

**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
*Authorized Federal Supply Schedule Pricelist*

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!**<sup>TM</sup> is:<http://www.gsaadvantage.gov>.

**MULTIPLE AWARD SCHEDULE**

**Federal Supply Group: Professional Services**



**Contract Period: June 25, 2003 through June 24, 2023**

**Current through GSA Modification PS-0035**

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EMPOWERING THE MISSION\_

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**Contract Administration:** Paul Oppenheim, VP of Business Development

Prices Shown Herein are Net (discount deducted)



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## 1.0 COMPANY OVERVIEW

XOtech, LLC is a well-known Defense Contractor and Service Disabled, Veteran Owned Small Business (SDVOSB) located in Tyrone, GA, just south of Atlanta. XOtech's focus is providing logistics and knowledge management expertise at strategic, operational and tactical levels for a variety of Department of Defense agencies.

Comprised predominately of Army veterans, most of whom are senior NCOs and warrant officers, XOtech provides a highly skilled workforce at multiple sites throughout CONUS that specializes in providing subject matter expertise in; property accountability, asset visibility, distribution management, warehousing, supply, equipment maintenance, log AIS support, excess management, deployment/redeployment support and Enterprise Resource Program design, testing, fielding, training and support to its customers.

## 2.0 CORE FUNCTIONAL AREAS

- Logistics Subject Matter Experts
  - Warehousing
  - Transportation
  - Supply and Maintenance
  - Data Analysis (Knowledge Management)
  - Logistics Standard Army Management Information Systems (STAMIS) Support
  - Property Management
  
- Distribution Management
  - Asset Visibility
  - Redistribution Excess
  - Management / Disposal
  
- Deployment/Re-Deployment Support
  
- GCSS-Army Support
  - Design Implementation
  - Data Preparation
  - Fielding/Training
  - Base Operating Support Integration (BOS-I) Iraq
  - Information Technology Support
  - Current Operations Support
  - Terrain/Land Operations Support
  - Base Advisement and Assessment Teams

## 3.0 COMPANY DEMOGRAPHICS

- Service Disabled Veteran Owned Small Business
- DUNS Number: 090102646
- CAGE Code: 1YH47
- System for Award Management (SAM) Registered



## 4.0 CUSTOMER INFORMATION

1a. **Special Item Numbers (SIN) Awarded:**

SINs	Description
OLM**	Order-Level Materials
541614SVC*	Supply and Value Chain Management
561210FS*	Facilities Support Services
541614*	Deployment, Distribution and Transportation Logistics Services
611430*	Professional and Management Development Training

\* Indicates participation in Disaster Recovery Purchasing

\*\* Indicates participation in Disaster Recovery Purchasing and Cooperative Purchasing

1b. **Identification of the lowest priced labor rate:** Material Handling Laborer, \$32.07/hr. based on Year 18 (6/25/20 – 6/24/21). This price applies to all SINs at all U.S. locations. Hourly rates for these positions are located in the tables on pages 34-37.

1c. **Proposing Hourly Rates:** XOtech is proposing hourly rates. Descriptions of all corresponding commercial job titles, to include experience, functional responsibility and education for these types of employees or subcontractors, are provided on pages 5-28 of this price list.

2. **Maximum order:** \$1,000,000

3. **Minimum order:** \$100

4. **Geographic coverage:** Worldwide

5. **Point of production:** Tyrone, GA USA

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

7. **Quantity discounts:** None.

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

9. **Foreign items:** Not Applicable.

10a. **Time of delivery:** Contact Contractor.

10b. **Expedited Delivery:** Contact Contractor.



- 10c. **Overnight and 2-day delivery:** Contact Contractor.
- 10d. **Urgent Requirements:** Contact Contractor.
- 11. **F.O.B. point:** Destination
- 12a. **Ordering address:**
  - XOtech LLC
  - ATTN: Mr. Paul Oppenheim
  - 150 Howell Road, Suite B Tyrone,
  - GA 30290
- 12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 13. **Payment address:**
  - XOtech LLC
  - ATTN: Accounts Receivable
  - 150 Howell Road, Suite B
  - Tyrone, GA 30290
- 14. **Warranty provision:** Standard Commercial Warranty Terms and Conditions.
- 15. **Export packing charges:** Not Applicable.
- 16. **Terms and conditions of rental, maintenance, and repair:** Not Applicable.
- 17. **Terms and conditions of installation:** Not Applicable.
- 18a. **Terms and conditions of repair parts:** Not Applicable
- 18b. **Terms and conditions for any other services:** Not Applicable.
- 19. **List of service and distribution points:** Not Applicable.
- 20. **List of participating dealers:** Not Applicable.
- 21. **Preventive maintenance:** Not Applicable.
- 22a. **Special attributes such as environmental attributes:** Not Applicable.
- 22b. **Section 508 compliance:** Not Applicable.



23. **Data Universal Number System (DUNS) number: 090102646**
24. **XOtech is registered and active in the System for Award Management (SAM) database.**



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## 5.0 COMMERCIAL JOB TITLE DESCRIPTIONS

### 5.1 Applications Programmer

**Minimum/General Experience:** Three years of experience required. Relevant experience includes, but is not limited to, knowledge of management information systems and ADP knowledge of management information systems and ADP system concepts.

**Functional Responsibilities:** Duties may include designing, programming, documenting, implementing, and maintaining software applications. This person may be responsible for supervising the work of junior programmers. Knowledge of FORTRAN, COBOL, C, Fourth Generation Languages (4GL), CASE tools, systems programming, C++, Smalltalk, and other object-oriented programming languages is highly desirable.

**Minimum Education:** Requires a bachelor's degree.

### 5.2 Database Management Specialist

**Minimum/General Experience:** Five years of direct experience working with and maintaining databases.

**Functional Responsibilities:** This person is responsible for performing data processing activities as assigned by the senior database management specialist. Duties include processing scheduled jobs, performing database maintenance functions, and producing reports as required.

**Minimum Education:** High school diploma.

### 5.3 Database Conversion Specialist

**Minimum/General Experience:** Four years of experience required. Specialized experience required includes: program management, system design, and system analysis. This person must have a high degree of technical proficiency in the design of database applications; must be knowledgeable of the operating interrelationships between the database and the organization's other systems; and must have experience with current operating system software internals and data manipulation languages. General experience required include: working on large, complex database design projects. This position requires experience as a technical lead, providing guidance and direction to less experienced database administrators and other support personnel in the design and monitoring of database management systems.

**Functional Responsibilities:** This person specializes in the design and installation of database applications; ensures that there are appropriate linkages to existing databases and to other data processing systems and business applications; ensures that adequate recovery procedures are included in all database designs; develops and monitors procedures for updating data dictionaries; directs the training of user groups in the protocols involved in updating and accessing the database; monitors database transactions to ensure correct usage of the database; provides technical assistance to less experienced database analysts in the identification and resolution of complex database design and maintenance problems; and provides technical expertise on the database system to user and data



processing area personnel.

**Minimum Education:** Requires a bachelor's degree

#### **5.4 Functional Analyst I**

**Minimum/General Experience:** Four years of experience required. Specialized experience required includes developing functional requirements and data elements for complex, integrated ADP systems. General experience required includes a demonstrated ability to work independently or with only general direction.

**Functional Responsibilities:** The junior functional analyst recommends improvements or modifications in sequence of operations, equipment utilization, and related matters. This person examines and analyzes current and contemplated operations for developing, defining, and coordinating user requirements that will satisfy the total program need; translates user requirements into system specifications, data management plans, configuration management plans, life cycle management documentation, integrated logistics support plans, and related operational summaries; assists in the design, development, analysis, testing and maintenance of logical and physical databases; writes specification manuals and user documentation for client or user personnel, and gathers information from users, defines work problems, and designs a system and procedures to resolve problems.

