



---

**Technology Service Corporation**  
**00CORP Professional Service Schedule**  
*Authorized Federal Supply Schedule Price List*

---

**Special Item Numbers:**

SIN 871-1, 871-1RC	Strategic Planning for Technology Programs/Activities
SIN 871-2, 871-2RC	Concept Development and Requirements Analysis
SIN 871-3, 871-3RC	Systems Design, Engineering and Integration
SIN 871-4, 871-4RC	Test and Evaluation
SIN 871-5, 871-5RC	Integrated Logistics Support
SIN 871-6, 871-6RC	Acquisition and Life Cycle Management

**Disciplines:** Mechanical & Electrical

**Industrial Group:** 00CORP

**Business Size:** Large Business under NAICS Code 541330

**Technology Service Corporation**  
962 Wayne Avenue, Suite 800  
Silver Spring, MD 20910  
301-565-2970  
301-565-0673 (Fax)  
[www.tsc.com](http://www.tsc.com)

**Contract Number**

**GS-23F-0240S**

Period Covered by Contract

July 28, 2006 through July 27, 2021

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!<sup>TM</sup>, a menu-driven database system at: <http://www.gsaadvantage.gov>.

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

Supplement through Modification PO-0022, March 01, 2016



# TABLE OF CONTENTS

<b>SECTION I: INFORMATION FOR ORDERING ACTIVITIES.....</b>	<b>1</b>
<b>SECTION II: DESCRIPTION OF PES SERVICES AND PRICING .....</b>	<b>5</b>
<b>SECTION III: LABOR CATEGORY DESCRIPTIONS .....</b>	<b>9</b>



## SECTION I: INFORMATION FOR ORDERING ACTIVITIES

### 1. Customer Information

#### 1a.

Special Item Numbers	SIN Category Title
SIN 871-1 - 871-1RC	Strategic Planning for Technology Programs/Activities
SIN 871-2 - 871-2RC	Concept Development and Requirements Analysis
SIN 871-3 - 871-3RC	Systems Design, Engineering and Integration
SIN 871-4 - 871-4RC	Test and Evaluation
SIN 871-5 - 871-5RC	Integrated Logistics Support
SIN 871-6 - 871-6RC	Acquisition and Life Cycle Management

**1b. Pricing:** All pricing information is provided in the Price List included in Section II.

**1c. Hourly Rates:** See Section II Price List, for hourly rate pricing and labor category descriptions.

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

**3. Minimum Order:** \$100.00

**4. Geographic Coverage:** The geographic scope of this contract is the 48 contiguous states and the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico

**5. Points of Production:** Performance locations

Location	Address	
<b>Maryland Operations</b>	962 Wayne Ave, Suites 400 & 800	Silver Spring, MD 20910
<b>Washington Operations</b>	80 M Street Suite 640	Washington, DC 20003
<b>Virginia Operations</b>	251 18 <sup>th</sup> Street South Suite 705	Arlington, VA 22202
	65 Barrett Heights Rd Suite 103	Stafford, VA 22556
	16543 Commerce Dr. Suite 300	King George, VA 22485
	5845 Richmond Hwy Suite 700	Alexandria, VA 22303
<b>Alabama Operations</b>	310 Voyager Way NW	Huntsville, AL 35806
<b>California Operations</b>	3415 S. Sepulveda Blvd Suite 150	Los Angeles, CA 90034
<b>Colorado Operations</b>	1975 Research Parkway Suite 302	Colorado Springs, CO 80920
<b>Connecticut Operations</b>	55 Corporate Drive 3 <sup>rd</sup> Floor	Trumbull, CT 06611
<b>Indiana Operations</b>	1983 S. Liberty Drive	Bloomington, IN 47403



- 6. Discount from list prices or statement of net price:** All prices stated herein are net.
- 7. Quantity/Dollar Volume Discounts:**  
.5% on orders of \$200-400K  
1% on orders of \$401-600K  
1.5% on orders of \$601-750K  
2% on all orders above \$750K
- 8. Prompt payment terms:** Net 30 days. No prompt payment discounts.
- 9. Notification that Government Purchase Cards are acceptable below the micro purchase threshold:**  Yes  No
- 9a. Notification that Government Purchase Cards are acceptable above the micro purchase threshold:**  Yes  No
- 10. Foreign Items:** None.
- 11. Time of Delivery:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as negotiated in each individual order.
- 11a. Expedited Delivery:** To be negotiated, if required, by individual order.
- 11b. Overnight and two-day delivery:** To be negotiated, if required, by individual order.
- 11c. Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact TSC for the purpose of obtaining accelerated delivery. TSC shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by TSC in writing.) If TSC offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.
- 12. F.O.B Points:** Destination – Domestic United States Only
- 13. Contractor's Ordering Address:**

Technology Service Corporation  
962 Wayne Ave., Suite 800  
Silver Spring, MD 20910  
Attn: Travis Fields  
301-565-2970 (P)  
301-565-0673 (fax)  
[Travis.fields@tsc.com](mailto:Travis.fields@tsc.com)



**13a. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.fss.gsa.gov/schedules>).

**14. Payment Information:**

For Check Payment: Lockbox Remittance Address  
Technology Service Corporation  
PO Box 79139  
Glen Burnie, MD 21279-0139

For ACH Payment: SunTrust Bank - ACH Department  
7818 Parham Road  
Richmond, VA 23294

ACH Coordinator: (804) 270-8810  
Depositor Account Title: Technology Service Corporation

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance: 301-565-2970 or 301-565-0673 (FAX).

**15. Warranty Provision:** None.

**16. Export Packing Charges:** To be negotiated, if required, by individual order.

**17. Terms and Conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** None.

**18. Terms and Conditions of rental, maintenance, and repair:** To be negotiated, if required, by individual order.

**19. Terms and Conditions of installation:** To be negotiated, if required, by individual order.

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** To be negotiated, if required, by individual order.

