

General Services Administration

Federal Supply Service Authorized Federal Supply Service Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage, a menu-driven database system.

The Internet address for GSA Advantage is:
<http://www.fss.gsa.gov>

For pricing rates, please contact:
nmiddleton@msti-net.com

Logistics Worldwide (LOGWORLD)
Federal Supply Group: 874 V
SIN 874-501
Class Number: 8744
Contract Number: GS-10F-0387L

Management Support Technology, Inc.

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Fairfax, VA 22030
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Contract Administration: Rose Lowstuter
Web Site: <http://www.msti-net.com>

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

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Customer Information

1. (a) Table of Awarded Special Item Number(s)

874-501 ACQUISITION LOGISTICS

2. Maximum Order

\$1,000,000.00

3. Minimum Order

\$300.00

4. Geographic Coverage (Delivery Area)

Domestic and Overseas Delivery

5. Point of Production (city, county, and state or foreign country)

Same as contractor

6. Discount from list prices or statement of net price

Government net prices (discount already deducted)

7. Quantity Discount

Already included in net pricing

8. Prompt Payment Terms

Net - 30 days

9. (a) Notification that government purchase cards are accepted below the micro-purchase threshold

Accepted

9. (b) Notification whether government purchase cards are accepted or not accepted above the micro-purchase threshold

10. Foreign Items (List items by country of origin)

None

11. (a) Time of Delivery

Specified on the Task Order

11. (b) Expedited Delivery

Specified on the Task Order

11. (c) Overnight and Two-day Delivery

Contact Contractor

11. (d) Urgent Requirements
Contact Contractor
12. F.O.B. Point(s)
Domestic and Overseas Delivery
13. Ordering Addresses
Same as Contractor
14. Payment Addresses
Same as Contractor
15. Warranty Provision
Product warranty terms and conditions are those set forth in contract clause 552.246-73
16. Export Packing Charges
If applicable
17. Terms and conditions of government purchase card acceptance (any thresholds above the micro-purchase level)
N/A
18. Terms and conditions of rental, maintenance, and repair (if applicable)
N/A
19. Terms and conditions of installation (if applicable)
N/A
20. (a) Terms and conditions of repair parts indicating date of parts price list and any discount from list price (if applicable)
N/A
20. (b) Terms and conditions for any other services (if applicable)
N/A
21. List of services and distribution points (if applicable)
N/A
22. List of participating dealers (if applicable)
N/A
23. Preventative maintenance (if applicable)
N/A
24. (a) Special attributes such as environmental attributes, (e.g., recycle content, energy efficiency, and/or reduced pollutants):
N/A

24. (b) If applicable, indicate that Section 508 compliance information is available on Electronic and Technology (EIT) supplies and services and show where full details can be found (e.g., Contractor's website or other location.)

The EIT standards can be found at: www.Section508.gov/.

25. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants

N/A

26. Data Universal Numbering Systems (DUNS)

783603814

27. Notification regarding registration in Central Contractor Registration (CCR) database

Registered

Overview

Management Support Technology, Inc. (MSTI) is in the business of providing professional service solutions to government and commercial customers. We provide Information Management Support, Program Management Support and Government Finance Management Support. MSTI is also ISO 9001-2008 certified.

Our quality commitment is to delight our customers with excellent service, on time, every time. The Information Management Support Division delivers innovative solutions for e-business/e-commerce, document management, and network installation and management. The Program Management Support Division performs a variety of support to include providing Program Management Office (PMO) support. Examples are logistics support, manpower management, combat operations historical research, and records management. The Government Finance Management Support provides program and budget support for government and acquisition management. We also have experience in Planning, Programming, Budgeting, and Execution (PPBE).

We encourage you to use our existing contract vehicles including GSA Schedule 70, GSA Schedule 36, GSA FABS, GSA MOBIS, GSA Schedule 48, HR Solutions – Studies & Analysis and/or Personnel Support Services, Seaport-e, DISA Encore II, and GSA STARS II (under JV – Zentech).

In addition, we are a small disadvantaged small business and a verified Service-Disabled Veteran-Owned Small Business (SDVOSB). Government and commercial customers will find us responsive, flexible and e-business ready.

SIN 874-501 Acquisition Logistics

- Provide logistics expertise in all program phases (planning, design, development, test, production, fielding, sustainment, improvement, modification, disposal, etc.):
- Participation in or consultation to concept development or integrated process teams
- Perform needs assessments
- Define and establish 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 and data management and related documentation
- Develop and monitor funding plans
- Support packaging, handling, storage and transportation operations
- Supply chain integration planning
- Inventory or asset management
- Vendor management
- Conduct field problem analysis and recommend corrective action
- Spares modeling
- Disposal, recycle or salvage management