**Minimum Education:** Requires a bachelor's degree.

#### **5.5 Functional Analyst II**

**Minimum/General Experience:** Seven years of experience is required. Specialized experience required includes: developing functional requirements and data elements for complex, integrated ADP systems. General experience required includes demonstrated ability to work independently or with only general direction.

**Functional Responsibilities:** The functional analyst recommends improvements or modifications in sequence of operations, equipment utilization, and related matters. This person examines and analyzes current and contemplated operations for developing, defining, and coordinating user requirements that will satisfy the total program need. This person translates user requirements into system specifications, data management plans, configuration management plans, and life cycle management documentation; integrated logistics support plans, and related operational summaries. The functional analyst assists in the design, development, analysis, testing, and maintenance of logical and physical databases; writes specification manuals and user documentation for client or user personnel; gathers information from users, defines work problems, and designs a system and procedures to resolve problems.

**Minimum Education:** Requires a bachelor's degree.

#### **5.6 Functional Analyst III**

**Minimum/General Experience:** Ten years of experience is required. Specialized experience required



includes: superior functional knowledge of task-order specific requirements, or developing functional requirements for complex, integrated ADP systems. General experience required includes: demonstrated ability to work independently or with only general direction.

**Functional Responsibilities:** The senior functional analyst performs advanced and complex systematic reviews of selected functions to determine application and design of systems or models. This person participates in various testing functions (such as, string and acceptance tests) to verify that results are correct. This person develops and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy; trains clients or user personnel in the operation and capabilities of proposed models; provides functional guidance on more complex projects; and may supervise and provide technical direction to lower level functional and data analysts.

**Minimum Education:** Requires a bachelor's degree.

### **5.7 Functional Analyst IV**

**Minimum/General Experience:** Twelve years of experience in the field is required.

**Functional Responsibilities:** The senior functional analyst enhances product workflow by analyzing and developing plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. This person is familiar with a variety of the field's concepts, practices, and procedures. This person relies on extensive experience and judgment to plan and accomplish goals and performs a variety of tasks. This person leads and directs the work of others and must have a wide degree of creativity and latitude. May report to an executive or a manager.

**Minimum Education:** A Bachelor's degree is required.

### **5.8 Functional Analyst V**

**Minimum/General Experience:** 14 years of experience in the field is required.

**Functional Responsibilities:** The senior functional analyst enhances product workflow by analyzing and developing plans that affect production, distribution, and inventory. This person creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. This person must be familiar with a majority of the field's concepts, practices, and procedures. They rely on extensive experience and judgment to plan and accomplish goals as well as performing a variety of multiple tasks. This person leads and directs the work of others and often functions in a supervisory capacity for various projects. A wide degree of creativity and latitude is expected and often works independently with minimal supervision. May report to an executive or a higher-level manager.

**Minimum Education:** A Bachelor's degree is required.



## **5.9 Help Desk Manager**

**Minimum/General Experience:** Six years in a customer assistance environment required.

**Functional Responsibilities:** Primary responsibilities are to supervise the daily operation of a customer assistance center; provide assistance to worldwide users of supported AIS; and maintaining the security and routing of user and customer assistance requests to the appropriate personnel. Additionally, this person is responsible for the submission of any required reports on user and customer problems.

**Minimum Education:** High school diploma.

## **5.10 Help Desk Specialist**

**Minimum/General Experience:** Three years' experience in automated information systems (AIS) is required. This person must be experienced in using office automation software for word processing, spreadsheets, and the preparation of presentations. This person must have a thorough knowledge of technical terminology and a working knowledge of the AIS being supported.

**Functional Responsibilities:** This person is responsible for receiving user and customer requests for assistance and routing them to the appropriate personnel for resolution

**Minimum Education:** High school diploma or General Educational Development (GED).

## **5.11 Information Engineer**

**Minimum/General Experience:** This position requires five years of experience. Specialized experience includes: information systems development, functional and data requirement analysis, systems analysis and design, programming, program design, and document preparation. Demonstrated proficiency in the implementation of information engineering projects, systems analysis, design, and programming using CASE and IE tools and methods, system planning, and business information planning are also required.

**Functional Responsibilities:** This person applies business process improvement practices to re-engineer methodologies and principles and business process modernization projects. This person applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. This person assists in establishing standards of information systems procedures; develops and applies organization wide information models for use in designing and building integrated, shared software and database management systems; constructs sound, logical business improvement opportunities consistent with corporate Information Management (IM) guiding principles, cost savings, and open system architecture objectives.

**Minimum Education:** Requires a bachelor's degree in computer science, information management, business, or other related discipline.



### **5.12 Junior Applications Programmer**

**Minimum/General Experience:** One year of experience is required. Relevant experience includes, but is not limited to, knowledge of management information systems and ADP knowledge of management information systems and ADP system concepts.

**Functional Responsibilities:** Duties may include designing, programming, documenting, implementing and maintaining software applications. Knowledge of FORTRAN, COBOL, C, Fourth Generation Languages (4GL), CASE tools, systems programming, C++, Smalltalk, and other object-oriented programming languages is highly desirable.

**Minimum Education:** Requires a bachelor's degree.

### **5.13 Logistics Management Specialist I**

**Minimum/General Experience:** Three years of experience is required. Relevant experience includes, but is not limited to, performing supply management functions in an automated logistics management environment.

**Functional Responsibilities:** Duties may include providing technical and administrative direction for personnel performing logistics automation functions, and performing supply management functions in an automated logistics environment.

**Minimum Education:** Requires a bachelor's degree.

### **5.14 Logistics Management Specialist II**

**Minimum/General Experience:** Five years of experience is required. Relevant experience includes, but is not limited to, performing supply management functions in an automated logistics management environment.

**Functional Responsibilities:** Duties may include providing technical and administrative direction for personnel performing logistics automation functions, and performing supply management functions in an automated logistics environment.

**Minimum Education:** Requires a bachelor's degree.

### **5.15 Logistics Management Specialist III**

**Minimum/General Experience:** Ten years of experience is required. Relevant experience includes, but is not limited to, performing supply management functions in an automated logistics management environment.

**Functional Responsibilities:** Duties may include providing technical and administrative direction for personnel performing supply management and logistics automation functions, and performing supply management functions in an automated logistics environment.



**Minimum Education:** Requires a bachelor's degree.

### **5.16 Logistics Management Specialist IV**

**Minimum/General Experience:** Twelve years of experience is required. Relevant experience includes, but is not limited to, performing supply management functions in an automated logistics management environment.

**Functional Responsibilities:** This person organizes and handles a variety of logistics issues in a manufacturing and/or distribution environment. Duties involve but are not limited to supply chain services, inventory control, critical parts availability, material handling, maintenance management, import-export licensing, shipment of products, and third party warehousing. This person provides data analysis for production planning and volume studies; and participates in process/rating improvement efforts. They assist in developing logistics and maintenance plans and procedures. This person demonstrates good judgment in selecting methods and techniques for obtaining solutions and interacts with senior internal and external personnel.

**Minimum Education:** Requires a Bachelor's Degree

### **5.17 Logistics Management Specialist V**

**Minimum/General Experience:** Fourteen years of experience is required. Relevant experience includes, but is not limited to, performing supply management functions in an automated logistics management environment.

**Functional Responsibilities:** This person organizes and handles a variety of logistics issues in a manufacturing and/or distribution environment. Duties involve but are not limited to supply chain services, inventory control, critical parts availability, material handling, maintenance management, import-export licensing, shipment of products, and third party warehousing. This person provides data analysis for production planning and volume studies; and participates in process/rating improvement efforts. They assist in developing logistics and maintenance plans and procedures. This person demonstrates good judgment in selecting methods and techniques for obtaining solutions and interacts with senior internal and external personnel. The often provides supervision to lower level Logistics Management Specialists or functions as a project lead. A wide degree of creativity and latitude is expected and often works independently with minimal supervision. May report to an executive or a higher-level manager.

