On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: [http://www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

**Schedule for – Multiple Award Schedule**

**Federal Supply Group: Professional Services**  
**Class:**

**Contract Number:** GS10F0395N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [http://www.gsa.gov/schedules-ordering](http://www.gsa.gov/schedules-ordering)

**Contract Period:** May 8, 2003 - May 7, 2023

Price list current as of Modification # PS-A812 effective February 4, 2020

**Contractor:** Integrated Statistics Incorporated  
16 Sumner Street  
Woods Hole, MA 02543 1439

**Business Size:** Small, Woman Owned Business

**Telephone:** (508) 540-8560  
**FAX Number:** (508) 721-6841

**Web Site:** [www.integratedstatistics.com](http://www.integratedstatistics.com)  
**E-mail:** lshulman@integratedstatistics.com  
**Contract Administration:** Laura Shulman

**CUSTOMER INFORMATION**

1a. **Table of Awarded Special Item Number(s) – see page 6.**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541370GIS</td>
<td>541370GISRC</td>
<td>Geographic Information Systems (GIS) Services</td>
</tr>
<tr>
<td>541620</td>
<td>541620RC</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government
price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services are provided starting on page 4.

2. **Maximum Order:** $1,000,000.00

3. **Minimum Order:** $100.00


5. **Point(s) of production (city, county, and state or foreign country):** Same as company address

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).

7. **Quantity discounts:** None

8. **Prompt payment terms:** Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Not accepted

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

11a. **Time of Delivery:** Specified on the Task Order

11b. **Expedited Delivery:** Contact Contractor

11c. **Overnight and 2-day delivery:** Contact Contractor

11d. **Urgent Requirements:** Contact Contractor
12. F.O.B Points(s): Destination

13a. Ordering Address(es):  
Laura Shulman  
Integrated Statistics, Inc  
16 Sumner Street  
Woods Hole, MA 02543  
lshulman@integratedstatistics.com  
Telephone: (508) 540-8560  
Fax: (508) 721-6841

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

14. Payment address(es):  
Integrated Statistics Inc.  
16 Sumner St  
Woods Hole MA 02543

15. Warranty provision: N/A

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): 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. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

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

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

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

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

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

25. Data Universal Numbering System (DUNS) number: 109173398

26. Notification regarding registration in System for Award Management (SAM) database: Registered

27. Final Pricing:
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 16-20</th>
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<tbody>
<tr>
<td>1</td>
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<td>7</td>
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<td>Biological Technician I</td>
<td>Both</td>
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<td>8</td>
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<td>Awarded Labor Category</td>
<td>Site</td>
<td>Year 16-20</td>
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<td>26</td>
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<td>Geologist IV</td>
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<td>Geologist V</td>
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<tr>
<td>32</td>
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<td>33</td>
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<td>GIS Specialist III</td>
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<td>34</td>
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<td>Both</td>
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<td>Marine Operations and Facilities Coordinator</td>
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<td>36</td>
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<tr>
<td>37</td>
<td>541620</td>
<td>Master of Vessel II</td>
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<td>38</td>
<td>541620</td>
<td>Molecular Biologist</td>
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<td>39</td>
<td>541620</td>
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<td>40</td>
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<td>41</td>
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<td>42</td>
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<td>45</td>
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<td>Technical Editor III</td>
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<tr>
<td>46</td>
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<td>Technical Editor IV</td>
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</table>


<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant /Contract Support Specialist I</td>
<td>01311 - Secretary I</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Administrative Assistant /Contract Support Specialist II</td>
<td>01312 - Secretary II</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Administrative Assistant /Contract Support Specialist III</td>
<td>01311 - Secretary III</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Administrative Assistant /Contract Support Specialist IV</td>
<td>01313 - Secretary III</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Biological Technician I</td>
<td>30210 - Laboratory Technician</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Biological Technician II</td>
<td>30090 - Environmental Technician</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Courier</td>
<td>31043 - Driver Courier</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Deck Hand/Marine Assistant</td>
<td>23470 - Laborer</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Editorial Assistant</td>
<td>30461 - Technical Writer I</td>
<td>2015-4267</td>
</tr>
<tr>
<td>First Mate</td>
<td>23470 - Laborer</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Gear Specialist</td>
<td>23470 - Laborer</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Geneticist Technician</td>
<td>30210 - Laboratory Technician</td>
<td>2015-4267</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

### GSA AWARDED LABOR CATEGORIES

**Administrative Assistant/Contract Support Specialist I**  
**SIN: 541620**

- Performs general secretarial tasks such as sending and distributing mail, switchboard/telephone operations, Federal Express and UPS shipments and general filing.
- Reconciles accounts for credit cards, checking and savings accounts.
- Bi-weekly validation of Time and Attendance.
- Manages and books travel for office personnel as requested by customer.
- Creates purchase orders and requisitions as requested by customer.
- Keeps inventory of all office supplies, organizing supply rooms and placing orders for supplies as necessary.