Management Support Technology, Inc. (MSTI) - GS-10F-0387L

<u>LABOR CATEGORY</u>	9/28/2011 - 9/27/2012	9/28/2012 - 9/27/2013	9/28/2013 - 9/27/2014	9/28/2014 - 9/27/2015	9/28/2015 - 9/27/2016
	Option Period 2				
	Hourly Rates				
	Year 1	Year 2	Year 3	Year 4	Year 5
Accounting Clerk I	\$28.37	\$29.33	\$30.33	\$31.36	\$32.43
Accounting Clerk II	\$33.18	\$34.31	\$35.48	\$36.69	\$37.94
Accounting Clerk III	\$39.21	\$40.54	\$41.92	\$43.35	\$44.82
Accounting Clerk IV	\$45.71	\$47.26	\$48.87	\$50.53	\$52.25
Dispatcher, Motor Vehicle	\$40.02	\$41.38	\$42.79	\$44.24	\$45.74
Document Preparation Clerk	\$31.53	\$32.60	\$33.71	\$34.86	\$36.05
Messenger (Courier)	\$25.96	\$26.84	\$27.75	\$28.69	\$29.67
General Clerk I	\$25.96	\$26.84	\$27.75	\$28.69	\$29.67
General Clerk II	\$30.50	\$31.54	\$32.61	\$33.72	\$34.87
General Clerk III	\$34.07	\$35.23	\$36.43	\$37.67	\$38.95
General Clerk IV	\$47.58	\$49.20	\$50.87	\$52.60	\$54.39
Order Clerk I	\$32.54	\$33.65	\$34.79	\$35.97	\$37.19
Order Clerk II	\$35.96	\$37.18	\$38.44	\$39.75	\$41.10
Production Control Clerk	\$45.52	\$47.07	\$48.67	\$50.32	\$52.03
Scheduler, Maintenance	\$39.16	\$40.49	\$41.87	\$43.29	\$44.76
Secretary I	\$39.16	\$40.49	\$41.87	\$43.29	\$44.76
Secretary II	\$42.87	\$44.33	\$45.84	\$47.40	\$49.01
Secretary III	\$48.06	\$49.69	\$51.38	\$53.13	\$54.94
Secretary IV	\$54.65	\$56.51	\$58.43	\$60.42	\$62.47
Supply Technician	\$54.65	\$56.51	\$58.43	\$60.42	\$62.47
Switchboard Operator-Receptionist	\$29.71	\$30.72	\$31.76	\$32.84	\$33.96
Word Processor I	\$30.31	\$31.34	\$32.41	\$33.51	\$34.65
Word Processor II	\$34.83	\$36.01	\$37.23	\$38.50	\$39.81
Word Processor III	\$43.20	\$44.67	\$46.19	\$47.76	\$49.38
Computer Systems Analyst I	\$59.60	\$61.63	\$63.73	\$65.90	\$68.14
Computer Systems Analyst II	\$77.14	\$79.76	\$82.47	\$85.27	\$88.17
Computer Systems Analyst III	\$77.14	\$79.76	\$82.47	\$85.27	\$88.17
Mobile Equipment Servicer	\$41.72	\$43.14	\$44.61	\$46.13	\$47.70
Motor Vehicle Mechanic	\$53.38	\$55.19	\$57.07	\$59.01	\$61.02
Shipping/Receiving Clerk	\$36.56	\$37.80	\$39.09	\$40.42	\$41.79
Shipping Packer	\$34.09	\$35.25	\$36.45	\$37.69	\$38.97
Stock Clerk	\$33.76	\$34.91	\$36.10	\$37.33	\$38.60
Warehouse Specialist	\$36.45	\$37.69	\$38.97	\$40.29	\$41.66
Electronics Technician, Maintenance I	\$44.82	\$46.34	\$47.92	\$49.55	\$51.23
Electronics Technician, Maintenance II	\$57.22	\$59.17	\$61.18	\$63.26	\$65.41
Drafter /CAD Operator I	\$33.07	\$34.19	\$35.35	\$36.55	\$37.79
Drafter /CAD Operator II	\$41.39	\$42.80	\$44.26	\$45.76	\$47.32
Drafter /CAD Operator III	\$46.47	\$48.05	\$49.68	\$51.37	\$53.12
Drafter /CAD Operator IV	\$58.11	\$60.09	\$62.13	\$64.24	\$66.42
Graphic Artist	\$51.83	\$53.59	\$55.41	\$57.29	\$59.24
Technical Instructor	\$61.15	\$63.23	\$65.38	\$67.60	\$69.90
Technical Writer	\$55.58	\$57.47	\$59.42	\$61.44	\$63.53
Bus Driver	\$38.26	\$39.56	\$40.91	\$42.30	\$43.74