**Minimum Education:** Requires a Bachelor's Degree

### **5.18 Network Technician**

**Minimum/General Experience:** This position requires three years of experience. Specialized experience includes: supervision of installation technicians, analysis, design and installation of local and wide area nets; and analysis and installation of communication systems. This person should be familiar with engineering documentation, network configuration and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management.



**Functional Responsibilities:** This person is responsible for conducting site surveys, installing networks and/or adding new users to existing networks; updating and maintaining the hardware, as required; coordinating the work of the network technicians; and providing reports on the networks operation. This person may also be required to assist users when they encounter problems while using the network.

**Minimum Education:** High school diploma.

### **5.19 Program Manager**

**Minimum/General Experience:** Fifteen years of experience is required. Relevant experience includes, but is not limited to, progressive experience in managing projects, contracts, funds, and resources (including personnel).

**Functional Responsibilities:** Duties may include contract management, large project management, and interface with the customer. The program manager must be capable of planning, directing, and coordinating the work of technical personnel including requirement determination, system/program specification, system/program design-analysis, documentation, conversion, training, and installation/extension of AIS. This person is responsible for implementing a quality assurance program to ensure that services and products conform to applicable standards and are done IAW Government regulations.

**Minimum Education:** Requires a bachelor's degree.

### **5.20 Project Manager**

**Minimum/General Experience:** Ten years of experience is required. Relevant experience includes, but is not limited to, progressive functional software development experience and management of contracts.

**Functional Responsibilities:** Primary responsibilities are managing functional and technical projects and serving as the focal point for questions about projects. Included in these responsibilities are: maintaining the coordination and direction of the project during all phases of the project's life cycle; formulating statements of management and business problems and devising solutions to the problems; evaluating proposed automated information systems to determine feasibility and costs; and managing a team to successfully accomplish the project.

**Minimum Education:** Requires a bachelor's degree and ten years of experience.

### **5.21 Quality Assurance Manager**

**Minimum/General Experience:** Ten years of experience is required. Relevant experience includes, but is not limited to, configuration management, software testing, application of metrics to software quality assessment, and team leader responsibilities.

**Functional Responsibilities:** Responsible for ensuring that a high level of quality is maintained. Duties include determining the resources required for quality control, establishing and maintaining a



process for evaluating software and associated documentation at pre- determined points in the life cycle, and providing daily supervision and direction to support staff.

**Minimum Education:** Requires a bachelor’s degree in computer science, information systems, or a related field.

### **5.22 Quality Assurance Specialist**

**Minimum/General Experience:** Six years of experience is required. Relevant experience includes, but is not limited to, configuration management, software testing, application of metrics to software quality assessment, and team leader responsibilities.

**Functional Responsibilities:** Responsible for providing technical and administrative direction for personnel performing production tasks, including the review of work products for correctness, adherence to the design concept and user standards, and ensuring that a high level of quality is maintained. Duties also include coordinating with the project manager and/or quality assurance manager to ensure problem solution and user satisfaction.

**Minimum Education:** Requires a bachelor’s degree in computer science, information systems or a related field.

### **5.23 Senior Functional Analyst**

**Minimum/General Experience:** 16 years’ experience in the field or related area required

**Functional Responsibilities:** Senior Functional Analyst develops plans that bridge business and system functionality in coordination with Information Technology and other business units or departments. Documents as is and to be processes with users and stakeholders. This person consults on functional project teams to provide functional solutions for complex issues and manages project progress to standardize and improve systems to better support business process. They work directly with business unit to communicate business requirements, priorities and scope in conjunction with business goals. This person gathers, analyzes and documents business requirements for a major system enhancement or full system selection and implementation as well as creates new system documentation. This person manages testing of systems, applications or system interfaces and develops test plans and scripts to ensure turnkey solutions to internal and external customers. This person may develop detailed functional system design specifications and resolve and document system enhancement and production issues. They communicate issue resolution, develops training documentation and works closely with business systems to resolve escalation issues from the business unit. May manage the production support effort on assigned projects. This person provides short-term and post implementation support for new systems as needed.

**Minimum Education:** Position requires a Bachelor’s degree.



### **5.24 Senior Logistics Management Specialist**

**Minimum/General Experience:** 16 years' experience in the field or related area required

**Functional Responsibilities:** Organizes and handles a variety of logistics to include maintenance issues in a manufacturing, operational, and/or distribution environment. Duties involve but are not limited to supply chain services, inventory control, critical parts availability, material handling, maintenance management, import-export licensing, shipment of products, and third party warehousing. Evaluates customer support and field service commitments to ensure customer requirements are met. May supervise a number of lower level Logistics Management Specialists. Position requires a Bachelor's degree with 16 years experience in the field or related area.

**Minimum Education:** Position requires a Bachelor's degree.

### **5.25 Senior Application Programmer**

**Minimum/General Experience:** Six years of experience is required for this position. Relevant experience includes, but is not limited to, knowledge of management information systems and ADP knowledge of management information systems and ADP system concepts, and experience as a programming team leader.

**Functional Responsibilities:** Duties may include designing, programming, documenting, implementing and maintaining software applications. This person may be responsible for supervising the work of more junior programmers and scheduling work. Knowledge of FORTRAN, COBOL, C, Fourth Generation Languages (4GL), CASE tools, systems programming, C++, Smalltalk, and other object oriented programming languages is highly desirable.

**Minimum Education:** Requires a bachelor's degree.

### **5.26 Senior Database Management Specialist**

**Minimum/General Experience:** Eight years working in database management is required.

**Functional Responsibilities:** Responsible for directing, planning and coordinating data processing activities. Specifically, the senior database management specialist analyzes the data processing workload requirements and assigns, schedules, and reviews the work of the database management specialists.

**Minimum Education:** High school diploma.

### **5.27 Senior Network Technician**

**Minimum/General Experience:** This position requires six years of experience. Specialized experience includes: supervision of installation technicians, analysis, design and installation of local and wide area nets; and analysis and installation of communication systems. This person should be familiar with engineering documentation, network configuration and topologies, X.25, TCP/IP, Frame Relay, Bridges, and Routers. General experience includes increasing responsibilities in technical management.



**Functional Responsibilities:** This person is responsible for conducting site surveys, installing networks and/or adding new users to existing networks; updating and maintaining the hardware, as required; coordinating the work of the network technicians; and providing reports on the networks operation. This person may also be required to assist users when they encounter problems while using the network.

**Minimum Education:** High school diploma.

### **5.28 Senior Software Engineer**

**Minimum/General Experience:** Ten years of experience is required. Relevant experience includes, but is not limited to, use of programming languages and knowledge of database management systems, and software development management experience. This person must have extensive experience in planning, executing, and managing the integration of software systems.

**Functional Responsibilities:** Duties may include performing, leading, and coordinating activities in one or more of the following areas: requirements analysis, design analysis, design, programming, software integration, documentation, test and evaluation, and other technical tasks. This person is responsible for scheduling the workload of subordinates.

**Minimum Education:** Requires a bachelor's degree.

### **5.29 Senior Systems Administrator**

**Minimum/General Experience:** This position requires four years of experience. Specialized experience required includes: administration of UNIX or another open, systems-compliant, multi-user system. General experience required includes administration of multi-user computer systems.

**Functional Responsibilities:** This position performs system installation and integration of computer operating system software, network software, application software, computer hardware, and supporting network or telecommunications systems; investigates and resolves operational problems in conjunction with other engineering and technical personnel; and performs supervisory functions as required for junior administrators.

**Minimum Education:** Requires a bachelor's degree.

### **5.30 Subject Matter Expert (SME) I**

**Minimum/General Experience:** 10 years of experience in the field of expertise required.

**Functional Responsibilities:** Top Division Information Technology Executive. Establishes and directs the strategic long-term goals, policies and procedures for a division's information technology department. Determines a division's long-term systems needs and hardware acquisitions to accomplish the business objectives. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management. Functions as the top-level expert in their field.



