bachelor's degree or its equivalent with at least 8 years experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a senior manager.

Operations Section Manager	Bachelor's Degree	6 yrs	Manages and directs the daily activities of multiple operations functions. Makes recommendations to improve the productivity, quality, and efficient delivery of products and services. Develops and implements policies and procedures. Requires a bachelor's degree or its equivalent and 5-7 years experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a senior manager.
Operations Supervisor	High School	4 yrs	Supervises the daily activities of an operations unit. Determines workflow and scheduling. Implements operational policies and procedures. Requires a high school diploma or its equivalent with 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to the Operations Unit Manager.
Operations Team Leader	High School	3 yrs	Manages and trains a team of operations clerks. Supports daily activities of the operations department. Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager.
Operations Unit Manager	Bachelor's Degree	5 yrs	Manages the daily activities of an operations unit. Responsible for planning and directing budgets, goals, and business objectives. Requires a bachelor's degree or its equivalent with at least 5 years experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a senior manager.

Pharmacist	Bachelor's Degree	4 yrs	Compounds and dispenses prescribed drugs in a retail or healthcare facility environment. Also responsible for transferring prescriptions, handling incoming physician calls, logging data into the computer, and Drug Utilization Review. Requires a bachelor's degree and/or an advanced degree in pharmacy and is licensed to practice. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
Price Analyst	Bachelor's Degree	3 yrs	Compiles and analyzes statistical data to determine feasibility of buying products and to establish price objectives for contract transactions. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Process Associate I	Bachelor's Degree	2 yrs	Responsible for developing production procedures to optimize manufacturing and/or regulatory requirements. Researches new technologies and procedures to enhance production. Requires a bachelor's degree in area of specialty and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a manager or head of a unit/department.
Process Associate II	Bachelor's Degree	4 yrs	Responsible for developing production procedures to optimize manufacturing and/or regulatory requirements. Researches new technologies and procedures to enhance production. May require a bachelor's/master's degree in area of specialty and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Production Control Manager	Associate's Degree	5 yrs	Supervises, establishes and coordinates the production schedules in a factory environment. Ensures the flow of materials, parts and assemblies between or within departments. Requires an associate's degree and at least 5 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Generally, manages nonexempt employees. Typically reports to upper management. A wide degree of creativity and latitude is expected.
Production Scheduler	High School	3 yrs	Plans and establishes production schedules. Monitors materials inventories, tracks progress of production, and reviews factors which affect schedules. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Project Administrator I	Bachelor's Degree	5 yrs	Plans and coordinates project scheduling, budgeting, and administrative tasks. Implements company policies and procedures. Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a project leader or manager.
Project Administrator II	Bachelor's Degree	7 yrs	Plans and coordinates project scheduling, budgeting, and administrative tasks. Requires a bachelor's degree in a related area with at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a project leader or manager.
Quality Manager	Bachelor's Degree	5 yrs	Manages total quality programs, policies, and initiatives. Responsible for evaluating improvements in productivity, client relationships, and customer service. Requires a bachelor's degree with 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a senior manager.

Scheduler I	High School	4 yrs	Responsible for the planning and scheduling of materials through the production schedules. May coordinate with purchasing, production, and engineering. Requires a high school diploma with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Scheduler II	High School	5 yrs	Responsible for the planning and scheduling of materials through the production schedules. May coordinate with purchasing, production, and engineering. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.
Teacher Adult Education	Bachelor's Degree	3 yrs	Prepares lesson plans and instructs adults in academic and nonacademic courses. Evaluates and monitors student's performance. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to the principal. A certain degree of creativity and latitude is required.
Teacher Vocational Education	Bachelor's Degree	3 yrs	Prepares lesson plans and instructs adults in vocational skill. Evaluates and monitors students performance. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to the principal. A certain degree of creativity and latitude is required. Note: Median base salary figures represent teachers with 15 years of experience. Moreover, standard geographic adjustments utilized may not fully reflect regional differences in pay. See methodology for more detail on geographic adjustments.

Technical Trainer	Bachelor's Degree	3 yrs	Participates in, and conducts technical training programs. Determines training objectives. Writes training programs, including outline, text, handouts, and tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts and texts. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager.
Technical Trainer, Sr.	Bachelor's Degree	4 yrs	Participates in, and conducts technical training programs. Determines training objectives. Writes training programs, including outlines, text, handouts, tests, and designs laboratory exercises. Lectures class on safety, installation, programming, maintenance, and repair of machinery and equipment, following outline, handouts and texts. Administers written and practical exams and writes performance reports to evaluate trainees' performance. Requires a bachelor's degree and at least 4 years of technical experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit/department.
Traffic Manager	Bachelor's Degree	7 yrs	Develops and maintains transportation and distribution procedures to maximize delivery efficiency. May require a bachelor's degree with at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals. Manages a staff of personnel and typically reports to a senior manager.
Traffic/Rate Analyst I	Associate's Degree	2 yrs	Analyzes transportation and distribution procedures to maximize delivery efficiency. May require an associate's degree or equivalent and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Traffic/Rate Analyst II	Bachelor's Degree	3 yrs	Analyzes transportation and distribution procedures to maximize delivery efficiency. Requires an associate's degree or equivalent and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.
Training Manager	Bachelor's Degree	7 yrs	Designs, plans, and implements corporate training programs, policies, and procedures. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Generally manages a group of training specialists. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.
Training Specialist I	Bachelor's Degree	2 yrs	Conducts company training programs. Requires a bachelor's degree in a related area and 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.
Training Specialist II	Bachelor's Degree	3 yrs	Participates in, and conducts company training programs. Requires a bachelor's degree in a related area and 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.
Warehouse Manager	High School	6 yrs	Manages all warehouse activities. Requires a high school diploma or its equivalent with 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A degree of creativity and latitude is required. Typically reports to a senior manager.

Warehouse Supervisor	High School	4 yrs	Supervises the receiving, storing, packing, and shipping of merchandise or materials. Maintains stock records and schedules. Requires a high school diploma or its equivalent with at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
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