Management Support Technology, Inc. (MSTI) - GS-10F-0387L

<u>LABOR CATEGORY</u>	9/28/2011 - 9/27/2012	9/28/2012 - 9/27/2013	9/28/2013 - 9/27/2014	9/28/2014 - 9/27/2015	9/28/2015 - 9/27/2016
	Option Period 2				
	Hourly Rates				
	Year 1	Year 2	Year 3	Year 4	Year 5
Program Manager II	\$59.65	\$61.68	\$63.78	\$65.95	\$68.19
Program Manager III	\$77.49	\$80.12	\$82.84	\$85.66	\$88.57
Program Manager IV	\$100.14	\$103.54	\$107.06	\$110.70	\$114.46
Logistician III	\$211.83	\$219.03	\$226.48	\$234.18	\$242.14
ILS Specialist I	\$60.74	\$62.81	\$64.95	\$67.16	\$69.44
ILS Specialist II	\$74.68	\$77.22	\$79.85	\$82.56	\$85.37
ILS Specialist III	\$92.50	\$95.65	\$98.90	\$102.26	\$105.74
HAZMAT Specialist I	\$56.63	\$58.56	\$60.55	\$62.61	\$64.74
HAZMAT Specialist II	\$63.56	\$65.72	\$67.95	\$70.26	\$72.65
HAZMAT Specialist III	\$75.76	\$78.34	\$81.00	\$83.75	\$86.60
Transportation Manager	\$70.16	\$72.55	\$75.02	\$77.57	\$80.21
Supply Analyst I	\$67.64	\$69.94	\$72.32	\$74.78	\$77.32
Supply Analyst II	\$85.59	\$88.50	\$91.51	\$94.62	\$97.84
Supply Analyst III	\$103.16	\$106.67	\$110.30	\$114.05	\$117.93
Functional Analyst I	\$74.03	\$76.55	\$79.15	\$81.84	\$84.62
Functional Analyst II	\$98.11	\$101.45	\$104.90	\$108.47	\$112.16
Functional Analyst III	\$127.37	\$131.70	\$136.18	\$140.81	\$145.60
Packaging Engineer I	\$81.29	\$84.05	\$86.91	\$89.86	\$92.92
Packaging Engineer II	\$97.15	\$100.45	\$103.87	\$107.40	\$111.05
Packaging Engineer III	\$114.94	\$118.85	\$122.89	\$127.07	\$131.39

**MSTI GSA Logworld Schedule GS-10F-0387L
Labor Descriptions**

SIN 874-501

Job Title: Accounting Clerk I

The position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. Completed work will be reviewed for accuracy and compliance with procedures. The candidate must have a high school diploma or its equivalent with 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.

SIN 874-501

Job Title: Accounting Clerk II

This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy. Requires a high school diploma or its equivalent and 3-5 years of related experience. 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.

SIN 874-501

Job Title: Accounting Clerk III

Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent and at least 6 years of related 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 tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

SIN 874-501

Job Title: Accounting Clerk IV

The Accounting Clerk IV maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the

submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes. The candidate must have a Bachelors Degree with at least 7 or more years experience within a specific business or technical management discipline and experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Dispatcher, Motor Vehicle

This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, -work at vehicle distribution centers, and assign vehicles to customer agencies. Requires a high school diploma or its equivalent and 2-5 years of related experience..

SIN 874-501

Job Title: Document Preparation Clerk

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule. Requires a high school diploma or its equivalent and 2-5 years of related experience.

SIN 874-501

Job Title: Messenger (Courier)

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. Requires a high school diploma or its equivalent and 2-5 years of related experience.

SIN 874-501

Job Title: General Clerk I

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. Requires a high school diploma or its equivalent and 0-2 years of related experience.

SIN 874-501

Job Title: General Clerk II

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. Requires a high school diploma or its equivalent and 3-5 years of related experience.

SIN 874-501

Job Title: General Clerk III

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. May also direct lower level clerks. Requires a high school diploma or its equivalent and 6 or more years of related experience.

SIN 874-501

Job Title: General Clerk IV

Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or higher with at least 8 or more 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. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Order Clerk I

This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order. Requires a high school diploma or its equivalent and 0-2 years of related experience.

SIN 874-501

Job Title: Order Clerk II

This position 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. Requires a high school diploma or its equivalent and 3-5 years of related experience.

SIN 874-501

Job Title: Production Control Clerk

This position 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. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk 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 a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk 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. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll. Requires a high school diploma or higher with at least 2-5 or more years of experience in the field or in a related area. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Scheduler, Maintenance

This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services. Requires a high school diploma or its equivalent and 0-2 years of related experience.

SIN 874-501

Job Title: Secretary I

Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with 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 or manager.

SIN 874-501

Job Title: Secretary II

Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma with 3-4 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.

A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

SIN 874-501

Job Title: Secretary III

Performs clerical duties such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. May distribute mail and maintain office supplies. Requires a high school diploma 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. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

SIN 874-501

Job Title: Secretary IV

Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Requires an associate's degree or its equivalent 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. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Supply Technician

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and 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 take or recommend action based upon application or interpretation of established guidelines. Requires a high school diploma with 2-4 years of experience in the field or in a related area,

SIN 874-501

Job Title: Switchboard Operator-Receptionist

Operates a switchboard or telephone console to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 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.

SIN 874-501

Job Title: Word Processor I

This position 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. The Word Processor I performs familiar, routine assignments following standard procedures, seeks further instructions for assignments requiring deviations from established procedures. Requires a high school diploma or its equivalent and 1-2 years of related experience.

SIN 874-501

Job Title: Word Processor II

This position uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: a) Editing and reformatting written or electronic drafts. Examples include: correcting function codes; adjusting spacing formatting and standardizing headings, margins, and indentations, and b) Transcribing scientific reports, lab analysis, 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. Requires a high school diploma or its equivalent and 3-5 years of related experience.