**20a. Terms and conditions for any other services:** To be negotiated, if required, by individual order.

**21. List of services and distribution points:** To be negotiated, if required, by individual order.

**22. List of participating dealers:** N/A

**23. Preventive maintenance:** To be negotiated, if required, by individual order.



**24. Special attributes such as environmental attributes** (e.g., recycled content, energy efficiency, and/or reduced pollutants).: To be negotiated, if required, by individual order.

**24a. Section 508 Compliance Information:** Information on Section 508 Compliance on Electronic and Information Technology (EIT) supplies and services is available at [www.Section508.gov](http://www.Section508.gov).

**25. Data Universal Number System (DUNS) Number:** 05-388-5604

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



## SECTION II: DESCRIPTION OF PES SERVICES AND PRICING

The prices, terms and conditions stated under Special Item Numbers 871-1, 871-1RC, 871-2, 871-2RC, 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC and 871-6, 871-6RC Professional Service Schedule apply exclusively to PSS within the scope of this Professional Service Schedule.

### GSA Pricing

**SINs 871-1,871-1RC, 871-2,871-2RC 871-3, 871-3RC, 871-4, 871-4RC, 871-5, 871-5RC & 871-6, 871-6RC**

LABOR CATEGORY	7/28/2015	7/28/2016	7/28/2017	7/28/2018	7/28/2019	7/28/2020
	thru 7/27/2016	thru 7/27/2017	thru 7/27/2018	thru 7/27/2019	thru 7/27/2020	thru 7/27/2021
CONTRACTOR SITE						
Program Manager II	\$205.49	\$210.22	\$215.05	\$220.00	\$225.06	\$230.23
Program Manager I	\$191.51	\$195.91	\$200.42	\$205.03	\$209.75	\$214.57
Project Manager III	\$177.12	\$181.19	\$185.36	\$189.62	\$193.99	\$198.45
Project Manager I	\$132.12	\$135.16	\$138.27	\$141.45	\$144.70	\$148.03
Subject Matter Expert II	\$173.64	\$177.63	\$181.72	\$185.90	\$190.17	\$194.55
Subject Matter Expert I	\$143.68	\$146.98	\$150.37	\$153.82	\$157.36	\$160.98
Scientist I	\$130.47	\$133.47	\$136.54	\$139.68	\$142.89	\$146.18
Division Engineering Expert	\$249.98	\$255.73	\$261.61	\$267.63	\$273.78	\$280.08
Corporate Lead/Engineer Scientist	\$225.82	\$231.01	\$236.33	\$241.76	\$247.32	\$253.01
Principal Engineer III	\$212.19	\$217.07	\$222.06	\$227.17	\$232.40	\$237.74
Principal Engineer II	\$199.18	\$203.76	\$208.45	\$213.24	\$218.15	\$223.16
Principal Engineer I	\$188.48	\$192.82	\$197.25	\$201.79	\$206.43	\$211.18
Sr.Engineer/Analyst	\$181.80	\$185.98	\$190.26	\$194.63	\$199.11	\$203.69
Lead Engineer/Analyst III	\$168.14	\$172.01	\$175.96	\$180.01	\$184.15	\$188.39
Lead Engineer/Analyst II	\$160.41	\$164.10	\$167.87	\$171.73	\$175.68	\$179.73
Lead Engineer/Analyst I	\$143.03	\$146.32	\$149.69	\$153.13	\$156.65	\$160.25
Engineer/Analyst IV	\$128.33	\$131.28	\$134.30	\$137.39	\$140.55	\$143.78
Engineer/Analyst III	\$118.97	\$121.71	\$124.51	\$127.37	\$130.30	\$133.30
Engineer/Analyst II	\$112.29	\$114.87	\$117.51	\$120.22	\$122.98	\$125.81
Engineer/Analyst I	\$98.92	\$101.20	\$103.52	\$105.90	\$108.34	\$110.83
Engineering Technician IV	\$121.55	\$124.35	\$127.21	\$130.13	\$133.12	\$136.19

<b>LABOR CATEGORY</b>	<b>7/28/2015 thru 7/27/2016</b>	<b>7/28/2016 thru 7/27/2017</b>	<b>7/28/2017 thru 7/27/2018</b>	<b>7/28/2018 thru 7/27/2019</b>	<b>7/28/2019 thru 7/27/2020</b>	<b>7/28/2020 thru 7/27/2021</b>
<b>CONTRACTOR SITE (cont.)</b>						
Engineering Technician III	\$104.29	\$106.69	\$109.14	\$111.65	\$114.22	\$116.85
Logistics Engineer I	\$80.78	\$82.64	\$84.54	\$86.48	\$88.47	\$90.51
Engineering Technician II	\$96.86	\$99.09	\$101.37	\$103.70	\$106.08	\$108.52
Engineering Technician I	\$74.26	\$75.97	\$77.72	\$79.50	\$81.33	\$83.20
Engineering Aide	\$63.55	\$65.01	\$66.51	\$68.04	\$69.60	\$71.20
Network Engineer IV	\$159.32	\$162.98	\$166.73	\$170.57	\$174.49	\$178.50
Network Engineer III	\$135.28	\$138.39	\$141.57	\$144.83	\$148.16	\$151.57
Network Engineer II	\$105.19	\$107.61	\$110.08	\$112.62	\$115.21	\$117.86
Network Engineer I	\$70.47	\$72.09	\$73.75	\$75.45	\$77.18	\$78.96
Logistics Engineer III	\$159.32	\$162.98	\$166.73	\$170.57	\$174.49	\$178.50
Logistics Engineer II	\$106.47	\$108.92	\$111.42	\$113.99	\$116.61	\$119.29
Engineering Specialist IV	\$124.15	\$127.01	\$129.93	\$132.91	\$135.97	\$139.10
Engineering Specialist III	\$89.03	\$91.08	\$93.17	\$95.32	\$97.51	\$99.75
Engineering Specialist II	\$79.90	\$81.74	\$83.62	\$85.54	\$87.51	\$89.52
Engineering Specialist I	\$66.27	\$67.79	\$69.35	\$70.95	\$72.58	\$74.25
Business Operations Analyst I	\$89.09	\$91.14	\$93.24	\$95.38	\$97.57	\$99.82
Program Analyst IV	\$160.76	\$164.46	\$168.24	\$172.11	\$176.07	\$180.12
Program Analyst III	\$124.56	\$127.42	\$130.36	\$133.35	\$136.42	\$139.56
Program Analyst II	\$112.90	\$115.50	\$118.15	\$120.87	\$123.65	\$126.49
Program Analyst I	\$91.32	\$93.42	\$95.57	\$97.77	\$100.02	\$102.32
Financial Analyst II	\$106.65	\$109.10	\$111.61	\$114.18	\$116.81	\$119.49
Administrative Support Specialist IV	\$90.05	\$92.12	\$94.24	\$96.41	\$98.62	\$100.89
Administrative Support Specialist III	\$71.36	\$73.00	\$74.68	\$76.40	\$78.16	\$79.95