**Minimum Education**

- High School Diploma

**Minimum Experience**

- One year of experience with word processing software, financial software, and/or secretarial duties.
- Excellent writing and communication skills.

**Administrative Assistant/Contract Support Specialist II**  
**SIN: 541620**

- Performs general secretarial duties.
- Maintains the payroll system for all employees.
- Performs all accounts payable and accounts receivable duties as well as insuring that all billing is carried out in an accurate and timely manner.
- Acts as primary contact for existing and potential clients, vendors and employees through personal contact, telephone, e-mail and faxes.
- Organizes and updates both physical and computerized customer data files. Maintains a computerized inventory of all parts and supplies and reorders as necessary.
- Designs, maintains, prints and distributes advertising media such as brochures.
- Schedules daily and long term projects and repairs as requested by customer.

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geological Technician I</td>
<td>30210 - Laboratory Technician</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Geological Technician II</td>
<td>30090 - Environmental Technician</td>
<td>2015-4267</td>
</tr>
<tr>
<td>GIS Specialist I (Mapping and Cartography)</td>
<td>30030 - Cartographic Technician</td>
<td>2015-4267</td>
</tr>
<tr>
<td>GIS Specialist II (Mapping and Cartography)</td>
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<td>2015-4267</td>
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<tr>
<td>GIS Specialist III (Mapping and Cartography)</td>
<td>30030 - Cartographic Technician</td>
<td>2015-4267</td>
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<tr>
<td>Laboratory Technician</td>
<td>30210 - Laboratory Technician</td>
<td>2015-4267</td>
</tr>
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<td>Technical Editor I</td>
<td>30461 - Technical Writer I</td>
<td>2015-4267</td>
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<tr>
<td>Technical Editor II</td>
<td>30462 - Technical Writer II</td>
<td>2015-4267</td>
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<tr>
<td>Technical Editor III</td>
<td>30463 - Technical Writer III</td>
<td>2015-4267</td>
</tr>
<tr>
<td>Technical Editor IV</td>
<td>30463 - Technical Writer III</td>
<td>2015-4267</td>
</tr>
</tbody>
</table>
Minimum Education
- High School Diploma

Minimum Experience
- Four years of experience with word processing software, financial software, and/or secretarial duties.
- Excellent writing and communication skills.

Administrative Assistant/Contract Support Specialist III  SIN: 541620
- Performs general secretarial duties.
- Maintains the payroll system for all employees.
- Performs all accounts payable and accounts receivable duties as well as insuring that all billing is carried out in an accurate and timely manner.
- Participates in purchasing and contracting processes, to the extent required by the customer.
- Acts as primary contact for existing and potential clients, vendors and employees through personal contact, telephone, e-mail and faxes.
- Organizes and updates both physical and computerized customer data files. Manages a computerized inventory of all parts and supplies, reordering as necessary.
- Designs, maintains, prints and distributes advertising media such as brochures.
- Communicates effectively with customer and co-workers, using a variety of media.
- Creates and presents workable solutions to identified business process issues.
- Schedules daily and long term projects and repairs to best suit the needs of the customer.

Minimum Education
- High School Diploma

Minimum Experience
- Five years of experience with word processing software, financial software, secretarial duties, and/or business management.
- Experience with procurement/government contracting.
- Excellent writing and communication skills.

Administrative Assistant/Contract Support Specialist IV  SIN: 541620
- Performs general secretarial duties.
- Maintains the payroll system for all employees.
- Performs all accounts payable and accounts receivable duties as well as insuring that all billing is carried out in an accurate and timely manner.
- Acts as primary contact for existing and potential clients, vendors and employees through personal contact, telephone, e-mail and faxes.
- Organizes and updates both physical and computerized customer data files. Maintains a computerized inventory of all parts and supplies and reorders as necessary.
- Participates in purchasing and contracting processes, to the extent required by the customer.
- Designs, maintains, prints and distributes advertising media such as brochures.
- Communicates effectively with customer and co-workers, using a variety of media.
- Creates and presents workable solutions to identified business process issues.
- Takes responsibility for workflow optimization, actively participating in discussions as required.
• Schedules daily and long term projects and repairs to best suit the needs of the customer.

**Minimum Education**
• High School Diploma

**Minimum Experience**
• Eight years of experience with word processing software, financial software, secretarial duties, business/management, and/or procurement/government contracting.
• Excellent writing and communication skills.

**Archeologist I   SIN: 541620**
• Participates as an archeology crew member during archeological surveys and excavation projects.
• The collection, recording, and interpretation of archeological data in the field, and participates in laboratory processing and analysis activities.
• Assists in the preparation of final descriptive, analytical, and research reports for publication.

**Minimum Education**
• Bachelor's degree in Archeology or equivalent discipline.

**Minimum Experience**
• At least one year of experience that is directly related to the duties and responsibilities specified:
• Ability to use computers for data entry and word processing.
• Knowledge of basic archeological field and laboratory procedures, to include mapping, photography, and collection and handling of artifacts.
• Knowledge of topographic maps and geographic surveying and mapping equipment.
• Knowledge of archeological reconstruction, classification, and cataloging principles, protocols, procedures, and techniques.
• Knowledge of scientific data analysis applications and programs.
• Ability to work independently on standard scientific projects.
• Knowledge of safe operating procedures, regulations, and standards appropriate to archeological work sites.
• Ability to create, compose, and edit written materials.