SIN 874-501

Job Title: Word Processor III

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. Requires a high school diploma or its equivalent and 6 or more years of related experience.

SIN 874-501

Job Title: Computer Systems Analyst I

The Computer Systems Analyst I shall have 1 to 3 years' experience in all aspects of the systems analysis discipline. The individual shall possess specialized experience in system hardware; operating systems; object-oriented analysis, design, and programming methodologies; structured analyses; integrated computer-aided software engineering (I-CASE) tools; and software development and debugging tools as they relate to the requirements of the specific delivery orders. The Computer Systems Analyst I shall perform functional and system analyses of customer requirements and shall be responsible for the development of functional specifications. Responsibilities include:

- Designing, developing and applying systems; performing requirement analysis; analyzing, developing, designing code, testing and modifying software programs

- Interacting with the technical staff, functional analysts, field sites, and the customer in the technical aspects of the design, development, testing, and implementation of systems
- Participating in system design efforts and software development
- Collecting and analyzing data from legacy systems
- Directing data reduction and processing
- Providing alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interfacing with users to obtain status and recommendations concerning operations and enhancements to automated systems

The Computer Systems Analyst I shall possess an Associate's degree or higher in computer science, management information systems, or a related technical discipline. A master's degree in any of the above mentioned disciplines can substitute for three years general experience. A minimum of 10 years experience acquired through progressively responsible positions, such as supervisory, technical, or staff coordination duties can be substituted for a bachelor's degree.

SIN 874-501

Job Title: Computer Systems Analyst II

The Computer Systems Analyst II shall have 4 to 6 years' experience in all aspects of the systems analysis discipline. The individual shall possess specialized experience in system hardware; operating systems; object-oriented analysis, design, and programming methodologies; structured analyses; integrated computer-aided software engineering (I-CASE) tools; and software development and debugging tools as they relate to the requirements of the specific delivery orders.

The Computer Systems Analyst II shall perform functional and system analyses of customer requirements and shall be responsible for the development of functional specifications. Responsibilities include:

- Designing, developing and applying systems; performing requirements analysis; analyzing, developing, designing code, testing and modifying software programs
- Supervising and providing direction to programmers and analysts
- Interacting with the technical staff, functional analysts, field sites, and the customer in the technical aspects of the design, development, testing, and implementation of systems
- Participating in system design efforts and software development
- Collecting and analyzing data from legacy systems
- Directing data reduction and processing
- Providing alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interfacing with users to obtain status and recommendations concerning operations and enhancements to automated systems

The Computer Systems Analyst II shall possess a BS degree or higher in computer science, management information systems, or a related technical discipline. A master's degree in any of the above mentioned disciplines can substitute for three years general experience. A minimum of 10 years experience acquired through progressively responsible positions, such as supervisory, technical, or staff coordination duties can be substituted for a bachelor's degree.

SIN 874-501

Job Title: Computer Systems Analyst III

The Computer Systems Analyst III shall have a minimum of 8 years experience in the design, development, testing, implementation, and technical management of automated information systems and two years

management level experience. The individual shall also understand systems design and operations; have knowledge of programming; an ability to analyze the impact of implementing new systems into existing logistics systems; and, the experience to ensure that all system requirements are thoroughly reviewed and documented. The Computer Systems Analyst III shall work as the group leader to identify, define and document program requirements. The individual shall be able to analyze, develop, and evaluate, improvements in methods, procedures and techniques for the targeted systems. The Computer Systems Analyst III shall interact with the technical staff and the customer to ensure requirements for developing and enhancing systems are satisfied. This individual shall interface directly with the PM for all activities related to the technical design and development of systems. The Computer Systems Analyst III must be able to:

- Serve as the technical lead for the PM in developing specific functional capabilities and fielding systems and/or software to designated sites
- Provide alternatives, recommendations, and assistance in the development, integration, and installation of automated information system capabilities
- Interface with users to obtain status and recommendations concerning operations and enhancements to automated systems

The Computer Systems Analyst III shall possess a BS degree or higher in information systems, computer science, or a related field. A master's degree in any of the above mentioned disciplines can substitute for 3 years experience.

SIN 874-501

Job Title: Mobile Equipment Servicer

Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer 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, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas. Requires a high school diploma or its equivalent and 5 or more years of related experience.

SIN 874-501

Job Title: Motor Vehicle Mechanic

The Motor Vehicle Mechanic 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. 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

SIN 874-501

Job Title: Motor Vehicle Mechanic Helper

The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas. Requires a high school diploma or its equivalent and 1-2 years of related experience.

SIN 874-501

Job Title: Material Coordinator

The Material Coordinator 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, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records. Requires a high school diploma or its equivalent and 2-5 years of related experience.

SIN 874-501

Job Title: Material Expediter

The Material Expediter executes the following: 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 record, 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, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal. Requires a high school diploma or its equivalent and 2 or more years of related experience.

SIN 874-501

Job Title: Material Handling Laborer

This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. Requires a high school diploma or its equivalent and 0-2 years of related experience.

SIN 874-501

Job Title: Order Filler

The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker 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. Requires a high school diploma or its equivalent and 2 or more years of related experience.