LABOR CATEGORY	7/28/2015	7/28/2016	7/28/2017	7/28/2018	7/28/2019	7/28/2020
	thru 7/27/2016	thru 7/27/2017	thru 7/27/2018	thru 7/27/2019	thru 7/27/2020	thru 7/27/2021
<b>CUSTOMER SITE</b>						
Program Manager II	\$174.14	\$178.15	\$182.24	\$186.43	\$190.72	\$195.11
Program Manager I	\$162.30	\$166.03	\$169.85	\$173.76	\$177.75	\$181.84
Project Manager III	\$150.10	\$153.55	\$157.08	\$160.70	\$164.39	\$168.17
Project Manager I	\$111.96	\$114.54	\$117.17	\$119.86	\$122.62	\$125.44
Subject Matter Expert II	\$147.16	\$150.54	\$154.01	\$157.55	\$161.17	\$164.88
Subject Matter Expert I	\$121.77	\$124.57	\$127.44	\$130.37	\$133.37	\$136.43
Scientist I	\$106.01	\$108.45	\$110.94	\$113.49	\$116.10	\$118.77
Division Engineering Expert	\$211.85	\$216.72	\$221.71	\$226.81	\$232.02	\$237.36
Corporate Lead/Engineer Scientist	\$191.37	\$195.77	\$200.27	\$204.88	\$209.59	\$214.41
Principal Engineer III	\$179.82	\$183.96	\$188.19	\$192.52	\$196.94	\$201.47
Principal Engineer II	\$168.80	\$172.68	\$176.65	\$180.72	\$184.87	\$189.13
Principal Engineer I	\$159.73	\$163.40	\$167.16	\$171.01	\$174.94	\$178.96
Sr.Engineer/Analyst	\$154.07	\$157.61	\$161.24	\$164.95	\$168.74	\$172.62
Lead Engineer/Analyst III	\$142.49	\$145.77	\$149.12	\$152.55	\$156.06	\$159.65
Lead Engineer/Analyst II	\$135.94	\$139.07	\$142.27	\$145.54	\$148.88	\$152.31
Lead Engineer/Analyst I	\$121.21	\$124.00	\$126.85	\$129.77	\$132.75	\$135.81
Engineer/Analyst IV	\$108.75	\$111.25	\$113.81	\$116.43	\$119.11	\$121.84
Engineer/Analyst III	\$103.01	\$105.38	\$107.80	\$110.28	\$112.82	\$115.41
Engineer/Analyst II	\$100.82	\$103.14	\$105.51	\$107.94	\$110.42	\$112.96
Engineer/Analyst I	\$95.16	\$97.35	\$99.59	\$101.88	\$104.22	\$106.62
Engineering Technician IV	\$88.38	\$90.41	\$92.49	\$94.62	\$96.80	\$99.02
Engineering Technician III	\$83.83	\$85.76	\$87.73	\$89.75	\$91.81	\$93.92
Engineering Technician II	\$82.08	\$83.97	\$85.90	\$87.87	\$89.90	\$91.96
Engineering Technician I	\$62.93	\$64.38	\$65.86	\$67.37	\$68.92	\$70.51
Engineering Aide	\$53.86	\$55.10	\$56.37	\$57.66	\$58.99	\$60.35
Network Engineer IV	\$135.02	\$138.13	\$141.30	\$144.55	\$147.88	\$151.28
Network Engineer III	\$114.64	\$117.28	\$119.97	\$122.73	\$125.56	\$128.44
Network Engineer II	\$89.15	\$91.20	\$93.30	\$95.44	\$97.64	\$99.88
Network Engineer I	\$59.72	\$61.09	\$62.50	\$63.94	\$65.41	\$66.91
Logistics Engineer III	\$135.02	\$138.13	\$141.30	\$144.55	\$147.88	\$151.28
Logistics Engineer II	\$90.23	\$92.31	\$94.43	\$96.60	\$98.82	\$101.09