**Archeologist II   SIN: 541620**
• Oversees and leads archeology crew members during archeological surveys and excavation projects.
• Oversees the collection, recording, interpretation of archeological data in the field, coordinates laboratory processing, and analysis activities.
• Directs and assists in the preparation of final descriptive, analytical, and research reports for publication.

**Minimum Education**
• Masters in Archeology or equivalent discipline.
**Minimum Experience**

- At least three years of experience that is directly related to the duties and responsibilities specified.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of archeological field and laboratory procedures, to include mapping, photography, and collection and handling of artifacts.
- Knowledge of topographic maps and geographic surveying and mapping equipment.
- Knowledge of archeological research issues, principles and procedures.
- Knowledge of federal/state laws, regulations, policies, and procedures for the preservation and management of historic/cultural resources.
- Knowledge of archeological reconstruction, classification, and cataloging principles, protocols, procedures, and techniques.
- Knowledge and expertise in one or more fields of archeological specialty.
- Knowledge of scientific data analysis applications and programs.
- Ability to work independently on standard scientific projects.
- Knowledge of safe operating procedures, regulations, and standards appropriate to archeological work sites.

**Biological Technician I  SIN: 541620**

- Technical assistance in support of Biology Program activities, as requested by customer.
- Routine sample preparation and dissection.
- Management of sample collections by performing regular data processing, entry, and archiving functions.
- Data and sample collection.
- Identification of samples using a microscope.

**Minimum Education**

- High School Diploma

**Minimum Experience**

- One year of experience including working: in a laboratory setting; with aquatic sample collections; and/or with marine habitats.

**Biological Technician II  SIN: 541620**

- Technical assistance in support of Biology Program activities as requested by customer.
- Provides technical services for aquatic sample collections and the establishment of marine habitats.
- Monitors ecosystem health, maintains water quality, and assures that appropriate maintenance and storage procedures are executed as scheduled.
- Carries out ecosystem analysis functions and contributes to improvements by assisting with repairs and upgrades.

**Minimum Education**

- Bachelor of Science in Biology or related field
**Minimum Experience**
- Three years of experience including working: in a laboratory setting; with aquatic sample collections; and/or with marine habitats.

**Biologist III  SIN: 541620**
- Advanced data management, processing, and quality control procedures.
- Data collection on land and aboard research and commercial vessels.
- Comparison of information in computer data files and databases with raw biological data logs for accuracy, and correctly edits potential recording errors.
- Provides technical guidance on accurate field sampling and collection procedures and priorities.
- Management, archiving and storage of biological samples.

**Minimum Education**
- Masters or Bachelor of Science degree in biological science or equivalent, relevant experience.

**Minimum Experience**
- Two years of experience in data management and quality control procedures.

**Biologist IV  SIN: 541620**
- Advanced data management, processing, and quality control procedures.
- Data collection on land and aboard research and commercial vessels.
- Comparison of information in computer data files and databases with raw biological data logs for accuracy, and correctly edits potential recording errors.
- Provides technical guidance on accurate field sampling and collection procedures and priorities.
- Management, archiving and storage of biological samples.

**Minimum Education**
- Masters or Bachelor of Science degree in biological science or equivalent, relevant experience.

**Minimum Experience**
- Three years of experience including working: in a laboratory setting; with aquatic sample collections; and/or with marine habitats.

**Biologist V  SIN: 541620**
- Advanced data management, processing, and quality control procedures.
- Data collection on land and aboard research and commercial vessels.
- Comparison of information in computer data files and databases with raw biological data logs for accuracy, and correctly edits potential recording errors.
- Provides technical guidance on accurate field sampling and collection procedures and priorities.
- Management, archiving and storage of biological samples, including:
  - Technical assistance in support of Biology Program activities.
  - Technical services for aquatic sample collections and the establishment of marine habitats.
- Monitors ecosystem health, maintains water quality, and assures that appropriate maintenance and storage procedures are executed as scheduled.
- Carries out ecosystem analysis functions and contributes to improvements by assisting with repairs and upgrades.

**Minimum Education**
- Masters or Bachelor of Science degree in biological science or equivalent, relevant experience.

**Minimum Experience**
- Four years of experience including working: in a laboratory setting; with aquatic sample collections; and/or with marine habitats.

**Biotechnology Specialist  SIN: 541620**
- Identify and investigate new and emerging issues and developments in the field of biotechnology i.e. cloning organisms, xenotransplants, and genetic experiments.
- Develop and evaluate strategies for assessing the impact of biotechnology.
- Provide expert technical advice addressing such issues as the impact of genetic modification on the identification of species; cloned organisms, xenotransplants, biopharming; and biotechnological experimentation.
- Consultation o genetic engineering and expression of specific antibodies.