SIN 874-501

Job Title: Forklift Operator

The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment. Requires a high school diploma or its equivalent and 0-2 years of related experience.

SIN 874-501

Job Title: Shipping/Receiving Clerk

The Shipping/Receiving Clerk 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, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: 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. 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, and preparing and keeping records of goods received. Requires a high school diploma or its equivalent and 2 or more years of related experience.

SIN 874-501

Job Title: Shipping Packer

Someone in this position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container. Requires a high school diploma or its equivalent and 0-2 years of related experience.

SIN 874-501

Job Title: Stock Clerk

The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker 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, and requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, 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, and may cut stock to site to fill order. . Requires a high school diploma or its equivalent and 2 or more years of related experience.

SIN 874-501

Job Title: Warehouse Specialist

As directed, the Warehouse Specialist performs a variety of warehousing duties that 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. This worker may operate hand or power trucks in performing warehousing duties. Requires a high school diploma or its equivalent and 2 or more years of related experience.

SIN 874-501

Job Title: Electronics Technician Maintenance I

The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy. Requires high school diploma or its equivalent and may require 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.

SIN 874-501

Job Title: Electronics Technician Maintenance II

The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician. Requires high school diploma or its equivalent and 3-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field.

SIN 874-501

Job Title: Electronics Technician Maintenance III

The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in

signal flow, using 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. This position may provide technical guidance to lower level technicians. Requires an Associates Degree or Certificate and at least 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.

SIN 874-501

Job Title: General Maintenance Worker

The General Maintenance Worker 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. Requires high school diploma or its equivalent and 2-5 years of experience in the field or in a related area.

SIN 874-501

Job Title: Heavy Equipment Mechanic

The Heavy Equipment Mechanic 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. This worker 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, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines. Requires an Associates or its equivalent and 2-5 or more years of related experience. 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.

SIN 874-501

Job Title: Heavy Equipment Operator

The Heavy Equipment Operator 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, and may grease, adjust and make emergency repairs to equipment. Requires a high school diploma or its equivalent and 2 or more years of related experience. 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.

SIN 874-501

Job Title: Laborer

The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and

unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer 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 appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash. Requires a high school diploma or its equivalent and 0-2 years of related experience.

SIN 874-501

Job Title: Machinery Maintenance Mechanic

The Machinery Maintenance Mechanic 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. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include 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. Requires an Associates or its equivalent and 2-5 or more years of related experience. 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.

SIN 874-501

Job Title: Drafter/CAD Operator I

This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include: a.) Revisions to the original drawings of a plumbing system by increasing pipe diameters. b.) Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale. c.) Drawing simple land profiles from predetermined structural dimensions and reduced survey notes. d.) Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies. e.) Preparing a computer model of a room, building, structure from data, prints, photos. Requires an Associate's degree in a related area 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.

SIN 874-501

Job Title: Drafter/CAD Operator II

This operator prepares various drawings computer models 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 and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II 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 or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product. Typical assignments include: a.) Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout. b.) Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings. c.) Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations. Requires an Associate's degree or its equivalent and 3-4 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.

SIN 874-501

Job Title: Job Title: Drafter/CAD Operator III

This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models 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. The Draft/CAD Operator works from sketches, computer 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. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include: a.) Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment. b.) From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards. c.) From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required. d.) Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design. Require an Associate's degree or its equivalent and 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 tasks. May lead and direct the work of others.

SIN 874-501

Job Title: Job Title: Drafter/CAD Operator IV

This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker 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. Requires an Associate's degree or its equivalent and at least 7 years of experience in the field or in a related area.

SIN 874-501

Job Title: Graphic Artist

The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development. Requires a Bachelor's degree or its equivalent and 2-4 years of experience in the field or in a related area.

SIN 874-501

Job Title: Technical Instructor

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 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. Requires a bachelor's/master's degree in area of specialty and 2-4 years of experience in the field or in a related area.

SIN 874-501

Job Title: Technical Writer

The Technical Writer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve 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. Requires a Bachelors Degree with at least four years of experience in the field or related area.

SIN 874-501

Job Title: Bus Driver

The Bus Driver 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, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route. The Bus Driver will have a High School Diploma with one years experience. Must have appropriate license to operate a bus and a "satisfactory" driving record.

SIN 874-501

Job Title: Shuttle Bus Driver

The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central area according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, 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, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks. May require a high school diploma or its equivalent and 0-2 years of related experience.

SIN 874-501

Job Title: Driver, Light Vehicle

General experience driving vehicles and have a valid driver's license. Drives an automobile or light vehicle as required to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. Shall load or unload vehicle with or without helpers, make minor mechanical repairs, and keep vehicle in good working order. May also perform duties of Executive Driver to drive designated Government Executives to destinations identified by the Agency and accurately maintain a vehicle log that will reflect all use of government credit card. Requires a High School Diploma and 0-2 years experience.