**Minimum Education:** This position requires a bachelor's degree.

### **5.31 Subject Matter Expert (SME) II**

**Minimum/General Experience:** 12 years' experience in their subject matter field is required.

**Functional Responsibilities:** Subject Matter Expert is an individual who understands a business process or area well enough to answer questions from people in other groups who he is trying to help. It is most commonly used to describe the people who explain the current process to IT and then answer their questions as they try to build a technology system to automate or streamline the process

**Minimum Education:** Position requires a Bachelor's degree.

### **5.32 Subject Matter Expert (SME) III**

**Minimum/General Experience:** 15 years comparative experience in their given field, if that particular subspecialty has, in fact existed for fifteen years.

**Functional Responsibilities:** The Subject Matter Expert is that individual who exhibits the highest level of expertise in performing a specialized job, task, or skill within the organization. This SME might be a software engineer, a helpdesk support operative, an accounts manager, a scientific researcher: in short, anybody with in-depth knowledge of the subject you are attempting to document. You need to talk to SMEs in the research phase of a documentation project (to get your facts straight) and you need to involve them in the technical validation of your drafts (to make sure that your interpretation of information matches theirs). This level of SME often represents the highest level of achievement of an individual in a give field. Generally, within the top 5 or 6 individuals of a particular specialty.

**Minimum Education:** Requires a Bachelor's degree

### **5.33 Systems Administrator**

**Minimum/General Experience:** This position requires two years of experience. Specialized experience required includes: administration of UNIX or another open, systems-compliant, multi-user system. General experience required includes: administration of multi-user computer systems.

**Functional Responsibilities:** This position performs system installation and integration of computer operating system software, network software, application software, computer hardware, and supporting network or telecommunications systems; and investigates and resolves operational problems in conjunction with other engineering and technical personnel.

**Minimum Education:** Requires a Bachelor's Degree.

### **5.34 Administrative Specialist II \*\***

**Minimum/General Experience:** Five years of office and/or clerical work experience required. Experience required includes performing diversified clerical, administrative, and general office duties of a highly responsible and confidential nature for managers and staff.



**Functional Responsibilities:** This position requires knowledge of applicable policies, organization, and a high level of technical skills using automation tools, including word processing and graphics, transcribes dictation, often of a technical and/or confidential nature; composes and types routine letters and memoranda; and routes correspondence to proper individuals. The Administrative Specialist II communicates and/or coordinates instructions with various individuals and departments; furnishes and obtains information from multiple sources; organizes and maintains files of correspondence and records; follows up on pending matters; acts as a receptionist, screens telephone calls, letters, and visitors, answers routine questions, and furnishes information; schedules appointments, coordinates arrangements for meetings and conferences, and or answers routine correspondence not requiring the manager's attention; prepares special reports, and gathers and summarizes data; organizes and expedites workflow through the manager's office; and initiates follow-up action. This person may provide supervision, training, and guidance to lower level administrative assistants, and may operate a computer terminal and printer for data storage and retrieval.

**Minimum Education:** Requires a high school diploma.

### **5.35 Communications Network Manager \*\***

**Minimum/General Experience:** Ten years of direct experience working with computer communications systems using modems, LANs, and routers to connect to e-mail, the Internet, and other computers is required.

**Functional Responsibilities:** This person is responsible for evaluating, analyzing, and designating data communications standards, interface criteria, transmission path capabilities and requirements, types of modems required, communications security equipment requirements, and operating characteristics.

**Minimum Education:** Requires a bachelor's degree.

### **5.36 Communications Specialist \*\***

**Minimum/General Experience:** Five years of direct experience working with computer communications systems using modems, LANs, and routers to connect to e-mail, the Internet, and other computers is required.

**Functional Responsibilities:** Duties will include setting up and maintaining computer communications and assisting in installing office networks.

**Minimum Education:** An associate's degree in computer science or a related field is required.

### **5.37 Computer Security Systems Specialist I \*\***

**Minimum/General Experience:** Three years of working with automated information systems and a familiarity with common security practices.

**Functional Responsibilities:** This person is responsible for ensuring that the security of automated information systems is maintained. Duties include ensuring that only authorized users have access



to the system, processing requests for access, and issuing required log INS and passwords to authorized personnel.

**Minimum Education:** High school diploma.

### **5.38 Computer Security Systems Specialist II \*\***

**Minimum/General Experience:** Six years of working in security of automated information systems and a demonstrated proficiency in maintaining security records IAW accepted standards.

**Functional Responsibilities:** This person is responsible for ensuring that the security of automated information systems is maintained. Duties include ensuring that only authorized users have access to the system, processing requests for access, and issuing required log INS and passwords to authorized personnel.

**Minimum Education:** Requires a bachelor's degree in computer science or a related field.

### **5.39 Computer Security Systems Specialist III \*\***

**Minimum/General Experience:** Ten years working in security of automated information systems with five years of specialized experience in security and a demonstrated proficiency in maintaining security records IAW accepted standards.

**Functional Responsibilities:** This person is responsible for ensuring that the security of automated information systems is maintained; analyzes and defines security requirements for multilevel security (MLS) issues; designs, develops, engineers, and implements solutions to MLS requirements. Duties include ensuring that only authorized users have access to the system; processing requests for access and issuing required log ins and passwords to authorized personnel, performing risk assessment, advising management on AIS security, and supervising the activities of other security personnel

**Minimum Education:** Requires a bachelor's degree in computer science or a related field.

### **5.40 Computer Specialist (Operator) \*\***

**Minimum/General Experience:** Five years of experience is required. Relevant experience includes, but is not limited to, operating mainframe-, mini-, or client/server-based computer systems.

**Functional Responsibilities:** Working from operating instructions prepared by programmers, users, or operations managers, computer operators set controls on the computer and on peripheral devices required to run a particular job. Duties include performing daily computer operations activities, and operator level maintenance. Operators will monitor the computer while it is running and respond to any operating and computer messages. If an error message occurs, operators must locate and solve the problem or terminate the program.

**Minimum Education:** Requires an associate's degree.



### **5.41 Computer Systems Analyst I \*\***

**Minimum/General Experience:** Requires three years of experience. Specialized experience includes: information systems development, functional and data requirements analysis, systems analysis and design, database management, use of common programming languages, program design, and document preparation. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs are also required.

**Functional Responsibilities:** This person analyzes information requirements; evaluates, analytically and systematically, problems of workflow, organization and planning, and assists senior computer systems analyst in developing corrective action; helps develop plans for automated information systems from project inception to conclusion; defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under the supervision of a senior computer systems analyst or computer systems analyst, this person coordinates closely with programmers to ensure proper implementation of program and system specifications; develops, in conjunction with the users, system alternative solutions.

**Minimum Education:** Requires a bachelor's degree in computer science, information systems, business, or other related discipline.

### **5.42 Computer Systems Analyst II \*\***

**Minimum/General Experience:** Requires six years of experience. Specialized experience includes: information systems development, functional and data requirements analysis, systems analysis and design, database management, use of common programming languages, program design, and document preparation. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs are also required.

**Functional Responsibilities:** Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and record management functions; develops plans for automated information systems from project inception to conclusion; analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, analyzes downtime, analyzes proposed system modifications, upgrades, and new COTS; analyzes problems and the information to be processed, defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests; coordinates closely with programmers to ensure proper implementation of program and system specifications; develops, in conjunction with the users, system alternative solutions.

**Minimum Education:** Requires a bachelor's degree in computer science, information systems, business, or other related discipline.

### **5.43 Computer Systems Analyst III \*\***

**Minimum/General Experience:** This position requires ten years of experience. Specialized experience



includes: information systems development, functional and data requirements analysis, systems analysis and design, database management, use of common programming languages, program design, and document preparation. Knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging computer programs are also required.

**Functional Responsibilities:** This person provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and user standards, and for progress according to schedules. This person coordinates with the project and/or program manager to ensure problem solution and user satisfaction; makes recommendations, if needed, for approval of major systems installations; prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives; and provides daily supervision and direction to staff.