**Minimum Education**
- PhD or other doctoral degree in biological sciences, biotechnology, molecular biology, biomedical engineering, or other allied sciences such as animal physiology, genetics, zoology and microbiology.

**Minimum Experience**
- At least one of the following:
  - Twenty years specialized knowledge or education in the field of biotechnology, history of immunology, DNA purification, amplification, cloning and sequencing, and/or manipulation.
  - Twenty years experience with Perl, statistical analysis, bioinformatics.
  - Twenty years of familiarity with online tools for DNA sequence manipulation and analysis.

**Courier  SIN: 541620**
- Drives or walks between locations
- Picks up mail and delivers it appropriately
- Picks up specimens and other materials, delivers them appropriately
- Follows customer procedures for tracking and logging.

**Minimum Education**
- Valid driver’s license.

**Minimum Experience**
- One year of experience driving cars and small vans.
Deck Hand/Marine Assistant  SIN: 541620
- Performs navigational and watch standing responsibilities while in port or underway. Operation of winches, reels, windlasses, and booms necessary to scientific operations.
- Assists in deployment, maintenance, and repair of scientific gear during operations. Inspects gear and anticipates potential malfunctions and hazards to the ship or crew during deployment.
- Assists in maintenance/repair of the vessels systems and structure. This may entail a variety of duties such as painting, carpentry, electrical, mechanical, and plumbing work.
- Maintains gear and equipment inventories necessary to operational needs and maintenance and repair.
- Ensures that the ship is appropriately provisioned with amenities (food, beverages, linens, etc.) needed for underway deployment.
- Assists in docking and in getting underway by handling mooring lines and electrical shore ties.
- Rigs lines, moorings, buoys and other gear utilizing rope, wire rope, or chain necessary for operations. Maintains ships lines and performs marlinspike work as necessary.
- Responsible for anchoring detail.
- Ensures that all day shapes and flags are displayed appropriate to operations and in compliance with the rules of the road and international code of signals.
- Orient and provides training to all visitors and scientific personnel on vessel facilities, location and operation of safety and survival equipment, and proper conduct at sea.
- Responsibilities may include general sanitation and cleanliness of the ship to ensure a safe working environment.
- Participates in the planning and assessment of research projects to be conducted, frequently advising to the feasibility of equipment usage and deployment.

Minimum Education
- High School Diploma

Minimum Experience
- One year of experience in the operations of a research vessel and/or fishing vessel, and/or marine experience/sea time.
- Current Certification in CPR/First Aid.
- Knowledge of fishery technology/science or marine science.
- Knowledge of fishery gear technology.
- One year of experience and/or training in diesel mechanics, electronics/wiring, plumbing, deck maintenance, carpentry, metal working and welding, and/or computer operation.

Ecologist  SIN: 541620
- Assist with research and monitoring of projects to investigate the environmental consequences of mitigation techniques, spill countermeasures, and remedial activities.
- Assist in developing and evaluating environmental investigation strategies and bioassessment techniques to better characterize potential injuries to coastal resources and marine habitats.
- Improve theoretical and field techniques to predict, obtain, and evaluate data on physical, biological, and chemical processes related to pollutant distribution and behavior.
- Conduct monitoring and research to improve restoration projects, with special emphasis on defining recovery of salt marsh, mudflat, and sea grass habitat.
Minimum Education
- Bachelor of Science degree in biological science

Minimum Experience
- Three years of experience including working: in a laboratory setting; with aquatic sample collections; and/or with marine habitats.

Ecologist II  SIN: 541620
- Establish and maintain natural resource damage assessments
- Assist in developing national policy to improve effectiveness of restoration activities and expand the scale of restoration planning and implementation.
- Establish and maintain regional restoration planning to maximize the benefits of restoration on a broader scale.
- Assist in the improvement activities for restoration of marine and coastal resources.

Minimum Education
- Bachelor’s degree in biological science.

Minimum Experience
- Four years of experience including: working in a laboratory setting; with aquatic sample collections; with marine habitats; and/or with national policy.

Economist  SIN: 541620
- Evaluation of regulations and implementation of regulations to develop economic analysis for Environmental Assessments needed to proceed with protection of natural resources.

Educational Requirements
- Master of Science degree in Natural Resources or Environmental Economics with quantitative coursework.

Minimum Experience
- Ability to use computers for data entry and word processing, and/or ability to retrieve data with SQL.
- Some experience with econometrics, statistics, modeling, and/or analytic software such as SAS or GAUSS, and/or GIS software.

Economist II  SIN: 541620
- Evaluation of regulations and implementation of regulations to develop economic analysis for Environmental Assessments needed to proceed with protection of natural resources.

Educational Requirements
- Bachelor’s degree in Natural Resources or Environmental Economics with quantitative coursework.