SIN 874-501

Job Title: Driver, Medium Vehicle

General experience driving vehicles and have a valid driver's license or CDL drivers license as required. Drives an automobile or medium vehicle as required to transport materials, merchandise, equipment, or

workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. Shall load or unload vehicle with or without helpers, make minor mechanical repairs, and keep vehicle in good working order. May also perform duties of Executive Driver to drive designated Government Executives to destinations identified by the Agency and accurately maintain a vehicle log that will reflect all use of government credit card. Requires High School Diploma and 3-5 years experience.

SIN 874-501

Job Title: Driver, Heavy Vehicle

General experience driving vehicles and have a valid CDL driver's license. Drives an automobile or heavy vehicle as required to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. Shall load or unload vehicle with or without helpers, make minor mechanical repairs, and keep vehicle in good working order. May also perform duties of Executive Driver to drive designated Government Executives to destinations identified by the Agency and accurately maintain a vehicle log that will reflect all use of government credit card. Requires High School Diploma or at least two years college and 6 year or more experience, with specialized training in areas of responsibility.

SIN 874-501

Job Title: Recycling Worker

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. May require a high school diploma or its equivalent and 0-2 years of related experience.

SIN 874-501

Job Title: Program Manager I

Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have a Bachelors Degree with 10 years experience within a specific business or technical management discipline and at least 4 years experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Program Manager II

Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have a Bachelors Degree with 12 years experience within a specific

business or technical management discipline and at least 4 years experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Program Manager III

Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have a Bachelors/Masters Degree with 15 years experience within a specific business or technical management discipline and at least 6 years experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Program Manager IV

Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have a Masters Degree with 15 years experience within a specific business or technical management discipline and at least 10 years experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Program Manager V

Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their management responsibilities. Formulate and enforce standards, assign schedules, review work discrepancies, supervise personnel and communicate policies, purposes, and goals of the organization. These managers are assigned to complex programs involving multiple tasks. The candidate must have a PhD with 20 years experience within a specific business or technical management discipline and at least 10 years experience in managing or supervising a work force. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Project Supervisor I

Responsible for managing a work force in any of the business disciplines or logistics functions. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulate and enforce standards, assign schedules, review work production and supervise personnel. The candidate must have a Bachelors Degree with 6 years of experience in a specific

logistics discipline and 2 years experience as a team leader or supervisory. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Project Supervisor II

Responsible for managing a work force in any of the business disciplines or logistics functions. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulate and enforce standards, assign schedules, review work production and supervise personnel. The candidate must have a Bachelors Degree with 10 years of experience in a specific logistics discipline and 4 years experience as a team leader or supervisory. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Project Supervisor III

Responsible for managing a work force in any of the business disciplines or logistics functions. Frequently provide subject matter or functional area expertise in performing technical tasks in addition to fulfilling their supervisory duties. Formulate and enforce standards, assign schedules, review work production and supervise personnel. The candidate must have a Bachelors/Masters Degree with 12 years of experience in a specific logistics discipline and 6 years experience as a team leader or supervisory. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Logistician I

Works as fully contributing member of cross-functional-integrated team. Requires only general supervision to attain task objectives. Collects and analyses data to develop accurate logistics information in support of operational, developmental, system acquisition and deployment objectives. Plans, analyses and supports requirements definition and develops administrative, managerial and technical solutions. Develops recording and reporting processes and supports client management and project review activities. Eight (8) years of related experience providing assistance and consulting services in logistics support functions, including provisioning, logistic support analysis, life cycle cost, test and evaluation, system analysis and design, support equipment, maintenance planning and development and validation of provisioning, sustainment, and support technical documentation. Familiar with client requirements, documentation, including specifications, standards and acquisition and sustainment regulations, practices and policies. A Bachelors degree or equivalent is required. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Logistician II

Works as fully contributing member of cross-functional integrated team. Requires only general supervision to attain task objectives. Collects and analyses data to develop accurate logistics information in support of operational, developmental, system acquisition and deployment objectives. Plans, analyses and supports requirements definition and develops administrative, managerial and technical solutions. Develops recording and reporting processes and supports client management and project review activities. Up to 12 years of related experience providing assistance and consulting services in logistics support functions, including provisioning, logistic support analysis, life cycle cost, test and evaluation, system analysis and

design, support equipment, maintenance planning and development and validation of provisioning, sustainment and support technical documentation. Familiar with client requirements, documentation, including specifications, standards and acquisition and sustainment regulations, practices and policies. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. A Bachelors degree or equivalent is required. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Logistician III

Works as fully qualified technical contributor. May lead cross-functional-integrated teams. Requires minimal supervision. Designs, plans and implements data collection and analysis processes to develop accurate and sufficient Logistics and system sustainment information in support of client operational, test and evaluation, developmental, system acquisition and deployment objectives. Plans and manages all components of integrated logistics support to ensure successful system acquisition, production, deployment and life cycle sustainment. Prepares project/program management reports and project/program review activities. Fifteen (15) years of related experience providing assistance and consulting services in logistics and sustainment support functions, including provisioning, Logistic Support Analysis, life cycle cost, test and evaluation, system analysis and design, data management, support equipment, maintenance planning and development and validation of provisioning, sustainment and support technical documentation. Thorough understanding of client requirements, documentation, including specifications, standards and acquisition and sustainment technical regulations, practices and policies. A Bachelors Degree or equivalent; advanced degree/professional Logistician certification desirable. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: ILS Specialist I

Creates and helps execute plans for the integrated logistics support (ILS) of complex systems. Analyzes the adequacy and effectiveness of current and proposed logistics support provisions for complex systems. Where required, supervises other logistics personnel in executing assigned tasks. Experience includes, but is not limited to, performing supply management functions in an automated logistics management environment. Duties may include providing technical and administrative direction for personnel performing logistics automation functions, and performing supply management functions in an automated logistics environment. The ILS Specialist education level will consist of a Bachelors Degree with at least 8 years of experience in the related area.