**Minimum Education:** Requires a bachelor's degree in computer science, information systems, business, or other related discipline.

#### **5.44 Dispatcher, Motor Vehicle \*\***

**Minimum /General Experience:** Three years general experience is required.

**Functional Responsibilities:** Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as hand trucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

**Minimum Education:** Requires a High School diploma or GED.

#### **5.45 Draftsman/Illustrator \*\***

**Minimum/General Experience:** Five years' experience is required as a draftsman/illustrator preparing graphic presentations of objects, facts, or ideas that require artistic ability. Must have demonstrated the ability to produce charts, maps, diagrams, posters, etc. using state-of-the-art graphics tools.

**Functional Responsibilities:** This person is responsible for the production of line drawings, exploded views of equipment, and similar kinds of drawings required in the preparation of manuals, briefings, and displays. This person may be responsible for determining the most effective type of graphics display to use in a particular situation.

**Minimum Education:** High school diploma or GED.



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### **5.46 Electronics Maintenance Technician \*\***

**Minimum/General Experience:** Three (3) years of experience in which computer repair was a primary function.

**Functional Responsibilities:** Provide maintenance support for computer systems to include diagnostics, parts replacement, and evacuation.

**Minimum Education:** High school diploma or GED.

### **5.47 Forklift Operator \*\***

**Minimum General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Operates electric, gasoline, or diesel-powered forklift trucks capable of lifting loads up to, but not including 10,000 pounds, and to a height of 168". Operates the lifting and tilting controls and steers the vehicle into position to load, transport, and stack goods and materials contained on pallets, skids, crates, or boxes about the warehouse/storage facilities. Must be able to pass operator's test, read traffic signs. Follows written oral orders concerning location and priority of assignments, and instructions concerning the movement and placement of materials.

**Minimum Education:** High school diploma or GED.

### **5.48 Fuel Distribution Operator \*\***

**Minimum General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Receives and stores bulk and package petroleum, oils, and lubricants products. Issues and dispenses bulk fuels and water from storage and distribution facilities to using units. Selects and submits samples of petroleum, oils, and lubricants to laboratory for testing. Performs petroleum and water accounting duties. Operates equipment associated with petroleum and water distribution system and multi-product pipeline system. Fuels and defuels vehicles, aircraft, and stationary equipment. Takes emergency precautions to prevent harm to self and facilities in event of petroleum spillage or fire.

**Minimum Education:** High school diploma or GED.

### **5.49 Graphic Artist \*\***

**Minimum/General Experience:** Five years' experience as a graphic artist preparing graphic presentations of objects, facts, or ideas that require artistic ability. Must have demonstrated the ability to produce charts, maps, diagrams, posters, etc. using state-of-the-art graphics tools.

**Functional Responsibilities:** This person is responsible for the production of line drawings, exploded views of equipment, and similar kinds of drawings required in the preparation of manuals, briefings, and displays. This person may be responsible for determining the most effective type of graphics display to use in a particular situation.



**Minimum Education:** Requires a bachelor's degree.

### **5.50 Heavy Equipment Mechanic (HEM) \*\***

**Minimum General Experience in years:** Three (3) years general experience is required.

**Functional Responsibilities:** Maintains compression ignition engines, compression ignition engine fuel systems, compression ignition air induction systems, wheel vehicle exhaust systems, vehicle liquid cooling systems, vehicle starting systems, vehicle charging systems, wheel chassis electrical systems, standard transmission assemblies, automotive transmission assemblies, air-controlled semi-automatic transmission assemblies, transfer assemblies, propeller shaft assemblies, axle assemblies, drum brake systems, hydraulic brake systems, air/hydraulic brake systems, air (wedge, s-cam) brake systems, mechanical brake systems, wheel vehicle suspension systems, wheel vehicle wheel/hub assemblies, wheel vehicle hydraulic (power) steering systems, fifth wheel assemblies, wheel vehicle crane/hoist/winch assemblies, and material handling equipment hydraulic systems.

**Minimum Education:** High school diploma or GED.

### **5.51 Heavy Equipment Operator (HEO)\*\***

**Minimum General Experience:** Three (3) Years general experience is required.

**Functional Responsibilities:** Operates all wheel vehicles and equipment over varied terrain and roadways for support of combat operations. Manages en-trucking and de-trucking of personnel being transported. Oversees and checks proper loading and unloading of cargo on vehicles and trailers. Secures cargo against inclement weather, pilferage, and damage. Operates vehicle component material handling equipment (MHE), as required. Employs land navigation techniques. Must be knowledgeable with the operation of radios and weapons when they are mounted on the vehicle. Performs vehicle self-recovery and field expedients to include towing vehicles. Corrects or reports all vehicle deficiencies; supports mechanics where necessary. Prepares vehicles for movement/shipment by air, rail, or vessel. Performs duties in preceding skill level, and provides guidance to subordinates in accomplishing their duties. Organizes and participates in convoys. Dispatches vehicles; verifies vehicle logbooks. Receives and fills requests from authorized persons for motor transport. Compiles time, mileage and load data. Operates the Heavy Expanded Mobility Tactical Transport (HEMETT), Heavy Equipment Transporter (HET), and Palletized Loading System (PLS) vehicles to include performing self-recovery operations.

**Minimum Education:** High school diploma or GED.

### **5.52 Instructor \*\***

**Minimum/General Experience:** Two years of experience is required. Relevant experience includes, but is not limited to, writing and editing technical documents and knowledge of information systems.

**Functional Responsibilities:** Duties may include training and development preparation of user and technical documentation and training course materials. Responsible for the overall management and direction of the Training Branch and assigned personnel. Teaches courses in one or subjects in commercial, governmental, industrial or service establishments. Prepares instructional program in



accordance with training or other course requirements, assembling materials to be presented. Instruct students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Selects or develops teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films, filmstrips, and training handbooks. Supervises practical work carried out by students, and assists them at points of difficulty. Tests students to evaluate their learning progress and to evaluate effectiveness of instruction. Compiles assignment report regarding each student. May arrange visits to or periods of employment in real-work situations to reinforce instruction.

**Minimum Education:** Requires a bachelor's degree.

### **5.53 Junior Computer Specialist (Operator) \*\***

**Minimum/General Experience:** Three (3) years of experience in computer operations is required.

**Functional Responsibilities:** Working from operating instructions prepared by programmers, users, or operations managers, computer operators set controls on the computer and on peripheral devices required to run a particular job. Duties include performing daily computer operations activities, and operator level maintenance. Operators will monitor the computer while it is running, and respond to any operating and computer messages. If an error message occurs, operators must locate and solve the problem or terminate the program.

**Minimum Education:** High school diploma.

### **5.54 Junior Electronics Maintenance Technician \*\***

**Minimum/General Experience:** This is an entry-level position requiring basic knowledge of computer repair and electronics.

**Functional Responsibilities:** This person provides maintenance support for computer systems to include diagnostics, parts replacement, and evacuation.

**Minimum Education:** High school diploma or GED.

### **5.55 Machinery Maintenance Mechanic \*\***

**Minimum General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Fabricates, repairs, and modifies metallic and non-metallic parts, utilizing such machines as engine lathes, utility grinders, power cutoff saws, armature undercut arbor and hydraulic presses, drill presses and their assorted attachments, accessories, and tools.

**Minimum Education:** High school diploma or GED.

### **5.56 Material Coordinator \*\***

**Minimum General Experience:** Three (3) years general experience is required.



**Functional Responsibilities:** Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor systems, using remote-control panel board. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

**Minimum Education:** High school diploma or GED.

### **5.57 Material Handler Laborer \*\***

**Minimum General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Performs 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.