LABOR CATEGORY	7/28/2015	7/28/2016	7/28/2017	7/28/2018	7/28/2019	7/28/2020
	thru 7/27/2016	thru 7/27/2017	thru 7/27/2018	thru 7/27/2019	thru 7/27/2020	thru 7/27/2021
<b>CUSTOMER SITE (cont.)</b>						
Logistics Engineer I	\$68.46	\$70.03	\$71.65	\$73.29	\$74.98	\$76.70
Engineering Specialist IV	\$105.22	\$107.64	\$110.12	\$112.65	\$115.24	\$117.89
Engineering Specialist III	\$75.45	\$77.19	\$78.96	\$80.78	\$82.63	\$84.54
Engineering Specialist II	\$67.72	\$69.28	\$70.87	\$72.50	\$74.17	\$75.87
Engineering Specialist I	\$56.16	\$57.45	\$58.77	\$60.12	\$61.51	\$62.92
Business Operations Analyst I	\$75.50	\$77.24	\$79.01	\$80.83	\$82.69	\$84.59
Program Analyst IV	\$136.24	\$139.37	\$142.58	\$145.86	\$149.21	\$152.65
Program Analyst III	\$105.56	\$107.99	\$110.47	\$113.01	\$115.61	\$118.27
Program Analyst II	\$95.67	\$97.87	\$100.12	\$102.42	\$104.78	\$107.19
Program Analyst I	\$77.39	\$79.17	\$80.99	\$82.85	\$84.76	\$86.71
Financial Analyst II	\$90.75	\$92.84	\$94.97	\$97.16	\$99.39	\$101.68
Administrative Support Specialist IV	\$76.32	\$78.08	\$79.87	\$81.71	\$83.59	\$85.51
Administrative Support Specialist III	\$60.47	\$61.86	\$63.28	\$64.74	\$66.23	\$67.75

SCA Eligible Contract Labor Category	SCA Equivalent Code	Title	WD Number	WD Rate
Engineering Technician IV	30084	Engineering Technician IV	05-2103	\$35.64
Engineering Technician III	30083	Engineering Technician III	05-2103	\$28.79
Engineering Technician II	30082	Engineering Technician II	05-2103	\$25.72
Engineering Technician I	30081	Engineering Technician I	05-2103	\$22.92

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

## SECTION III: LABOR CATEGORY DESCRIPTIONS

\*The equivalence factor below applies to each labor category;

Associates degree is equivalent to 4 years of experience;  
Bachelors degree is equivalent to 8 years of experience;  
Masters degree is equivalent to 12 years of experience;  
PhD is equivalent to 15 years of experience

### PROGRAM MANAGER (PM) II

#### I. SUMMARY DESCRIPTION

A PM II is responsible for and leads a team on large complex projects. The PM II translates customer requirements into formal agreements and plans to which culminate in customer acceptance of results. The PM II possesses expert knowledge of business processes and is responsible for the performance, cost, scope, schedule, quality, and appropriate business measurements for their project, according to their project charter. The PM II has an extensive professional knowledge of the market segment, industry, technology, and discipline trends. The PM II works with the client to identify business requirements and develops the proposal and subsequently leads a team in the initiating, planning, controlling, executing, and closing tasks of a project (or segment of a project) to produce the solution deliverable.

#### II. FUNCTIONAL RESPONSIBILITIES

1. Oversees a wide range of process activities beginning with the request for proposal through development, test, and final delivery.
2. Anticipates future customer, industry, and business trends. Applies this understanding to complex problems to meet program objectives.
3. Appropriately challenges the validity of given procedures and processes with a view toward enhancement or improvement.
4. Analyzes information and situations and implements actions independently and/ or through the management team, to ensure program objectives are met.
5. Analyzes new and complex project- related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools and solution components.
6. Possesses significant breadth of knowledge in business matters, finance, planning, and forecasting, and personnel in order to manage team and business processes.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Program Manager II (PM II):** Bachelor's Degree or equivalent and fifteen (15) years of experience is required. With a Master's Degree, eleven (11) years of experience is required. With a PhD, eight (8) years of experience is required.

## **PROGRAM MANAGER (PM) I**

---

---

### **I. SUMMARY DESCRIPTION**

A PM I is responsible for and leads a team on large complex projects. The PM I translates customer requirements into formal agreements and plans to which culminate in customer acceptance of results. The PM I possesses expert knowledge of business processes and is responsible for the performance, cost, scope, schedule, quality, and appropriate business measurements for their project, according to their project charter. The PM I has an extensive professional knowledge of the market segment, industry, technology, and discipline trends. The PM I works with the client to identify business requirements and develops the proposal and subsequently leads a team in the initiating, planning, controlling, executing, and closing tasks of a project (or segment of a project) to produce the solution deliverable.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. Analyzes information and situations and implements actions independently and/ or through the management team, to ensure project objectives are met.
2. Analyzes new and complex project- related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools and solution components.
3. Possesses significant breadth of knowledge in business matters, finance, planning, and forecasting, and personnel in order to manage team and business processes.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Program Manager I (PM I):** Bachelor's Degree or equivalent and ten (10) years of experience is required. With a Master's Degree, six (6) years of experience is required. With a PhD, three (3) years of experience is required.

## PROJECT MANAGER (PROJM) III

---

### I. SUMMARY DESCRIPTION

A ProjM III is responsible for serving as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system).

### II. FUNCTIONAL RESPONSIBILITIES

1. Assists the Program Manager in working with the ordering activity Contracting Officer (CO).
2. Assists the Program Manager in working with the contract-level Contracting Officer's Representative (COR).
3. Assists the Program Manager in working with the task order-level COR(s), ordering activity management personnel and customer agency representatives.
4. Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner.
5. Performs enterprise-wide horizontal integration planning, and interfaces to other functional systems.

### III. MINIMUM EDUCATION/EXPERIENCE

**Project Manager III (ProjM III):** Bachelor's Degree or equivalent and fifteen (15) years of experience is required. With a Master's Degree, eleven (11) years of experience is required. With a PhD, eight (8) years of experience is required.

## PROJECT MANAGER (PROJM) I

---

### I. SUMMARY DESCRIPTION

A ProjM I is responsible for serving as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system).

### II. FUNCTIONAL RESPONSIBILITIES

1. Assists the Program Manager in working with the contract-level Contracting Officer's Representative (COR).
2. Assists the Program Manager in working with the task order-level COR(s), ordering activity management personnel and customer agency representatives.
3. Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner.

4. Performs enterprise-wide horizontal integration planning, and interfaces to other functional systems.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Project Manager I (ProjM I):** Bachelor's Degree or equivalent and five (5) years of experience is required. With a Master's Degree, one (1) year of experience is required.