Minimum Experience
- Two years of experience including: using computers for data entry and word processing; retrieving data with SQL; econometrics; statistics; modeling and analytic software such as SAS or GAUSS; and/or GIS software.
Editorial Assistant   SIN: 541620
- Manuscript and documentation preparation as directed by customer.
- This includes figures, tables, index, content, references, introductory material, ancillary reports and a completed text.

Minimum Education
- Bachelor of Arts in English or related field.

Minimum Experience
- Four years of experience with technical editing, proofreading, and/or writing.

Environmental Protection Specialist   SIN: 541620
- Development and implementation of environmental policy and programs related to water resource development and operations in the United States.
- Environmental analysis and documentation for water storage, transport and supply; hydroelectric power; and fisheries & wetlands impact mitigation.
- Policy and program development and implementation for environmental compliance systems related to hazardous materials handling and waste
- Resource recovery, emergency response programs for oil spills and hazardous materials incidents, and environmental remediation and restoration.

Minimum Education
- Bachelor’s degree in a biological or environmental discipline.

Minimum Experience
- Five years of experience with environmental analysis, policy development, and/or mitigation.

Environmental Specialist   SIN: 541620
- Development and implementation of environmental policy and programs.
- Specializes in hazardous materials and oil discharge/release policy for prevention, preparedness, response, remediation and restoration issues. Environmental analysis and documentation for water storage, transport and supply; hydroelectric power; and fisheries & wetlands impact mitigation.

Minimum Education
- Bachelor’s degree in a biological or environmental discipline.

Minimum Experience
- Eight years of experience with the development and implementation of environmental policy and programs related to water resource development and operations in the United States.

First Mate   SIN: 541620
- Operates research vessels, fishing vessels, or commercial vessels of at least 50 GRT.
- Operates in areas of high traffic and varied conditions.
- Fishery technology/science or marine science knowledge.
- Knowledge of fishery gear technology.
• Experience and/or training in diesel mechanics, electronics/wiring, plumbing, deck maintenance, carpentry, metal working and welding, and computer operation.

**Minimum Education**
- High School Diploma
- USCG mate's license for at least 50 GRT or near-coastal operation or has sufficient experience and sea time to acquire such license.
- Current Certification in CPR/First Aid
- Knowledge of fishery technology/science or marine science.
- Knowledge of fishery gear technology.

**Minimum Experience**
• One year of experience in: the operations of a research vessel, fishing vessel, or commercial vessel of at least 50 GRT; vessel operation in areas of high traffic and varied conditions; experience and/or training in diesel mechanics, electronics/wiring, plumbing, deck maintenance, carpentry, metal working and welding; and/or computer operation.

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**Gear Specialist  SIN: 541620**
- Technical assistance in support of Biology Program activities.
- Assists in deployment, maintenance, and repair of scientific gear during operations. Inspects gear and anticipates potential malfunctions and hazards to the ship or crew during deployment.
- Assists in maintenance/repair of the vessels systems and structure. This may entail a variety of duties such as painting, carpentry, electrical, mechanical, and plumbing work.
- Maintains gear and equipment inventories necessary to operational needs and maintenance and repair.

**Minimum Education**
- High School Diploma

**Minimum Experience**
• Two years of experience mending nets, working with scientific gear, and/or with vessel systems and structure.

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**Geneticist Technician  SIN: 541620**
- Studies inheritance and variation of characteristics in forms of life.
- Performs experiments to determine laws, mechanisms, and environmental factors in origin, transmission, and development of inherited traits.
- Analyzes determinants responsible for specific inherited traits, such as color differences, size and disease resistance to improve or to understand relationship of heredity to maturity, fertility, or other factors.
- Devises methods for altering or producing new traits, making use of chemicals, heat, light, or other means.

**Minimum Education**
• Bachelor’s degree in a biological or environmental discipline, with coursework in biology, botany, chemistry, zoology or related fields.
Minimum Experience
- One year of experience with recombinant DNA techniques or gene splicing, and/or with researching, developing and testing new methods and products with many potential applications.

Geological Technician I  SIN: 541620
- Organizing, indexing, and storage of samples.
- Collection of samples on land and at sea.
- Maintenance of sample archives.
- Cataloging and tracking of collection inventories.
- Data processing and entry procedures as directed by customer.
- Database creation.
- Preservation of samples and associated electronic files in an accessible form.

Minimum Education
- High School Diploma

Minimum Experience
- One year of experience in geology or museum science.

Geological Technician II  SIN: 541620
- Quantification and modeling of large-scale shoreline change and other coastal processes.
- Measurement of coastal responses.
- Analysis of environmental parameters, and other surveys in the field.
- Delineation of features from collected aerial data.

Minimum Education
- High school diploma
- Coursework in physical sciences, engineering, or mathematics.

Minimum Experience
- Two years of experience with data collection and analysis. Familiarity with mathematical models.

Geologist III  SIN: 541620
- Conducts field investigations and research.
- Analyzes, summarizes, and reviews data.
- Reports findings, interprets results, and makes recommendations.
- Examines documents to verify applicability, legibility, completeness, accuracy, and/or consistency of information.
- Quantification and mathematical modeling of large-scale shoreline changes, and other coastal processes.
- Analysis of environmental parameters, and other surveys in the field.
- Delineation of features from collected aerial data.