SIN 874-501

Job Title: ILS Specialist II

This classification performs multiple facets of Integrated Logistics Support (ILS) programs for client hardware programs in all phases of acquisition as well as throughout the life cycle. Routine work is performed without supervision. Senior personnel will monitor more complex tasks. The ILS Specialist education level will consist of a Bachelors/Masters Degree with at least 12 years of experience in the related area. Other combinations of experience and education that meet the minimum qualifications may be substituted. Essential functions/knowledge areas are:

- Researches and writes new or revised ILS Plan
- Conducts ADHOC studies and analyses as directed
- Attends ILS progress meetings
- Prepares written procedures and directives; ILS data processing systems; ILS facets including provisioning, manuals, training, analyses, and transportation
- Understands design and layout of critical path
- Understands principles and techniques of program planning
- Understands block diagramming and detailed flow-charting
- Understands methods and systems analysis
- Understands principles and application of statistical methods

SIN 874-501

Job Title: ILS Specialist III

This classification performs multiple facets of Integrated Logistics Support (ILS) programs for client hardware programs in all phases of acquisition as well as throughout the life cycle. Most work is performed without supervision. May supervise the work of other contractor logistics personnel. The ILS Specialist education level will consist of a Masters Degree with at least 15 years of experience in the related area. Other combinations of experience and education that meet the minimum qualifications may be substituted.

Essential functions/knowledge areas are:

- Researches and writes new or revised ILS Plan
- Conducts ADHOC studies and analyses as directed
- Attends or chairs ILS progress meetings
- Prepares written procedures and directives; ILS data processing systems; ILS facets including provisioning, manuals, training, analyses, and transportation
- Design and layout of critical path
- Principles and techniques of program planning
- Block diagramming and detailed flow-charting
- Methods and systems analysis
- Principles and application of statistical methods

SIN 874-501

Job Title: Hazardous Material Specialist I

Identify, investigate and enforce compliance with Federal, State, and local EPA and DOT regulations dealing with the proper collection, storage, and shipment of hazardous material. Incumbents also monitor the handling, packaging, and transportation of hazardous materials. Additionally, responsible for the recycling program with responsibility for monitoring participation levels to assess overall program effectiveness. Must have a Bachelors Degree with current hazardous material training and certifications in accordance with Title 49 CFR and 4 years experience working in this discipline.

SIN 874-501

Job Title: Hazardous Material Specialist II

Identify, investigate, and enforce compliance with Federal, State, and local EPA and DOT regulations dealing with the proper collection, storage, and shipment of hazardous material. Incumbents also monitor the handling, packaging, and transportation of hazardous materials. Additionally, responsible for the recycling program with responsibility for monitoring participation levels to assess overall program effectiveness. Must have a Bachelors Degree with current hazardous material training and certifications in accordance with Title 49 CFR and 8 years experience working in this discipline.

SIN 874-501

Job Title: Hazardous Material Specialist III

Identify, investigate, and enforce compliance with Federal, State, and local EPA and DOT regulations dealing with the proper collection, storage, and shipment of hazardous material. Incumbents also monitor the handling, packaging, and transportation of hazardous materials. Additionally, responsible for the recycling program with responsibility for monitoring participation levels to assess overall program effectiveness. Must have a Masters Degree with current hazardous material training and certifications in accordance with Title 49 CFR and 12 years experience working in this discipline.

SIN 874-501

Job Title: Transportation Manager

Duties include short and long- range transit planning, developing routes, coordinating scheduling systems, developing and monitoring a fleet maintenance program, supervising drivers, clerical and trainee staff, and vehicle safety programs. Receives transportation requests from eligible clients, supervises the scheduling of driver assignments, and dispatches drivers and vehicles. Analyzes client needs and makes recommendations for developing, implementing, improving, and expanding transportation services, programs, and policies; Updates mileage, usage, transportation, vehicle, and other related reports and records; maintains liaison with other agencies in order to avoid duplication of services. Enforces city and state policies, rules, and regulations pertaining to the transportation program. Three years of administrative experience in transportation system operations, which includes two years directing planning and operations activities including fleet specification development, vehicle maintenance, and supervision of drivers and a Bachelor's degree in Transit Planning or related field. Must have current hazardous material training and certifications in accordance with Title 49 CFR. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Supply Analyst I