---

## **SUBJECT MATTER EXPERT (SME) II**

---

### **I. SUMMARY DESCRIPTION**

A SME II provides an extremely high- level subject matter expertise for work described in the task. The SME II provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate- level knowledge of the subject matter for effective implementation.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. May serve as point of contact with client and clients' representatives.
2. Applies subject matter knowledge to high-level analysis, collection, assessment, design, development, modeling, simulation, integration, installation, documentation, and implementation.
3. Resolves problems, which require an intimate knowledge of the related technical subject matter.
4. Applies principles and methods of the subject matter to specialized solutions. Includes but not limited to; identity management, medical and legal transcription, scientific encoding, environmental, scientific, maintenance and repair processes, business processes, and logistical support activities.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Subject Matter Expert II (SME II):** Bachelor's Degree or equivalent and fifteen (15) years of experience is required. With a Master's Degree, eleven (11) years of experience is required. With a PhD, eight (8) years of experience is required.

## **SUBJECT MATTER EXPERT (SME) I**

---

### **I. SUMMARY DESCRIPTION**

A SME I provides an extremely high- level subject matter expertise for work described in the task. The SME I provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate- level knowledge of the subject matter for effective implementation.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. Applies subject matter knowledge to high-level analysis, collection, assessment, design, development, modeling, simulation, integration, installation, documentation, and implementation.
2. Resolves problems, which require an intimate knowledge of the related technical subject matter.
3. Applies principles and methods of the subject matter to specialized solutions. Includes but not limited to; identity management, medical and legal transcription, scientific encoding, environmental, scientific, maintenance and repair processes, business processes, and logistical support activities.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Subject Matter Expert I (SME I):** Bachelor's Degree or equivalent and ten (10) years of experience is required. With a Master's Degree, six (6) years of experience is required. With a PhD, three (3) years of experience is required.

## **SCIENTIST I**

---

### **I. SUMMARY DESCRIPTION**

A Scientist I is an expert in single or multiple technical disciplines providing expert knowledge and insight into specific areas of science and technology. Guides the development and application of this knowledge to the project. Independently performs a variety of system design and integration tasks where subject matter expertise is required.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. Conducts analytic studies and/or scientific studies in specific areas of science and technology.
2. Acts in a staff or consulting/advisory capacity to the customer and is recognized as an expert in the scientific community.

3. May perform other duties as required.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Scientist I:** Bachelor's Degree or equivalent and five (5) years of experience is required. With a Master's Degree, one (1) year of experience is required.

## **DIVISION ENGINEERING EXPERT (DIVENG)**

---

---

### **I. SUMMARY DESCRIPTION**

A DIVENG supports engineering initiatives and programs of the division providing expert engineering oversight and advice. The DIVENG contributes to advanced engineering solutions, performs extensive customer contact and serves as key voice for the division. The DIVENG directs the work of others at a senior level. Typically reports to CEO or top corporate management.

### **II. MINIMUM EDUCATION/EXPERIENCE**

**Division Engineering Expert (DIVENG):** Master's Degree or equivalent in an engineering, scientific, or technical discipline or post graduate degree in a business management discipline from an accredited college or university and 15+ years of experience.

## **CORPORATE LEAD/ENGINEER SCIENTIST (CL/ES)**

---

---

### **I. SUMMARY DESCRIPTION**

A CL/ES conceives and develops ideas for new engineering products and conceptualizes novel and creative solutions for customer-based engineering problems. A CL/ES serves as a top engineering advisor to customers and clients. A CL/ES demonstrates expertise in a variety of the field's concepts, practices, and procedures. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Reports to CEO or top operational management.

### **II. MINIMUM EDUCATION/EXPERIENCE**

**Corporate Lead/Engineer Scientist (CL/ES):** Master's Degree or equivalent in an engineering, scientific, or technical discipline or post graduate degree in a business management discipline from an accredited college or university and 15+ years of experience.

## PRINCIPAL ENGINEER (PE)

---

### I. SUMMARY DESCRIPTION

A PE is recognized as a technical authority. Manages various-sized teams of engineers; has budget and scheduling responsibilities. Applies engineering principles and techniques to accomplish goals, usually involving long-term engineering design evaluations. Has full technical authority and may be considered middle-to-high level management. Routinely involved with senior level customer contacts. Reviews the technical work of others. Familiar with a variety of the field's concepts, practices, and procedures; top level contributor to engineering teams and major projects. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a department head.

### II. MINIMUM EDUCATION/EXPERIENCE

**Principal Engineer (PE) I:** Bachelor's degree or equivalent from an accredited college or university in an engineering, scientific, or technical discipline plus 14+ years of experience.

**Principal Engineer (PE) II:** Bachelor's degree or equivalent from an accredited college or university in an engineering, scientific, or technical discipline plus 16+ years of experience.

**Principal Engineer (PE) III:** Bachelor's degree or equivalent from an accredited college or university in an engineering, scientific, or technical discipline plus 18+ years of experience.

## SENIOR ENGINEER/ANALYST (SR E/A)

---

### I. SUMMARY DESCRIPTION

A SR E/A leads a team of engineers and/or analysts who design, develop, and test and evaluate engineering systems or subsystems. May work with other engineering teams to increase efficiency, and production quality and volume. Has advanced skills acquired through experience or study; uniquely applies those abilities to the problems at hand. Applies principles and techniques of electrical engineering to accomplish goals. Has technical authority for team members and oversees most day to day work of team. Familiar with a variety of the field's concepts, practices, and procedures. Relies on substantial experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of department.

### II. MINIMUM EDUCATION/EXPERIENCE

**Senior Engineer/Analyst (SR E/A):** Bachelor's degree or equivalent from an accredited college or university in an engineering, scientific, or technical discipline plus 10+ years of experience.