Minimum Education
- Bachelor’s degree in the physical sciences, engineering, or mathematics.
Minimum Experience

- Two years of experience in: applying relevant archeological/geological mapping and/or surveying skills; using applicable measurement and/or sampling methods and technologies; applying research methods, techniques; and/or utilizing other information sources.

Geologist IV  SIN: 541620

- Conducts field investigations and research.
- Analyzes, summarizes, and reviews data.
- Reports findings, interprets results, and makes recommendations.
- Examines documents to verify applicability, legibility, completeness, accuracy, and/or consistency of information.
- Quantification and mathematical modeling of large-scale shoreline changes, and other coastal processes.
- Analysis of environmental parameters, and other surveys in the field.
- Delineation of features from collected aerial data.

Minimum Education

- M.S. degree in the physical sciences, engineering, or mathematics.

Minimum Experience

- Three years of experience in: applying relevant archeological/geological mapping and/or surveying skills; making use of geological principles, theories, and practices; using applicable measurement and sampling methods and technologies; applying research methods, techniques; and/or utilizing other information sources.

Geologist V  SIN: 541620

- Conducts field investigations and research.
- Analyzes, summarizes, and reviews data.
- Reports findings, interprets results, and makes recommendations.
- Examines documents to verify applicability, legibility, completeness, accuracy, and/or consistency of information.
- Quantification and mathematical modeling of large-scale shoreline changes, and other coastal processes.
- Analysis of environmental parameters, and other surveys in the field.
- Delineation of features from collected aerial data.

Minimum Education

- Bachelor’s degree in Physical Sciences, Engineering, or Mathematics.

Minimum Experience

- Four years of experience in: applying relevant archeological/geological mapping and/or surveying skills; using applicable measurement and sampling methods and technologies; and/or applying research methods, techniques, and utilizing other information sources.

Geologist VI  SIN: 541620

- Conducts field investigations and research.
- Analyzes, summarizes, and reviews data.
• Reports findings, interprets results, and makes recommendations.
• Examines documents to verify applicability, legibility, completeness, accuracy, and/or consistency of information.
• Quantification and mathematical modeling of large-scale shoreline changes, and other coastal processes.
• Analysis of environmental parameters, and other surveys in the field.
• Delineation of features from collected aerial data.

**Minimum Education**
• Bachelor’s degree in Physical Sciences, Engineering, or Mathematics.

**Minimum Experience**
• Five years of experience in: applying relevant archeological/geological mapping and/or surveying; using geological principles, theories, and practices; using applicable measurement and sampling methods and technologies; applying research methods, techniques; and/or utilizing other information sources.

**GIS Specialist I (Mapping and Cartography)  SIN: 541370**
• Visual displays and maps of spatial data generated and displayed on a secure website.
• Organizes, locates, catalogs, and processes of data sets for use on GIS maps.
• Technical assistance provided in the development of web-based data acquisition systems and other mapping applications that interface with data stored in databases.

**Minimum Education**
• Bachelor’s degree in Regional Planning or related field

**Minimum Experience**
• Two years of experience with GIS software.
• Some familiarity with ArcView, ArcInfo, ArcIMS, Adobe Photoshop, Adobe Illustrator, MS Access, AML, HTML, ASP, Visual Basic, Avenue, and/or Java.

**Geographical Information Systems Specialist II  SIN: 541370**
• Develop a database and integrate historic and recent project information.
• Review project information in the database, and initiate, expand, and maintain local research and monitoring efforts.
• Deliver information in a pertinent matter to resource managers, researchers, and the general public through a website, interactive maps, technical publications, and public symposia.

**Minimum Education**
• Bachelor’s degree with major concentration in geography, GIS, marine science, or related field.

**Minimum Experience**
• Four years of GIS experience.
• Expertise in ArcGIS 8.x and/or 9.x, Spatial and 3D Analyst, ArcIMS.
• Experience with Microsoft Access and Excel, and Adobe desktop publishing products.
• Advanced understanding of GIS concepts, including projections, relational databases, and cartographic production.
• Experience with management of marine biology/ecology, habitat, and/or oceanography data sets.

Geographical Information Systems Specialist III  SIN: 541370
• Visual displays and maps of spatial data generated and displayed on a secure website.
• Organizes, locates, catalogs, and processes of data sets for use on GIS maps.
• Technical assistance provided in the development of web-based data acquisition systems and other mapping applications that interface with data stored in databases.

Minimum Education
• Master’s degree with major concentration in geography, GIS, marine science, or equivalent.

Minimum Experience
• Four years of GIS experience.
• Expertise in ArcGIS 8.x and/or 9.x, Spatial and 3D Analyst, ArcIMS.
• Experience with Microsoft Access and Excel, and Adobe desktop publishing products.
• Advanced understanding of GIS concepts, including projections, relational databases, and cartographic production.
• Experience with management of marine biology/ecology, habitat, and/or oceanography data sets.
• Experience within marine science and coastal issues.