**Minimum Education:** High school diploma or GED.

### **5.58 Motor Vehicle Mechanic \*\***

**Minimum General Experience:** Two (2) years General experience is required.

**Functional Responsibilities:** Performs unit maintenance and recovery operations on gasoline and diesel fueled light-wheeled vehicles, maintains power assisted brake systems, vehicle suspension systems, wheel vehicle wheel/hub assemblies, wheel vehicle mechanical (manual) steering systems, wheeled vehicle hydraulic (power) steering systems.

**Minimum Education:** High school diploma.

### **5.59 Senior Instructor \*\***

**Minimum/General Experience:** Five (5) years of experience is required. Relevant experience includes, but is not limited to, writing and editing technical documents and knowledge of information systems.

**Functional Responsibilities:** This person's primary duties are to supervise the preparation of manuals, papers, and reports. The editor may also be responsible for editing the work of others. Other duties may include training subordinates and development of training course materials. Responsible for the overall



management and direction of the Training Branch and assigned personnel. Teaches courses in one or subjects in commercial, governmental, industrial or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling materials to be presented. Instructs students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Selects or develops teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films film strips, and training handbooks. Supervises practical work carried out by students, and assists them at points of difficulty. Tests students to evaluate their learning progress and to evaluate effectiveness of instruction. Compiles assignment report regarding each student. May arrange visits to or periods of employment in real-work situations to reinforce instruction.

**Minimum Education:** Requires a bachelor's degree.

### **5.60 Shipper Packer \*\***

**Minimum General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** 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.

**Minimum Education:** High school diploma or GED.

### **5.61 Shipping/Receiving Clerk \*\***

**Minimum/General Experience:** Two (2) years specific experience is required.

**Functional Responsibilities:** Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. 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; preparing and keeping records of goods received.



**Minimum Education:** High school diploma or GED.

### **5.62 Senior Electronics Maintenance Technician \*\***

**Minimum/General Experience:** Eight (8) years of experience in computer repair is required.

**Functional Responsibilities:** Responsibilities include providing maintenance support for computers, scheduling preventive maintenance checks, supervising other technicians, and completing paperwork required in the course of maintaining computer equipment, such as warranty forms.

**Minimum Education:** High school diploma or GED.

### **5.63 Stock Control Clerk \*\***

**Minimum/General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Establishes and maintains stock records and other documents such as inventory, materiel control, accounting and supply reports. Establishes and maintains automated and manual accounting records, posts receipts and turn-ins, and performs dues-ins and dues-outs accounting. Corrects error and exception documents. Reviews and verifies quantities received against bills of lading, contracts, purchase requests, and shipping documents. Unloads, unpacks, visually inspects, counts, segregates, palletizes, and stores incoming supplies and equipment. Maintains stock locator system and administers document control procedures. Repairs and constructs fiberboard or wooden containers. Packs, crates, stencils, weighs, and bands equipment and supplies. Constructs bins, shelving, and other storage aids. Processes requests and turn-in documents at direct support level through warehousing section. Processes inventories, surveys, and warehousing documents. Performs prescribed load list and shop stock list duties in manual and automated supply applications. Prepares, annotates and distributes shipping documents. Breaks down and distributes field rations. Operates material-handling equipment. Performs accounting and sales functions in self-service supply.

**Minimum Education:** Requires a high school diploma or GED.

### **5.64 Supply Technician \*\***

**Minimum / General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work



methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines. Deals with a variety of operating officials regarding limited aspects of program needs of the organization serviced. Contacts may relate to inventory requirements in a stable or standardized organization and to the adequate description or identification of less complex items, which are new to the system. May contact representatives of commercial firms to obtain information regarding new items of supply, item characteristics, or procurement lead-time; or representatives of government agencies (Federal, State or local) regarding the utilization of property.

**Minimum Education:** High school diploma or GED. Basic supply or inventory management course.

### **5.65 Technical Writer/Editor \*\***

**Minimum/General Experience:** Five years of specialized experience is required. Specialized experience required includes writing or editing technical documents using applicable Government and/or industry standards.

**Functional Responsibilities:** This person collects and analyzes applicable technical documentation; organizes material and writes descriptive copy according to established standards regarding order, clarity, brevity, style, and terminology; reviews published material and recommends revisions or changes in scope, format, content, methods of reproduction and binding; may select photographs, drawings, sketches, diagrams, and charts to illustrate material; may assist in laying out material for publication; uses automated tools, including computer terminal and word processing or desktop publishing software in performing assigned duties; and may coordinate the production and distribution of material.

**Minimum Education:** Requires a bachelor's degree.

### **5.66 Truck Driver, Heavy Truck \*\***

**Minimum/General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Rated capacity is the gross vehicle weight minus the empty weight.

**Minimum Education:** High school diploma or GED.

### **5.67 Truck Driver, Light Truck \*\***

**Minimum/General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Straight truck, less than 1 1/2 tons, usually 4 wheels. Drives one or more types of trucks with rated weight capacities up to and including one ton in hauling cargo or passengers within government installations and over public roads. Must be able to pass driver's test, read traffic signs and fill out trip tickets. Follows written or oral orders and schedules concerning where to go and what to do. Follows safety and traffic rules and drives carefully to prevent damage to truck and materials, and injury to others.



**Minimum Education:** High school diploma or GED.

### **5.68 Truck Driver, Medium Truck \*\***

**Minimum/General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels. Drives one or more types of trucks with rated weight capacities up to and including one ton in hauling cargo or passengers within government installations and over public roads. Must be able to pass driver's test, read traffic signs and fill out trip tickets.

**Minimum Education:** High school diploma or GED.

### **5.69 Truck Driver, Tractor-Trailer \*\***

**Minimum/General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Rated capacity is the gross vehicle weight minus the empty weight.

**Minimum Education:** High school diploma or GED.

### **5.70 Warehouse Specialist \*\***

**Minimum/General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.

**Minimum Education:** High school diploma or GED.

### **5.71 Woodworker \*\***

**Minimum/General Experience:** Three (3) years general experience is required.

**Functional Responsibilities:** Constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes. Studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. Fastens or installs parts, using hammer, nailing machine, or power stapler. Repairs defective containers by replacing damaged parts. Inserts wood bracings, cardboard files, and felt pads in containers. May build crate around object, using ruler, hand tools, and pneumatic nailer. May fabricate, repair, modify, and replace woodwork on vehicle sides and



beds. May apply preservative to prolong wood life. May pack, seal, band, and apply markings to crates and containers.

**Minimum Education:** High school diploma or GED.

## **6.0 COMMERCIAL LABOR CATEGORIES AND GUARANTEES**

XOtech-LLC offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. XOtech, LLC does allow experience to substitute for education requirements. XOtech, LLC criteria for minimum experience substitution by educational degree are listed in the Equivalencies chart in Section 7 below.

GSA and/or the ordering activities may have access to any XOtech, LLC employee resume (by request) before, during or after assignment of any GSA order. If, for some extenuating reason, a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituting personnel will have equal or greater qualifications required by the labor category of the departing employee.