## LEAD ENGINEER/ANALYST (LEAD E/A)

---

---

### I. SUMMARY DESCRIPTION

A LEAD E/A performs engineering design and design evaluation. Familiar with a variety of the field's concepts, practices, and procedures. Relies on broad experience and solid technical judgment to plan and accomplish goals. May lead and direct the work of other less experienced engineers and small task teams. A widening range of creativity and latitude is expected. Typically reports to a manager or department head.

### II. MINIMUM EDUCATION/EXPERIENCE

**Lead Engineer / Analyst (LEAD E/A) I:** Bachelor's degree or equivalent from an accredited college or university in an engineering, scientific, or technical discipline plus 5 to 7 years of experience.

**Lead Engineer / Analyst (LEAD E/A) II:** Bachelor's degree or equivalent from an accredited college or university in an engineering, scientific, or technical discipline plus 8 to 10 years of experience.

**Lead Engineer / Analyst (LEAD E/A) III:** Bachelor's degree or equivalent from an accredited college or university in an engineering, scientific, or technical discipline plus 11+ years of experience.

## ENGINEER/ANALYST (E/A)

---

---

### I. SUMMARY DESCRIPTION

An E/A performs a variety of engineering tasks, either independently or under supervision, which are broad in nature and are concerned with design and implementation, including personnel, hardware, software and support facilities and/or equipment. Works closely with a team of engineers and/or analysts through project completion. Principal duties and responsibilities include, but are not limited to the following:

- Plans and performs engineering research, design development, and other assignments in conformance with design, engineering and customer specifications.
- Responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level engineers.
- Coordinates the activities of Engineers and Technicians assigned to specific engineering projects.
- May perform other duties as assigned.

## II. MINIMUM EDUCATION/EXPERIENCE

**Engineer / Analyst (E/A) I:** Bachelor's Degree or equivalent in an engineering, scientific, or technical discipline or post graduate degree in a business management discipline from an accredited college or university and 1 to 3 years experience

**Engineer / Analyst (E/A) II:** Bachelor's Degree or equivalent in an engineering, scientific, or technical discipline or post graduate degree in a business management discipline from an accredited college or university and 4 to 6 years experience

**Engineer / Analyst (E/A) III:** Bachelor's Degree or equivalent in an engineering, scientific, or technical discipline or post graduate degree in a business management discipline from an accredited college or university and 7 to 9 years experience

**Engineer / Analyst (E/A) IV:** Bachelor's Degree or equivalent in an engineering, scientific, or technical discipline or post graduate degree in a business management discipline from an accredited college or university and 10 to 12 years experience

## ENGINEERING TECHNICIAN (ET)

---

### I. SUMMARY DESCRIPTION

An ET works under supervision to perform a variety of engineering tasks that are broad in nature and are typically concerned with the maintenance and repair of equipment and/or special facilities used in support of engineering efforts. Technicians have typically received some formal training but not at the level or degree of sophistication of an Engineer/Analyst. Principal duties and responsibilities include, but are not limited to the following:

- Supports planning, maintenance and repair of equipment and facilities in accordance with established policies and procedures.
- Supports design, development, integration, and testing activities of a technical/engineering project.
- Typically works under the supervision of an Engineer or Analyst.
- May perform other duties as assigned.

### II. MINIMUM EDUCATION/EXPERIENCE

**Engineering Technician (ET) I** – Associate's Degree or Equivalent. Four (4) years of general experience is considered equivalent to an Associate's Degree. 0 to 2 years experience required.



**Engineering Technician (ET) II** – Associate’s Degree or Equivalent. Four (4) years of general experience is considered equivalent to an Associate’s Degree. 3 to 5 years of experience required.

**Engineering Technician (ET) III** – Associate’s Degree or Equivalent. Four (4) years of general experience is considered equivalent to an Associate’s Degree. 6 to 8 years of experience required.

**Engineering Technician (ET) IV** – Associate’s Degree or Equivalent. Four (4) years of general experience is considered equivalent to an Associate’s Degree. 8+ years of experience required.

---

---

## ENGINEERING AIDE

---

---

### I. SUMMARY DESCRIPTION

An Engineering Aide supports logistics/engineering analyses and/or simulations under the direction of a logistician, engineer or scientist. Aides are typically students or interns who have completed one year of college but have not completed their formal training. Principal duties and responsibilities include, but are not limited to the following:

- Assists engineers, analysts, or logisticians with planning, maintenance and repair of equipment and facilities in accordance with established policies and procedures.
- Assists engineers, analysts, or logisticians with design, development, integration, and testing activities of a technical/engineering project.
- Typically works under the supervision of an Engineer or Analyst.
- May perform other duties as assigned.

### II. MINIMUM EDUCATION/EXPERIENCE

**Engineering Aide** – Enrolled in a course of study leading to a degree in an engineering or science discipline and has matriculated to a third year or junior level. 0 to 2 years experience required.

---

---

## NETWORK ENGINEER IV

---

---

### I. SUMMARY DESCRIPTION

A Network Engineer IV is a technical/engineering professional who performs highly specialized and technical tasks associated with most current and cutting edge technologies.

### II. FUNCTIONAL RESPONSIBILITIES

1. Acts as an adviser in complex and critical client projects.



2. May serve as a technical consultant to a project or to a number of projects dealing with areas of engineering and technical expertise.
3. Maintains current knowledge of relevant hardware systems, subsystems, components and parts and associated technologies.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Network Engineer IV:** Bachelor's Degree or equivalent and fifteen (15) years of experience is required. With a Master's Degree, eleven (11) years of experience is required. With a PhD, eight (8) years of experience is required.