Laboratory Technician  SIN: 541620
• Technical assistance in support of Biology Program activities, at customer request.
• Routine sample preparation and dissection.
• Management of sample collections by performing regular data processing, entry, and archiving functions.
• Data and sample collection as required.
• Identification of samples using a microscope.
• Cleans glassware and laboratory benches as needed.

Minimum Education
• High School Diploma

Minimum Experience
• One year of experience working in a laboratory setting.

Marine Operations/Facilities Coordinator  SIN: 541620
• Coordinates and oversees all sea vessel operations.
• Coordinates and oversees all facilities operations.
• Diving operations include preparing for and conducting field operations, data collection and entry, organizing equipment, and demobilizing.
• Supports information technology (IT) infrastructure.
• Plans, and budgets for maintenance and updating of IT systems.
• Operates and maintains computer systems using GIS and data analyses.
• Supervises construction, repair, and renovation.


Minimum Education
- Bachelor's degree in computer science, environmental science, mathematics or related field
- Ocean Diving certification
- Small Boat Handling certification

Minimum Experience
- **At least one of the following:** Five years of experience in: handling small and large vessels; scientific dive missions; managing facilities; and/or GIS/computer information systems.

Master of Vessel I  SIN: 541620
- Operates research vessels, fishing vessels, or commercial vessels of at least 100 Gross Rated Tons (GRT).
- Operates in areas of high traffic and varied conditions. Fishery technology/science or marine science knowledge.
- Knowledge of fishery gear technology.
- Experience and/or training in diesel mechanics, electronics/wiring, plumbing, deck maintenance, carpentry, metal working, and computer operation.

Minimum Education
- High School Diploma
- USCG captain's license for at least 100 GRT, near-coastal operation.

Minimum Experience
- Four years of experience/training in: research vessel, fishing vessel, or commercial vessel operations of at least 100 GRT; vessel operation in areas of high traffic and varied conditions; diesel mechanics, electronics/wiring, plumbing, deck maintenance, carpentry, metal working and welding; and/or computer operation.
- Current Certification in CPR/First Aid
- Knowledge of fishery technology/science, marine science, and/or fishery gear technology.

Master of Vessel II  SIN: 541620
- Operates research vessels, fishing vessels, or commercial vessels of at least 200 GRT.
- Operates in areas of high traffic and varied conditions.
- Fishery technology/science or marine science knowledge.
- Experience and/or training in diesel mechanics, electronics/wiring, plumbing, deck maintenance, carpentry, metal working and welding, and computer operation.

Minimum Education
- High School Diploma
- USCG captain's license for at least 200 GRT, near-coastal operation.

Minimum Experience
- Six years of experience in: vessel operation in areas of high traffic and varied conditions; research vessel, fishing vessel, or commercial vessel operations of at least 200 GRT; experience and/or training in diesel mechanics, electronics/wiring, plumbing, deck maintenance, carpentry, metal working and welding, and/or computer operation.
- Current Certification in CPR/First Aid
- Knowledge of fishery technology/science or marine science.
• Knowledge of fishery gear technology.

**Molecular Biologist  SIN: 541620**

• Pursue fundamental problems in molecular, cellular or organismal biology, including vertebrate and invertebrate systems.
• Responsibilities may include the design, development and implementation of a broad range of cell-based assays, and tissue culture techniques to support the generation and characterization of antibodies, for instance.
• Excellent oral and written communication and ability to excel in an interdisciplinary team setting.
• Strong communication skills, ability to work in a multi-disciplinary R&D team and excellent molecular biology technique a must.

**Minimum Education**

• Bachelor’s degree in Molecular Biology, Genetics, Biochemistry, or related discipline.

**Minimum Experience**

• Two years of experience in: the development of genetic and disease models and technology; techniques in standard molecular biology such as sub-cloning, vector design, PCR, recombinant protein expression, restriction enzymes, and ligations.

**Natural Resource Specialist  SIN: 541620**

• Development and implementation of environmental policy and programs related to water resource development and operations in the United States.
• Environmental analysis and documentation for water storage, transport and supply; hydroelectric power; and fisheries & wetlands impact mitigation.
• Policy and program development and implementation for environmental compliance systems related to hazardous materials handling and waste
• Resource recovery, emergency response programs for oil spills and hazardous materials incidents, and environmental remediation and restoration.

**Minimum Education**

• Bachelor’s in Biology, Marine Ecology, Natural Resources, or related discipline.

**Minimum Experience**

• Eight years of experience with the development and implementation of environmental policy and programs related to water resource development and operations in the United States.

**Oceanographer  SIN: 541620**

• Technical assistance by conducting quality control editing procedures
• Statistical analyses
• Sampling techniques in the examination of the temporal and spatial relative abundance and distribution of marine organisms.
• Technical reports and peer reviewed publications based on analysis and research results.
• Collection of biological and abundance data and samples at sea.