## 7.0 EQUIVALENCIES CHART

### Substitution Methodology for XOtech, LLC

Labor Category	Min Edu.	Min Exp.	PhD	Masters	Bachelors	Associate	HS
App. Programmer	BA	3	NA	NA	3	5	7
Database Mgmt. Spec.	HS	5	NA	NA	NA	NA	5
Database Conv. Spec.	BA	4	NA	NA	4	6	8
Functional Analyst I	BA	4	NA	NA	4	6	8
Functional Analyst II	BA	7	NA	NA	7	9	11
Functional Analyst III	BA	10	NA	NA	10	12	14
Functional Analyst IV	BA	12	NA	NA	12	NA	NA
Functional Analyst V	BA	14	NA	NA	14	NA	NA
Help Desk Manager	HS	6	NA	NA	NA	NA	6
Help Desk Specialist	HS	3	NA	NA	NA	NA	3
Information Engineer	BA	5	NA	NA	5	NA	NA
Jr. App. Programmer	BA	1	NA	NA	1	3	5
Log. Mgmt. Spec. I	BA	3	NA	NA	3	5	7
Log. Mgmt. Spec. II	BA	5	NA	NA	5	7	9
Log. Mgmt. Spec. III	BA	10	NA	NA	10	12	14
Log. Mgmt. Spec. IV	BA	12	NA	NA	12	NA	NA
Log. Mgmt. Spec. V	BA	14	NA	NA	14	NA	NA
Network Technician	HS	3	NA	NA	NA	NA	3
Program Manager	BA	15	NA	NA	15	17	19
Project Manager	BA	10	NA	NA	10	12	14
Quality Assurance Mgr.	BA	10	NA	NA	10	12	14
Quality Assurance Spec.	BA	6	NA	NA	6	8	10
Sr. Functional Analyst	BA	16	NA	NA	16	NA	NA
Sr. Log. Mgmt. Spec.	BA	16	NA	NA	16	NA	NA
Sr. App. Programmer	BA	6	NA	NA	6	8	10
Sr. Database Mgmt. Spec.	HS	8	NA	NA	NA	NA	8
Sr. Network Technician	HS	6	NA	NA	4	5	6
Sr. Software Engineer	BA	10	NA	NA	10	NA	NA
Sr. Systems Administrator	BA	4	NA	NA	4	6	8
Subject Matter Expert (SME) I	BA	10	NA	NA	10	NA	NA
Subject Matter Expert (SME) II	BA	12	NA	NA	12	NA	NA
Subject Matter Expert (SME) III	BA	15	NA	NA	15	NA	NA
Systems Administrator	BA	2	NA	NA	2	4	6



Admin. Spec. II **	HS	5	NA	NA	NA	NA	5
Comms. Network Manager **	BA	10	NA	NA	10	12	14
Comms. Specialist **	AD	5	NA	NA	NA	5	7
Comp. Security Sys. Spec. I **	HS	3	NA	NA	NA	NA	3
Comp. Security Sys. Spec. II **	BA	6	NA	NA	6	8	10
Comp. Security Sys. Spec. III **	BA	10	NA	NA	10	12	14
Computer Spec. (Operator) **	AD	5	NA	NA	NA	5	6
Computer Sys. Analyst I **	BA	3	NA	NA	3	NA	NA
Computer Sys. Analyst II **	BA	6	NA	4	6	NA	NA
Computer Sys. Analyst III **	BA	10	NA	8	10	NA	NA
Dispatcher, Motor Vehicle **	HS	3	NA	NA	NA	NA	3
Draftsman/Illustrator **	HS	5	NA	NA	NA	NA	5
Elec. Maint. Technician **	HS	3	NA	NA	NA	3	NA
Fork-Lift Operator **	HS	3	NA	NA	NA	NA	3
Fuel Distribution Operator **	HS	3	NA	NA	NA	NA	3
Graphic Artist **	BA	5	NA	NA	5	7	9
Hvy. Equip. Mech. (HEM) **	HS	3	NA	NA	NA	NA	3
Hvy. Equip. Oper. (HEO) **	HS	3	NA	NA	NA	NA	3
Instructor **	BA	2	NA	NA	2	4	6
Jr. Comp. Spec. (Operator) **	HS	3	NA	NA	NA	NA	3
Jr. Elec. Maint. Tech. **	HS	0	NA	NA	NA	NA	0
Machinery Maint. Mech. **	HS	3	NA	NA	NA	NA	3
Material Coordinator **	HS	3	NA	NA	NA	NA	3
Material Handler Laborer **	HS	3	NA	NA	NA	NA	3
Motor Vehicle Mechanic **	HS	2	NA	NA	NA	NA	2
Senior Instructor **	BA	5	NA	NA	5	7	9
Shipping Packer **	HS	3	NA	NA	NA	NA	3
Shipping/Receiving Clerk **	HS	2	NA	NA	NA	NA	2
Sr. Elec. Maint. Tech. **	HS	8	NA	NA	NA	8	NA
Stock Control Clerk **	HS	3	NA	NA	NA	NA	3
Supply Technician **	HS	3	NA	NA	NA	NA	3
Tech. Writer/Editor **	BA	5	NA	NA	5	7	9
Truck Driver, Heavy Truck **	HS	3	NA	NA	NA	NA	3
Truck Driver, Light Truck **	HS	3	NA	NA	NA	NA	3
Truck Driver, Medium Truck **	HS	3	NA	NA	NA	NA	3
Truck Driver, Tractor-Trailer **	HS	3	NA	NA	NA	NA	3
Warehouse Specialist **	HS	3	NA	NA	NA	NA	3
Woodworker **	HS	3	NA	NA	NA	NA	3

**Note:** Yellow highlighted cells reflect current minimum education and experience levels



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**Legend:** AD = Associates Degree; Admin. = Administrative; App. = Applications; BA = Bachelors Degree; Comms. = Communications; Conv. = Conversion; Edu = Education; Elec. = Electronics; Exp = Experience; HS = High School; Hvy. = Heavy; Jr. = Junior; Log. = Logistics; Maint. = Maintenance; Mgmt. = Management; Mgr. = Manager; Min = Minimum; Spec. = Specialist; Sr. = Senior; Sys. = Systems



## 8.0 SERVICE CONTRACT LABOR STANDARDS (SCLS) MATRIX

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Administrative Specialist II **	Administrative Assistant - 01020	15-4471
Communications Network Mgr. **	Computer Operator II - 14042	15 - 4471
Communications Specialist **	Computer Operator I - 14041	15 - 4471
Computer Security Sys. Spec. I **	Computer Systems Analyst I - 14101	15 - 4471
Computer Security Sys. Spec. II **	Computer Systems Analyst II - 14102	15 - 4471
Computer Security Sys. Spec III **	Computer Systems Analyst III - 14103	15 - 4471
Computer Spec. (Oper.) **	Computer Operator IV - 14044	15 - 4471
Computer Systems Analyst I **	Computer Systems Analyst II - 14102	15 - 4471
Computer Systems Analyst II **	Computer Systems Analyst III - 14103	15 - 4471
Computer Systems Analyst III **	Computer Systems Analyst III - 14103	15 - 4471
Dispatcher, Motor Vehicle **	Dispatcher, Motor Vehicle - 01060	15 - 4471
Draftsman/Illustrator **	Drafter/CAD Operator IV - 30064	15 - 4471
Electronics Maint. Tech. **	Electronics Technician Maintenance II - 23182	15 - 4471
Forklift Operator **	Forklift Operator - 21020	15 - 4471
Fuel Distribution Operator **	Fuel Distribution System Operator - 23312	15 - 4471
Graphic Artist **	Graphic Artist - 15080	15 - 4471
Heavy Equipment Mechanic **	Heavy Equipment Mechanic - 23430	15 - 4471
Heavy Equipment Operators **	Heavy Equipment Operators - 23440	15 - 4471
Instructor **	Technical Instructor - 15090	15 - 4471
Jr. Computer Spec. (Oper.) **	Computer Operator III - 14043	15 - 4471
Jr. Electronics Maint. Tech. **	Electronics Technician Maintenance I - 23181	15 - 4471
Machinery Maint. Mechanic **	Machinery Maintenance Mechanic - 23530	15 - 4471
Material Coordinator **	Material Coordinator - 21030	15 - 4471
Material Handler Laborer **	Material Handling Laborer - 21050	15 - 4471
Motor Vehicle Mechanic **	Motor Vehicle Mechanic - 05190	15 - 4471
Senior Instructor **	Technical Instructor /Course Developer - 15095	15 - 4471
Shipping Packer **	Shipping Packer - 21110	15 - 4471
Shipping/Receiving Clerk **	Shipping/Receiving Clerk - 21130	15 - 4471
Sr. Electronics Maint. Tech. **	Electronics Maintenance Technician III - 23183	15 - 4471
Stock Control Clerk **	Stock Clerk - 21150	15 - 4471
Supply Technician **	Supply Technician - 01410	15 - 4471
Technical Writer/Editor **	Technical Writer III - 30463	15 - 4471
Truck Driver, Heavy Truck **	Truckdriver, Heavy - 31363	15 - 4471
Truck Driver, Light Truck **	Truckdriver, Light - 31361	15 - 4471
Truck Driver, Medium Truck **	Truckdriver, Medium - 31362	15 - 4471



Truck Driver, Tractor-Trailer **	Truckdriver, Tractor-Trailer - 31364	15 - 4471
Warehouse Specialist **	Warehouse Specialist - 21410	15 - 4471
Woodworker **	Woodworker - 23980	15 - 4471

\*\* 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).