## **NETWORK ENGINEER III**

---

### **I. SUMMARY DESCRIPTION**

A Network Engineer III is a technical/engineering professional who performs highly specialized and technical tasks associated with most current and cutting edge technologies.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. May serve as a technical consultant to a project or to a number of projects dealing with areas of engineering and technical expertise.
2. Maintains current knowledge of relevant hardware systems, subsystems, components and parts and associated technologies.
3. Possesses advanced knowledge of the principles, methods, and techniques used in the area of technical expertise.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Network Engineer III:** Bachelor's Degree or equivalent and ten (10) years of experience is required. With a Master's Degree, six (6) years of experience is required. With a PhD, three (3) years of experience is required.

## **NETWORK ENGINEER II**

---

### **I. SUMMARY DESCRIPTION**

A Network Engineer II is a technical/engineering professional who performs highly specialized and technical tasks associated with most current and cutting edge technologies.



## II. FUNCTIONAL RESPONSIBILITIES

1. Maintains current knowledge of relevant hardware systems, subsystems, components and parts and associated technologies.
2. Possesses advanced knowledge of the principles, methods, and techniques used in the area of technical expertise.
3. May perform other duties as required.

## III. MINIMUM EDUCATION/EXPERIENCE

**Network Engineer II:** Bachelor's Degree or equivalent and five (5) years of experience. With a Master's Degree, one (1) year of experience is required.

# NETWORK ENGINEER I

---

---

## I. SUMMARY DESCRIPTION

A Network Engineer I is a technical/engineering professional who performs highly specialized and technical tasks associated with most current and cutting edge technologies.

## II. FUNCTIONAL RESPONSIBILITIES

1. Possesses advanced knowledge of the principles, methods, and techniques used in the area of technical expertise.
2. May perform other duties as required.

## III. MINIMUM EDUCATION/EXPERIENCE

**Network Engineer I:** Bachelor's Degree or equivalent and less than five (5) years of experience is required.

# LOGISTICS ENGINEER III

---

---

## I. SUMMARY DESCRIPTION

A Logistics Engineer III demonstrates sustained level of effort in program/project lifecycles where demonstrated and specialized logistics engineering qualifications are necessary.

## **II. FUNCTIONAL RESPONSIBILITIES**

1. Leads programs, projects or tasks whose technical complexity requires constant engineering oversight.
2. Ensures completion of programs, projects or tasks within estimated time frames and budget constraints.
3. Ensures that the quality of the program, project or task deliverable meets the established metrics.
4. Briefs and leads process teams.

## **III. MINIMUM EDUCATION/EXPERIENCE**

**Logistics Engineer III:** Bachelor's Degree or equivalent and ten (10) years of experience is required. With a Master's Degree, six (6) years of experience is required. With a PhD, three (3) years of experience is required.

# **LOGISTICS ENGINEER II**

---

## **I. SUMMARY DESCRIPTION**

A Logistics Engineer II demonstrates sustained level of effort in program/project lifecycles where demonstrated and specialized logistics engineering qualifications are necessary.

## **II. FUNCTIONAL RESPONSIBILITIES**

1. Ensures completion of programs, projects or tasks within estimated time frames and budget constraints.
2. Ensures that the quality of the program, project or task deliverable meets the established metrics.
3. May perform other duties as required.

## **III. MINIMUM EDUCATION/EXPERIENCE**

**Logistics Engineer II:** Bachelor's Degree or equivalent and five (5) years of experience. With a Master's Degree, one (1) year of experience is required.

## LOGISTICS ENGINEER I

---

### I. SUMMARY DESCRIPTION

A Logistics Engineer I demonstrates sustained level of effort in program/project lifecycles where demonstrated and specialized logistics engineering qualifications are necessary.

### II. FUNCTIONAL RESPONSIBILITIES

1. Ensures that the quality of the program, project or task deliverable meets the established metrics.
2. May perform other duties as required.

### III. MINIMUM EDUCATION/EXPERIENCE

**Logistics Engineer I:** Bachelor's Degree or equivalent and less than five (5) years of experience is required.

## ENGINEERING SPECIALIST IV

---

### I. SUMMARY DESCRIPTION

An Engineering Specialist IV functions as a professional specialist with responsibility for an engineering program or specialty area, or as an assistant to a program/project manager.

### II. FUNCTIONAL RESPONSIBILITIES

1. Advises and assists in all areas of responsibility.
2. Carries out special projects as assigned.
3. Recommends and formulates procedures, policies, and guidelines for assigned programs.

### III. MINIMUM EDUCATION/EXPERIENCE

**Engineering Specialist IV:** High School Diploma or General Equivalency Diploma (GED) and fifteen (15) years experience is required.

## ENGINEERING SPECIALIST III

---

---

### I. SUMMARY DESCRIPTION

An Engineering Specialist III functions as a professional specialist with responsibility for an engineering program or specialty area, or as an assistant to a program/project manager.

### II. FUNCTIONAL RESPONSIBILITIES

1. Carries out special projects as assigned.
2. Recommends and formulates procedures, policies, and guidelines for assigned programs.
3. Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspect of the program.

### III. MINIMUM EDUCATION/EXPERIENCE

**Engineering Specialist III:** High School Diploma or General Equivalency Diploma (GED) and ten (10) years experience is required.

## ENGINEERING SPECIALIST II

---

---

### I. SUMMARY DESCRIPTION

An Engineering Specialist II functions as a professional specialist with responsibility for an engineering program or specialty area, or as an assistant to a program/project manager.

### II. FUNCTIONAL RESPONSIBILITIES

1. Recommends and formulates procedures, policies, and guidelines for assigned programs.
2. Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspect of the program.
3. May perform other duties as required.

### III. MINIMUM EDUCATION/EXPERIENCE

**Engineering Specialist II:** High School Diploma or General Equivalency Diploma (GED) and five (5) years experience is required.

## ENGINEERING SPECIALIST I

---

### I. SUMMARY DESCRIPTION

An Engineering Specialist I functions as a professional specialist with responsibility for an engineering program or specialty area, or as an assistant to a program/project manager.

### II. FUNCTIONAL RESPONSIBILITIES

1. Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspect of the program.
2. May perform other duties as required.