**Minimum Education**

• Bachelor’s degree in Oceanography or related discipline.
Minimum Experience
- Demonstrated competence with sampling techniques.
- Four years of experience with mathematical models used in oceanography and/or with collecting biological samples at sea.

Program Analyst  SIN: 541620
- Produce, implement, maintain, and update plans
- Compile, coordinate and synthesize information on science and research activities for designated programs.
- Plan, coordinate, and facilitate workshops and field expeditions;
- Provide analysis and recommendations on management plans and policy issues;
- Conduct and report on applied research in designated programs.
- Conduct socioeconomic assessments at field sites to support management planning, policymaking and decision-making.

Minimum Education
- Bachelor’s degree in Environmental Science or related field

Minimum Experience
- Two years of experience with environmental policy and/or with environmental research activities.

Protected Species Analyst  SIN: 541620
- Mathematical models of animal behavior
- Data analysis and data simulation

Minimum Education
- Bachelor’s degree in environmental sciences, engineering, mathematics or related field.

Minimum Experience
- Two years of experience with data collection and analysis and/or familiarity with mathematical models.

Technical Writer/Editor I  SIN: 541620
- Writing or editing technical materials, such as reports of research findings, scientific or technical articles, news releases, and periodicals; regulations in technical areas, technical manuals, specifications, brochures, and pamphlets, or speeches or scripts on scientific or technical subjects.
- Knowledge of a particular subject-matter area, such as the natural or social sciences, engineering, law, or other fields.
- Development of information and analysis to select and present information on the specialized subject in a form and at a level suitable for the intended audience.
- Manuscript and documentation preparation. This includes figures, tables, index, content, references, introductory material, ancillary reports and a completed text.

Minimum Education
- Master of Arts in English, Journalism or related field
Minimum Experience
- Four years of experience in: editing and producing camera ready reports; applying research methods and techniques; and/or utilizing other information sources.

Technical Writer/Editor II  SIN: 541620
- Writing or editing technical materials, such as reports of research findings, scientific or technical articles, news releases, and periodicals, regulations in technical areas, technical manuals, specifications, brochures, and pamphlets, or speeches or scripts on scientific or technical subjects.
- Knowledge of a particular subject-matter area, such as the natural or social sciences, engineering, law, or other fields.
- Development of information and analysis to select and present information on the specialized subject in a form and at a level suitable for the intended audience.
- Manuscript and documentation preparation. This includes figures, tables, index, content, references, introductory material, ancillary reports and a completed text.

Minimum Education
- Ph.D. in English, Journalism or related field

Minimum Experience
- Six years of experience with: editing and producing camera ready reports; applying research methods and techniques; and/or utilizing other information sources.

Technical Writer/Editor III  SIN: 541620
- Writing or editing technical materials, such as reports of research findings, scientific or technical articles, news releases, and periodicals, regulations in technical areas, technical manuals, specifications, brochures, and pamphlets, or speeches or scripts on scientific or technical subjects.
- Participating technical and user reviews in conjunction with subject matter experts, to ensure accuracy and suitability.
- Knowledge of a particular subject-matter area, such as the natural or social sciences, engineering, law, or other fields.
- Developing information and analysis to select and present information on the specialized subject in a form and at a level suitable for the intended audience.
- Manuscript and documentation preparation. This includes figures, tables, index, content, references, introductory material, ancillary reports and a completed text.
- Assist with production of final materials.
- Assist with scoping of proposed technical documentation, including audience analysis, outlining, etc.

Minimum Education
- Master’s degree in English, Journalism or related field

Minimum Experience
- Six years of experience with: technical writing, editing, web content development, project management; editing and producing camera ready reports; applying research methods and techniques; and/or utilizing other information sources.
Technical Writer/Editor IV  SIN: 541620

- Writing or editing technical materials, such as reports of research findings, scientific or technical articles, news releases, and periodicals, regulations in technical areas, technical manuals, specifications, brochures, and pamphlets, or speeches or scripts on scientific or technical subjects.
- Conducting technical and user reviews in conjunction with subject matter experts, to ensure accuracy and suitability.
- Knowledge of a particular subject-matter area, such as the natural or social sciences, engineering, law, or other fields.
- Developing information and analysis to select and present information on the specialized subject in a form and at a level suitable for the intended audience.
- Manuscript and documentation preparation. This includes figures, tables, index, content, references, introductory material, ancillary reports and a completed text.
- Liaison with in-house or vendor printers/technical staff for production of final materials.
- Planning and scoping of proposed technical documentation, to include estimating and scheduling, identifying and allocating resources, business case analysis, etc.

Minimum Education

- Master’s degree in English, Journalism or related field

Minimum Experience

- Eight years of experience with: technical writing, editing, web content development, and project management; editing and producing camera ready reports; applying research methods and techniques; and utilizing other information sources.

Substitution Methodology

For any of the above categories, a high school degree and 4 years of experience may be substituted for a bachelor's degree. A bachelor's degree and 2 years of experience may be substituted for a master's degree. A master's degree and 4 years of experience may be substituted for a Ph.D.