## 9.0 GOVERNMENT FACILITY RATES – EXEMPT GSA LABOR CATEGORIES

	<b>Year 18</b>	<b>Year 19</b>	<b>Year 20</b>
<b>Rates good through:</b>	<b><u>6/25/2020-</u> <u>6/24/2021</u></b>	<b><u>6/25/2021-</u> <u>6/24/2022</u></b>	<b><u>6/25/2022-</u> <u>6/24/2023</u></b>
Application Programmer	\$65.63	\$66.88	\$68.15
Data Base Mgmt. Spec.	\$65.63	\$66.88	\$68.15
Data Conversion Spec.	\$69.10	\$70.41	\$71.75
Functional Analyst I	\$63.60	\$64.81	\$66.04
Functional Analyst II	\$69.10	\$70.41	\$71.75
Functional Analyst III	\$69.10	\$70.41	\$71.75
Functional Analyst IV	\$74.20	\$75.61	\$77.05
Functional Analyst V	\$77.89	\$79.37	\$80.88
Help Desk Manager	\$69.10	\$70.41	\$71.75
Help Desk Specialist	\$69.10	\$70.41	\$71.75
Information Engineer	\$79.46	\$80.97	\$82.51
Jr. Applications Programmer	\$59.66	\$60.79	\$61.95
Logistics Mgmt. Specialist I	\$63.60	\$64.81	\$66.04
Logistics Mgmt. Specialist II	\$69.10	\$70.41	\$71.75
Logistics Mgmt. Specialist III	\$69.10	\$70.41	\$71.75
Logistics Mgmt. Specialist IV	\$74.20	\$75.61	\$77.05
Logistics Mgmt. Specialist V	\$77.89	\$79.37	\$80.88
Network Technician	\$54.56	\$55.59	\$56.65
Program Manager	\$113.96	\$116.13	\$118.33
Project Manager	\$95.02	\$96.83	\$98.67
Quality Assurance Manager	\$79.46	\$80.97	\$82.51



	<b>Year 18</b>	<b>Year 19</b>	<b>Year 20</b>
<b>Rates good through:</b>	<b><u>6/25/2020-</u> <u>6/24/2021</u></b>	<b><u>6/25/2021-</u> <u>6/24/2022</u></b>	<b><u>6/25/2022-</u> <u>6/24/2023</u></b>
Quality Assurance Spec	\$69.10	\$70.41	\$71.75
Senior Functional Analyst	\$80.46	\$81.99	\$83.54
Senior Logistics Mgmt. Specialist	\$80.46	\$81.99	\$83.54
Sr. Application. Programmer	\$79.46	\$80.97	\$82.51
Sr. Data Base Mgmt. Spec.	\$75.47	\$76.90	\$78.36
Sr. Network Technician	\$69.10	\$70.41	\$71.75
Sr. Software Engineer	\$79.46	\$80.97	\$82.51
Sr. Systems Administrator	\$76.00	\$77.45	\$78.92
Subject Matter Expert (SME) I	\$76.00	\$77.45	\$78.92
Subject Matter Expert (SME) II	\$79.46	\$80.97	\$82.51
Subject Matter Expert (SME) III	\$95.30	\$97.11	\$98.96
Systems Administrator	\$69.10	\$70.41	\$71.75



## 10.0 GOVERNMENT FACILITY RATES – NON-EXEMPT GSA LABOR CATEGORIES

SCA Labor categories. Prices shown are ceiling rates based on D.O.L. WD # 15-4471, Revision 15, April 30, 2020 for Atlanta, GA. For those task/delivery orders quoted on that area outside of the ceiling rate location, the prices offered will be discounted accordingly for the area of performance.

Rates good through:	WD Code	Year 18	Year 19	Year 20
		<u>6/25/2020-6/24/2021</u>	<u>6/25/2021-6/24/2022</u>	<u>6/25/2022-6/24/2023</u>
Administrative Specialist II **	01020	\$56.64	\$57.71	\$58.81
Communications Network Mgr. **	14042	\$44.02	\$44.86	\$45.71
Communications Specialist **	14041	\$40.11	\$40.87	\$41.65
Computer Security Sys. Spec. I **	14101	\$61.02	\$62.17	\$63.36
Computer Security Sys. Spec. II **	14102	\$67.48	\$68.76	\$70.07
Computer Security Sys. Spec III **	14103	\$74.71	\$76.13	\$77.58
Computer Spec. (Oper.) **	14044	\$57.75	\$58.85	\$59.97
Computer Systems Analyst I **	14102	\$61.02	\$62.17	\$63.36
Computer Systems Analyst II **	14103	\$67.48	\$68.76	\$70.07
Computer Systems Analyst III **	14103	\$74.71	\$76.13	\$77.58
Dispatcher, Motor Vehicle **	01060	\$43.85	\$44.68	\$45.53
Draftsman/Illustrator **	30064	\$61.48	\$62.64	\$63.83
Electronics Maint. Tech. **	23182	\$54.38	\$55.41	\$56.46
Fork lift Operator **	21020	\$35.39	\$36.06	\$36.75
Fuel Distribution Operator **	23312	\$38.31	\$39.03	\$39.77
Graphic Artist **	15080	\$54.47	\$55.51	\$56.56
Heavy Equipment Mechanic **	23430	\$47.88	\$48.79	\$49.71
Heavy Equipment Operators **	23440	\$43.41	\$44.23	\$45.07
Instructor **	15090	\$52.83	\$53.83	\$54.85
Jr. Computer Spec. (Oper.) **	14043	\$48.26	\$49.18	\$50.11
Jr. Electronics Maint. Tech. **	23181	\$47.40	\$48.30	\$49.22



Rates good through:	WD Code	Year 18	Year 19	Year 20
		<u>6/25/2020-6/24/2021</u>	<u>6/25/2021-6/24/2022</u>	<u>6/25/2022-6/24/2023</u>
Machinery Maint. Mechanic **	23530	\$46.59	\$47.48	\$48.38
Material Coordinator **	21030	\$44.85	\$45.70	\$46.57
Material Handler Laborer **	21050	\$32.07	\$32.68	\$33.30
Motor Vehicle Mechanic **	05190	\$51.92	\$52.91	\$53.92
Senior Instructor **	15095	\$63.03	\$64.23	\$65.45
Shipping Packer **	21110	\$33.70	\$34.34	\$34.99
Shipping/Receiving Clerk **	21130	\$34.87	\$35.53	\$36.21
Sr. Electronics Maint. Tech. **	23183	\$61.07	\$62.23	\$63.42
Stock Control Clerk **	21150	\$38.69	\$39.42	\$40.17
Supply Technician **	01410	\$58.25	\$59.36	\$60.49
Technical Writer/Editor **	30463	\$76.88	\$78.34	\$79.83
Truck Driver, Heavy Truck **	31363	\$47.15	\$48.04	\$48.96
Truck Driver, Light Truck **	31361	\$36.62	\$37.31	\$38.02
Truck Driver, Medium Truck **	31362	\$39.36	\$40.11	\$40.87
Truck Driver, Tractor-Trailer **	31364	\$47.15	\$48.04	\$48.96
Warehouse Specialist **	21410	\$35.39	\$36.06	\$36.75
Woodworker **	23980	\$33.51	\$34.15	\$34.80