Include workers who analyze management, operational problems, develop business methods and procedures, including accounting systems, file systems, office systems, logistics systems, and production schedules. Analyze specific problems or aspects of automated supply maintenance/operations working with applicable files, reports, and interfacing with other logistics personnel. Performs significant portions of technical functions similar to those of senior Supply Analysts. The Supply Analyst I shall have a minimum of 2 years of experience in a combination of management information systems software programming, design and/or analysis of logistics automated information systems. Shall possess an Associate Degree in Business Administration, Management, or related business discipline. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Supply Analyst II

Responsible for overseeing tasking requirements, evaluating current supply operations and functions, and instructing subordinates. Prepares written reports/presentations to management indicating solutions or possible alternatives in rank of desirability and probability of success. Develops, analyzes, conducts operational audits. Prepares follow-up reports evaluating effectiveness of system implementations. Determines topics, target audiences, and resources necessary to develop and present automated supply

systems courses. Shall have a minimum of 4 years of experience in automated supply, logistics, inventory, and financial management and the functionality of logistics and/or supply AIS. Shall possess a Bachelor's Degree in Business Administration, Management, or related business discipline. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Supply Analyst III

Responsible for overseeing tasking requirements, evaluating current supply operations and functions, and instructing subordinates. Prepares written reports/presentations to management indicating solutions or possible alternatives in rank of desirability and probability of success. Develops, analyzes, conducts operational audits. Prepares follow-up reports evaluating effectiveness of system implementations. Determines topics, target audiences, and resources necessary to develop and present Navy automated supply systems courses. The Supply Analyst III shall have 8 years of experience in automated supply, logistics, inventory management, financial management and the functionality of the automated supply systems; and 2 years of experience as a senior-level analyst and a supervisor or team leader. Senior-level analysis is defined as technical performance wherein work is subject to limited direct supervision as products/recommendations are generally accepted as submitted. Shall possess a Bachelors Degree in business discipline. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Functional Analyst I

Must have 10 years experience as a functional analyst and possess functional knowledge of automated logistics systems and processes. Responsibilities may include proposed and current logistics programs, program changes, work schedules and operations, logistics technical characteristics/specifications, automated data processing, funds control, industrial production, inventory management, maintenance, procurement, property use and disposal, quality assurance, storage and distribution and transportation. May apply logistical functional knowledge that may include identification of activities into a comprehensive logistics plan; monitoring of progress made in accomplishing the logistics plan, identification of the causes and effects of delays and other problems. Requires a Bachelors degree in Business, Engineering, or Sciences. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Functional Analyst II

Must have 15 years experience as a functional analyst and possess functional knowledge of automated logistics systems and processes. Responsibilities may include proposed and current logistics programs, program changes, work schedules and operations, logistics technical characteristics/specifications, automated data processing, funds control, industrial production, inventory management, maintenance, procurement, property use and disposal, quality assurance, storage and distribution and transportation. May apply logistical functional knowledge that may include identification of activities into a comprehensive logistics plan; monitoring of progress made in accomplishing the logistics plan, identification of the causes and effects of delays and other problems. Requires a Bachelors' Degree in Business, Engineering, or Sciences. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Functional Analyst III

Must have 20 years experience as a functional analyst and possess functional knowledge of automated logistics systems and processes. Responsibilities may include proposed and current logistics programs, program changes, work schedules and operations, logistics technical characteristics/specifications, automated data processing, funds control, industrial production, inventory management, maintenance, procurement, property use and disposal, quality assurance, storage and distribution and transportation. May apply logistical functional knowledge that may include identification of activities into a comprehensive logistics plan; monitoring of progress made in accomplishing the logistics plan, identification of the causes and effects of delays and other problems. Requires a Masters' Degree in Business, Engineering, or Sciences. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Packaging Engineer I

Provide design, evaluation, costing, and implementation of packaging. Responsible for the fulfillment of key milestones, accuracy of estimates, simultaneous management of multiple projects, and accurate and timely communication with regard to packaging and special projects. Frequent interaction with engineering (equipment and packaging), marketing, customers, and senior management will occur. Requires a Bachelors Degree in Packaging Engineering with a minimum of 4 years project management experience. Must possess AUTOCAD 14 or 2000 experience. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Packaging Engineer II

Provide design, evaluation, costing, and implementation of packaging. Responsible for the fulfillment of key milestones, accuracy of estimates, simultaneous management of multiple projects, and accurate and timely communication with regard to packaging and special projects. Frequent interaction with engineering (equipment and packaging), marketing, customers, and senior management will occur. Requires a Bachelors Degree in Packaging Engineering with a minimum of 8 years project management experience. Must possess AUTOCAD 14 or 2000 experience. Other combinations of experience and education that meet the minimum qualifications may be substituted.

SIN 874-501

Job Title: Packaging Engineer III

Provide design, evaluation, costing, and implementation of packaging. Responsible for the fulfillment of key milestones, accuracy of estimates, simultaneous management of multiple projects, and accurate and timely communication with regard to packaging and special projects. Frequent interaction with engineering (equipment and packaging), marketing, customers, and senior management will occur. Requires a Bachelors Degree in Packaging Engineering with a minimum of 10 years project management experience. Must possess AUTOCAD 14 or 2000 experience. Other combinations of experience and education that meet the minimum qualifications may be substituted.