### III. MINIMUM EDUCATION/EXPERIENCE

**Engineering Specialist I:** High School Diploma or General Equivalency Diploma (GED) and less than five (5) years experience is required.

## BUSINESS OPERATIONS ANALYST I

---

### I. SUMMARY DESCRIPTION

A Business Operations Analyst I performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report, and recommends solutions.

### II. FUNCTIONAL RESPONSIBILITIES

1. Supports all labor efforts identified as business and finance in nature, including but not limited to project control, finance and accounting, project planning and scheduling, and cost estimating.
2. May perform other duties as required.

### III. MINIMUM EDUCATION/EXPERIENCE

**Business Operations Analyst I:** Bachelor's Degree or equivalent and less than five (5) years experience is required.

## **PROGRAM ANALYST IV**

---

---

### **I. SUMMARY DESCRIPTION**

A Program Analyst IV demonstrates sustained levels of effort in program/project lifecycles where demonstrated analytical skills with specialized qualifications are necessary. Expertise in one or more science, engineering and program management disciplines.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. Designs and implements discipline-specific plans for complex operations, business or process models.
2. Verifies, validates, and supports the accreditation/certification of models or data considered for use (VV&A and VV&C).
3. Builds, refines and validates requirements databases.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Program Analyst IV:** Bachelor's Degree or equivalent and fifteen (15) years of experience is required. With a Master's Degree, eleven (11) years of experience is required. With a PhD, eight (8) years of experience is required.

## **PROGRAM ANALYST III**

---

---

### **I. SUMMARY DESCRIPTION**

A Program Analyst III demonstrates sustained levels of effort in program/project lifecycles where demonstrated analytical skills with specialized qualifications are necessary. Expertise in one or more science, engineering and program management disciplines.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. Verifies, validates, and supports the accreditation/certification of models or data considered for use (VV&A and VV&C).
2. Builds, refines and validates requirements databases.
3. Conducts and delivers course-of-action analyses.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Program Analyst III:** Bachelor's Degree or equivalent and ten (10) years of experience is required. With a Master's Degree, six (6) years of experience is required. With a PhD, three (3) years of experience is required.

## **PROGRAM ANALYST II**

---

### **I. SUMMARY DESCRIPTION**

A Program Analyst II demonstrates sustained levels of effort in program/project lifecycles where demonstrated analytical skills with specialized qualifications are necessary. Expertise in one or more science, engineering and program management disciplines.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. Conducts and delivers course-of-action analyses.
2. Ensures completion of programs, projects or tasks within estimated time frames and budget constraints.
3. Ensures the quality of the program, project or task deliverable meets the established standards or metrics.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Program Analyst II:** Bachelor's Degree or equivalent and five (5) years of experience. With a Master's Degree, one (1) year of experience is required.

## **PROGRAM ANALYST I**

---

### **I. SUMMARY DESCRIPTION**

A Program Analyst I demonstrates sustained levels of effort in program/project lifecycles where demonstrated analytical skills with specialized qualifications are necessary. Expertise in one or more science, engineering and program management disciplines.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. Ensures completion of programs, projects or tasks within estimated time frames and budget constraints.
2. Ensures the quality of the program, project or task deliverable meets the established standards

or metrics.

3. May perform other duties as required.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Program Analyst I:** Bachelor's Degree or equivalent and less than five (5) years experience is required.

---

## **FINANCIAL ANALYST II**

---

### **I. SUMMARY DESCRIPTION**

A Financial Analyst II is responsible for various financial functions such as budgeting, auditing, forecasting, and analysis.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. Creates and maintains statistical data to inform management of current events and complex problems.
2. May perform other duties as required.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Financial Analyst II:** Bachelor's Degree or equivalent and five (5) years of experience. With a Master's Degree, one (1) year of experience is required.

---

## **ADMINISTRATIVE SUPPORT SPECIALIST IV**

---

### **I. SUMMARY DESCRIPTION**

An Administrative Support Specialist IV possesses proficient experience in the provision of administrative support to program managers or project managers.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. Performs tasks according to the standard operating procedures, guidance, and manuals specific to the tasks, functions, systems or office equipment as assigned.
2. May prepare and manage written correspondence, maintaining records and distributing information, operating office machines (copiers, printers, faxes, scanners, etc.) maintaining and accounting for office supplies, answering and routing calls, distributing mail and messages,



maintaining schedules and calendars, coordinating meetings, assisting visitors, and performing related administrative and clerical support.

3. May use word processing systems on a personal computer to produce a variety of text documents such as correspondence and memos.
4. Recognizes and refers problems to an immediate supervisor.
5. Works under the supervision of a Manager.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Administrative Support Specialist IV:** High School Diploma or General Equivalency Diploma (GED) and fifteen (15) years experience is required.

## **ADMINISTRATIVE SUPPORT SPECIALIST III**

---

### **I. SUMMARY DESCRIPTION**

An Administrative Support Specialist III possesses proficient experience in the provision of administrative support to program managers or project managers.

### **II. FUNCTIONAL RESPONSIBILITIES**

1. Performs tasks according to the standard operating procedures, guidance, and manuals specific to the tasks, functions, systems or office equipment as assigned.
2. May prepare and manage written correspondence, maintaining records and distributing information, operating office machines (copiers, printers, faxes, scanners, etc.) maintaining and accounting for office supplies, answering and routing calls, distributing mail and messages, maintaining schedules and calendars, coordinating meetings, assisting visitors, and performing related administrative and clerical support.
3. May use word processing systems on a personal computer to produce a variety of text documents such as correspondence and memos.
4. Recognizes and refers problems to an immediate supervisor.
5. Works under the supervision of a Manager.
6. May perform other duties as required.

### **III. MINIMUM EDUCATION/EXPERIENCE**

**Administrative Support Specialist III:** High School Diploma or General Equivalency Diploma (GED) and ten (10) years experience is required.